

RTÉ eCommissioning

A Guide to the Company Administration

What You See When You Login

Click here to see the Administration forms

RTÉ Television eCommissioning

You are currently logged on as tco

To Do List Watch List New Submissions Admin

» Admin
» Forms (5)

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Category	Action	Description
eCommissioning Management	My Company Proposals Status	Display status of your company's submitted proposals
eCommissioning Management	My Proposals Status	Display status of your submitted proposals
Registration Management	Manage Company Profile	Update your company's details and profile information.
Registration Management	Manage Company Users	Add, Delete or Modify RTÉ e-Commissioning Users in your company
Registration Management	Replace Account Administrator	Change the RTÉ eCommissioning Account Administrator in your company

You will see five Admin forms when you first login:

1. **My Company Proposals Status** shows you all proposals your company has submitted
2. **My Proposals Status** shows all the proposals you have submitted
3. **Manage Company Profile** allows you to update your company details i.e. address / phone numbers etc
2. **Manage Company Users** allows you to add, amend or suspend / disable other users in your company to use the system. As Account administrator for your company, it is your responsibility to ensure those users who leave your company are disabled from using the system further. You can also reset other users passwords if they forget them.
3. **Replace Account Administrator** allows you to reassign this role to someone else in your company.

Managing Company Profile

Registration Request

Full Name (Mandatory fields are outlined in **RED**)

Alan Butler

Job Title

Producer

Company Name

A to B Productions

Address

6 The Bridge
New Road
Donnybrook
Dublin 4

Country

Ireland

Supplier Type

Media / Industry Professional

Contact List (include individual mobile numbers)

Alan Butler 087 5555555
John Byrne (P. acct) 087 5551234
Peter Smith (Producer 087 5554567

This email address will be used to communicate with you about your account

alan@atobproductions.ie

Please confirm your e-mail address

alan@atobproductions.ie

Phone Number

01 5555555

Fax Number

Mobile Number

087 5555555

Please use numbers or spaces only

Company Web Site

www.atobproductions.ie

Please supply us with a short company profile including relevant history and experience.

A to B Productions has been producing programs for RTÉ since the beginning of 1994 when it produced the award winning series "The A to Z of Science".

We have been commissioned by RTÉ to produce over 100 hours of programming, primarily in the documentary and lifestyle genres.

Here, you can update your key contact details and provide us with the most up-to-date information about your company

Remember to click **Save and Close** to save your changes

Managing your company users

Your Company Name

Number of Users

RTÉ Television eCommissioning

Manage your Company Users

Company Name: Total users:

Users authorised to access RTÉ's eCommissioning system (status A - Active, S - Suspended)

Full Name	Job Title	e-Mail Address	Admin	Status
Mutley Dog	Snickering Hound	tcomm11@rte.ie	Y	A
K9	Producer	tcomm14@rte.ie	N	A

Click above to edit an existing user or press the button to

Update fields and press one of the buttons to complete

Password will be sent by email

Full name: Phone number:

Job Title: Fax number:

e-Mail Address: Mobile number:

Y confirms you are the Account Administrator

Selecting a user will display their **name** and **contact details** on the bottom of the screen

Managing your company users

Mandatory fields are outlined in **RED**

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Full name: Phone number:

Job Title: Fax number:

e-Mail Address: Mobile number:

New users you have added are coded as "N" to confirm they do not have admin rights

Click **Add New User** to add a new user and proceed to enter new user details

Click **Add/Update User** to save and send a username password to the user

Click **Save and Close** to exit

Managing your company users

RTÉ Television eCommissioning - Microsoft Internet Explorer

RTÉ Television eCommissioning

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Full name: Phone number:

Job Title: Fax number:

e-Mail Address: Mobile number:

Reset Password will issue a new password by email

Suspend will disable a user account. They will stay on your user list and can be reactivated again at a later date

Save and Close to save updates and exit

Replacing your company administrator

After you have added other users to your account, you can nominate any one of them to replace you as the Account Administrator

RTÉ Television eCommissioning - Microsoft Internet Explorer

RTÉ Television eCommissioning

Manage your Company Users

Company Name: Total users:

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Full Name	Job Title	e-Mail Address	Admin	Status
K9	Producer	tcomm14@rte.ie	N	A

Click above to edit an existing user or press the button to

Select the user that will take over from you as an Account Administrator (ensure they are aware of their responsibilities). They are deemed to have accepted the system [terms and conditions](#).

Press **Save and Close** to confirm the new administrator. In doing so, you will transfer your rights to manage Company Profile and Users (and use this form) to the new administrator.

Full name: Job Title: e-Mail Address:

Click on the user you wish to nominate. Their details will appear in the boxes below

Save and Close to confirm the name of your new administrator