

Admin Users

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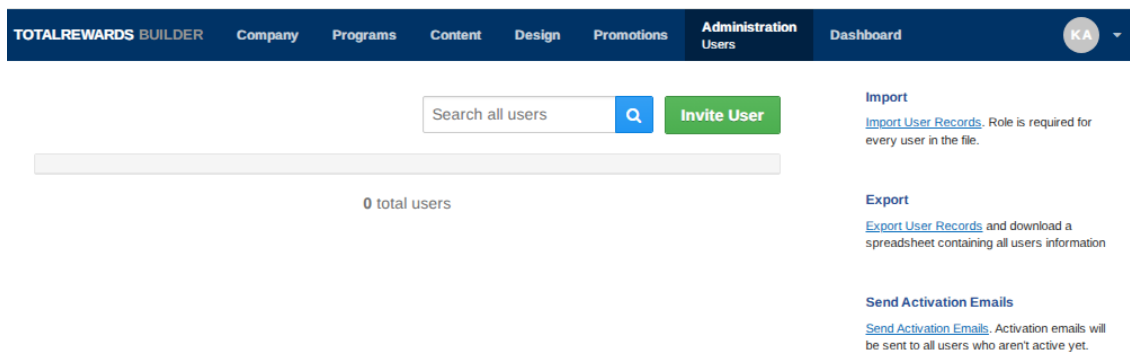
Admin Users have full access to the portal. They can view and edit all employee information, including Cash Compensation and Benefits, and can also invite others to become Admin Users.

You can add Admin Users either **one at a time** or **in bulk**.

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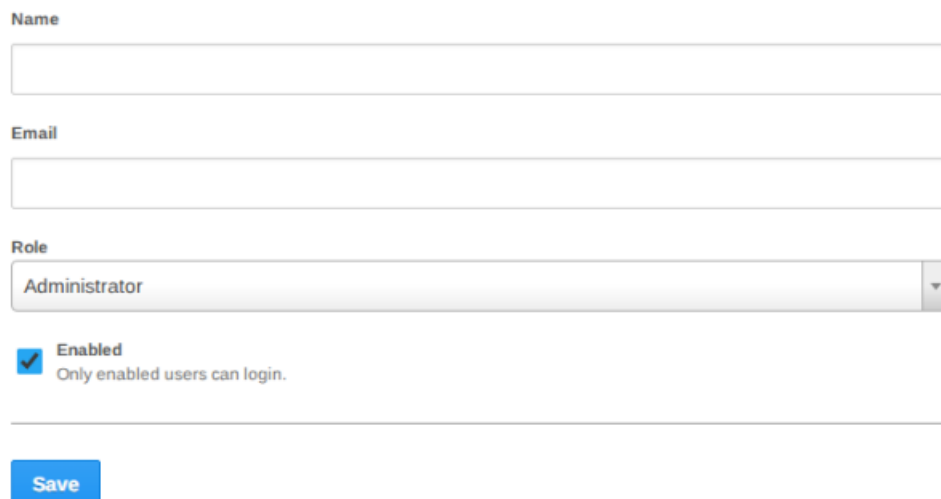
□ Add a Single Admin User:

1. Go to **Administration**.
2. Select **Users** from the dropdown.
3. Click the **Invite User** button.



The screenshot shows the 'Administration Users' page in the TotalRewards Builder. The top navigation bar includes 'TOTALREWARDS BUILDER', 'Company', 'Programs', 'Content', 'Design', 'Promotions', 'Administration Users' (selected), and 'Dashboard'. A user profile icon 'K A' is in the top right. Below the navigation bar, there is a search bar labeled 'Search all users' with a magnifying glass icon and a green 'Invite User' button. A progress bar shows '0 total users'. On the right side, there are three sections: 'Import' with a link to 'Import User Records' and a note 'Role is required for every user in the file.', 'Export' with a link to 'Export User Records' and a note 'Export User Records and download a spreadsheet containing all users information', and 'Send Activation Emails' with a link to 'Send Activation Emails' and a note 'Activation emails will be sent to all users who aren't active yet.'

4. Enter the **Name** and **Email Address**.




The form for adding a single admin user consists of several fields and a checkbox. The 'Name' field is a text input. The 'Email' field is a text input. The 'Role' field is a dropdown menu with 'Administrator' selected. Below these fields is a checkbox labeled 'Enabled' with a checked box and the text 'Only enabled users can login.' At the bottom of the form is a blue 'Save' button.

5. Click **Save**.
6. An **email invitation** will be sent from noreply@totalrewards.io. To activate their access, the invited user must click the **Sign In** button in the email.

Welcome to TotalRewards Builder!



noreply@totalrewards.io
To Krish

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi **Krish Aguas**,

Click on the link below to create a password and login to TotalRewards Builder.

[Sign in to TotalRewards Professional](#)

Once you log in to the application please make sure to bookmark the URL for future reference.

Note: The email invitation will automatically be sent once you hit Save.

Quick Steps: Administration → Users → Invite User → Enter Name & Email → Save → User activates via email link

Upload Multiple Admin Users:

1. Go to **Administration**.
2. Select **Users** from the dropdown.
3. Click the **Export User Records** button.
4. Save and update the **User template**.
5. Click the **Import User Records** button.
6. Leave the following columns **blank**:
 - ID
 - Username
 - System ID
 - To Delete
7. Update the following fields:
 - **Name:** First and Last Name
 - **Email:** Email Address
 - **Enabled:** Yes (or leave blank; default is Yes)
 - **Role:** Admin

	A	B	C	D	E	F	G	H
1	ID	Name	Email	Username	Enabled	System ID	Role	To Delete
2		Krish Aguas	krishaguas@totalrewardssoftware.com				Admin	
3								
4								
5								





8. Click **Send Activation Emails** button for the email invitation.

□ **Note:** You can export a template to add or update users, but do not change system-generated IDs.

□ **Quick Steps:** Administration → Users → Export User Records → Update Template → Import User Records → Send Activation Emails → Users activate via email link

Activation Status

- If the user **has not activated** their access, their status will appear as **Pending activation**.
- Once activated, their status will update to **Active**.

	Krish Aguas Administrator Pending activation Enabled	
krishaguas@totalrewardssoftware.com		
	Michelle Loiseaux Administrator Active Enabled	
michelleloiseaux@totalrewardssoftware.com		

2 total users

□ **Note:** Admin Users have full access to all employee data and can make changes throughout the portal.
