NIPR *ADMINISTRATOR* User Guide
Industry

What is the Industry Administrator?

The Administrator is the individual for your company that is responsible for assigning, editing, and maintaining a list of "Users" that are allowed to access NIPR information on behalf of your company. The Administrator will assign a User ID and password to each user, assign them the appropriate product(s), designate an account, and inactivate a user if necessary. The Industry Administrator Application is where you will set up all of your company's user(s) access to NIPR products. Only the designated Administrator for your company will be able to access this application.

Accessing the Industry Administrator Application

To access the application go to https://pdb.nipr.com/pdb-reports, enter the User Id and Password provided to you by NIPR Marketing, click Login and then select the "Industry Admin" link.

For questions please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

User Summary screen*
- o Displays the Login ID, User Name and Email
- o Lists all of the Users currently associated to that Administrator
- o Lists all accounts and which Users are assigned to those accounts (under the Accounts tab)
- o From this screen you will be able to:
  - o add Users
  - o edit Users
  - o add accounts

*Note: If you are a new customer your User Summary will only list the ADMINISTRATOR until you add Users.

For questions please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

ADDING A USER

To add a new user click on the "Create User" button at the bottom of the "User Summary" section.

You will then be directed to the "User Profile" page.

On this screen you will enter a User ID for your user(s). You will also provide some basic information about the user including name, number, and address. After entering all required information (denoted by *) click the "Submit" button

For questions please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

User ID Rules
o Minimum of 5 characters
o Maximum of 30 characters
o Must start with a letter
o May have numbers but not required
o No special characters are allowed
o Underscores are acceptable
o No duplicates

Your new user will receive two emails, one with the user ID you created for them and the second with a temporary password.

From:	no_reply_security@nipr.com
To:	jasmith@nipr.com
Cc:	
Subject:	[Confidential] New Account

Jane Smith-

In accordance with your request, we have created your new user ID.

NOTE: If you did not request this new user ID, or if you were not expecting someone to request this new user ID on your behalf, please contact us immediately using the contact information at the bottom of this message.

Your user ID is: **JANESMITH**

You will enter this user ID in the "Username" field on the login page.

We have assigned a temporary password, which you will receive in a separate secure email message. That email message will contain additional details regarding the use of the password.

Please do not attempt to reply to this message, as it cannot accept replies.

If you have any questions, please contact your administrator.

From:	no_reply_security@nipr.com
To:	jasmith@nipr.com
Cc:	
Subject:	[Confidential] New Account Password

Jane Smith-

In accordance with your recent request for a new user ID, we are providing the password associated with this new ID.

NOTE: If you did not request this new user ID, or if you were not expecting someone to request this new user ID on your behalf, please contact us immediately using the contact information at the bottom of this message.

We have assigned the following temporary password to your new user ID: **koR7f0!oG_8c312bJTiSvHF***

You will be asked to change the temporary password the next time you attempt to log in.

After you change the temporary password, the new password that you set will expire in 90 days.

Please be aware that we expect you to protect your password using the guidelines below:

- Use only the ID and password assigned to you, and do not disclose your ID and password to someone else;
- Make every effort to keep the password secure and safe;
- Make every effort to ensure that your password is not recorded in a place easily accessible to someone else

If you have any questions, please contact your administrator.

User Details

Lists brief summary of most recently entered user

- o   Name
- o   E-Mail
- o   Phone Number

Below that, in the "Manage Products" section, you will assign the User the products they are authorized to use and assign them to an account; the account number will default to Account 1*.

The products table will display all of the products available for your company. At least one product for the user must be selected.

* Please note, if you do not change this, all of the products this User requests will show up on the invoice under Account 1, i.e. you have 5 Users and you do not update the account number as each user is assigned, all 5 Users' activities will be listed as Account 1 instead of Account 1, Account 2, Account 3, etc.

After selecting the desired products and account number click the Continue button. You will be directed to the User Summary page. You will now see the user you added listed in the User table, and you will see the user listed next to their assigned account in the Account summary table.

EDITING A USER

In the "User Summary" section, locate the desired USER in the list and click the "Edit "button next to their User ID. You will be directed to the User Details page. From here you may choose to edit the Users profile, or you may choose to edit their assigned products and/or account.

For questions please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

EDITING USER PROFILE

Click on "Edit User Details" button to edit the User Profile.

For questions please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

You will be directed to the "User Profile" page. All fields will be pre-populated with the information you originally provided. You may change any personal or address information about the user. You may also change the status of a user, or change their password. After changing the desired fields click the "Submit" button.

EDIT ASSIGNED PRODUCT(S) AND ACCOUNT

***** You may edit the user's products and account at the same time.

To edit the Users assigned products, simply check or uncheck the desired product(s) and click "Continue"

To edit the User assigned account, simply select a new account number from the "Assigned Account" drop down menu and click "Continue"

For questions please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.

ADDING AN ACCOUNT

From the "Admin Home" page, click on the "Account" tab and then click on the "Add Account" button

Only the Administrator has the ability to add an account. If you need an account to be inactivated please contact NIPR Marketing at (816)783-8467 or marketing@nipr.com.