RTÉ eCommissioning

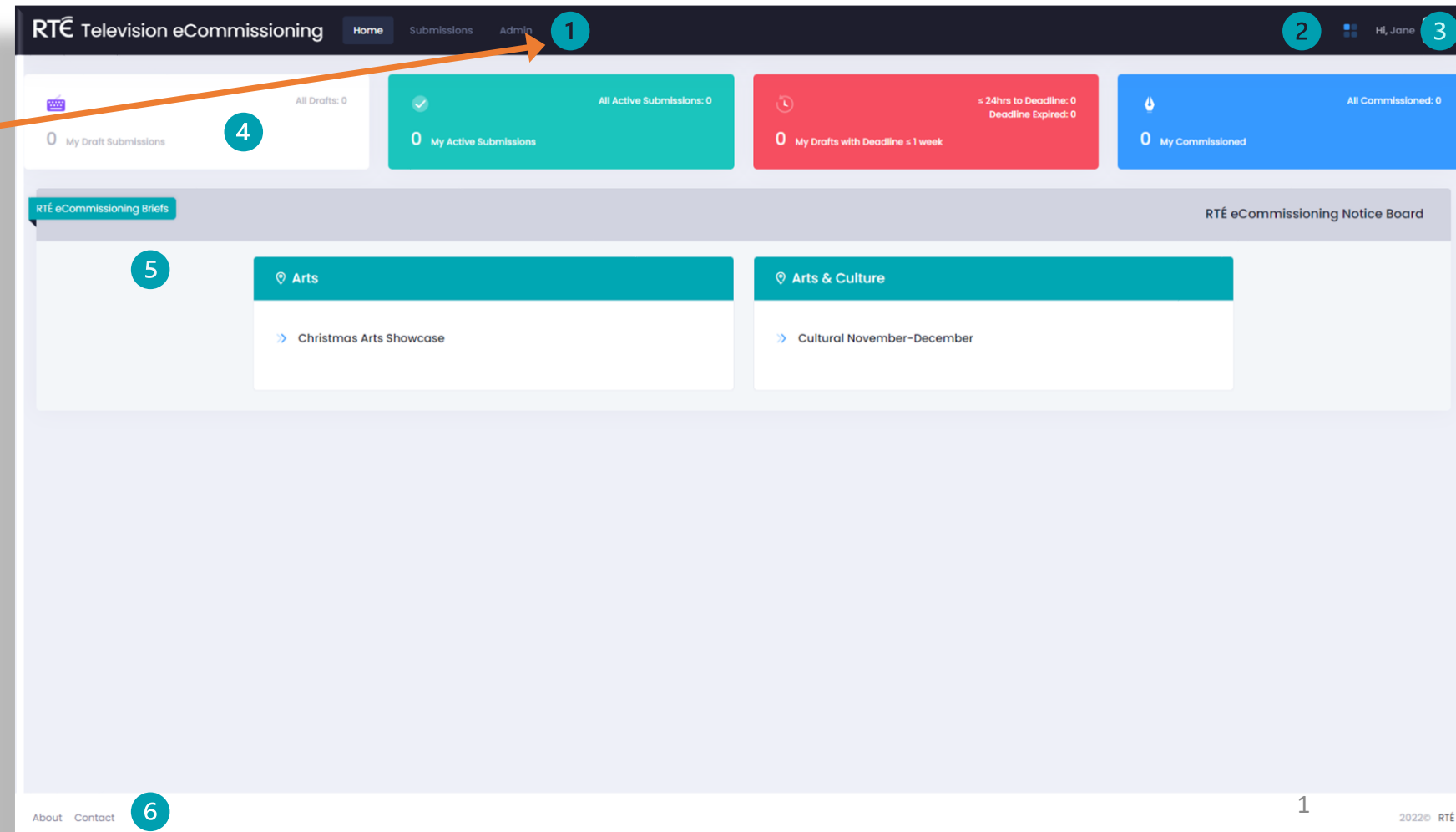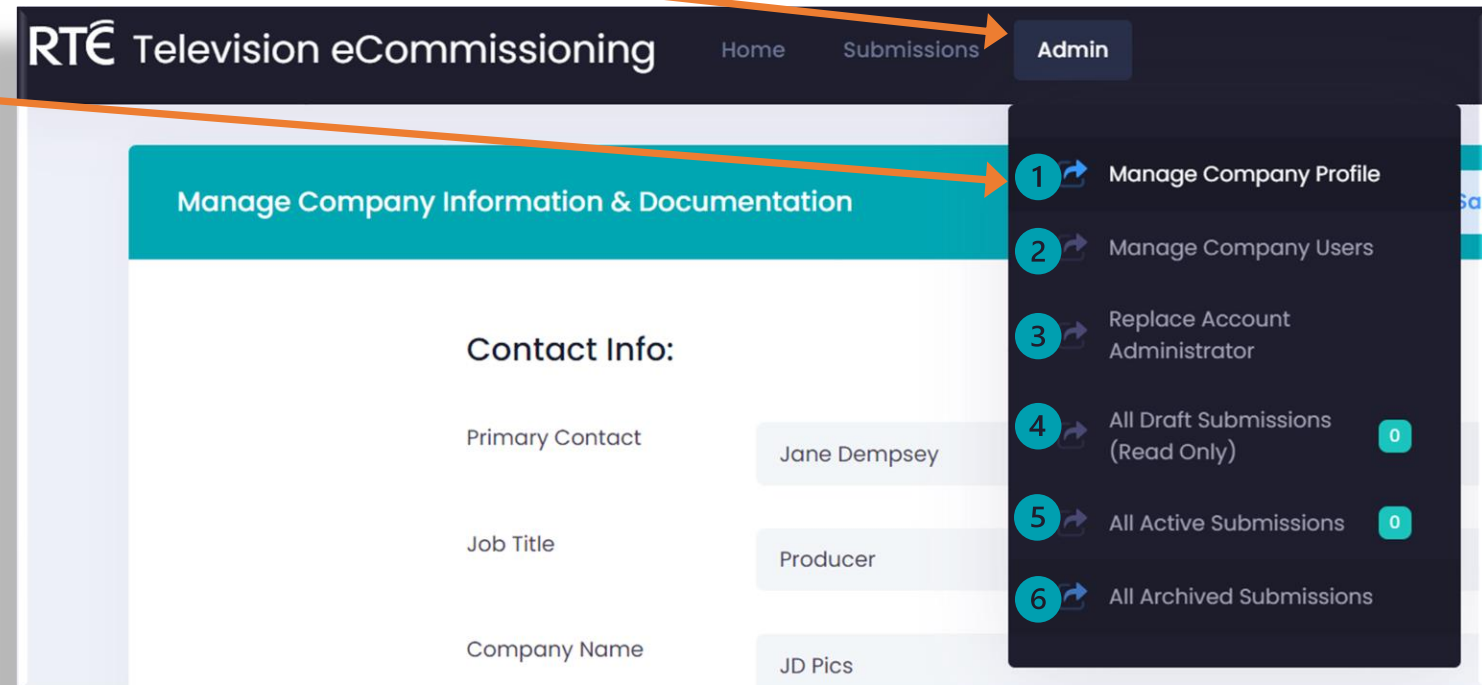## The Home Page - what you see when you login

1. Menu bar.

2. Quick menu.

3. User profile.

4. Dashboard view.

5. Notice board.

6. Contact.

Admin Menu

You will see six functions under the **Admin** menu.

1. Manage Company Profile.

2. Manage Company Users.

3. Replace Account Administrator.

4. All Draft Submissions (Read Only).*

5. All Active Submissions.*

6. All Archive Submissions.*

*Submissions received from 30th January 2023.

Manage Company Profile

Here, you can update your key contact details and provide us with the most up-to-date information about your company i.e. address / phone number etc.

Remember to click **Save Changes.**

Manage Company Users - creating a user account

Select the **+ New User** button on the Manage Company Users form.
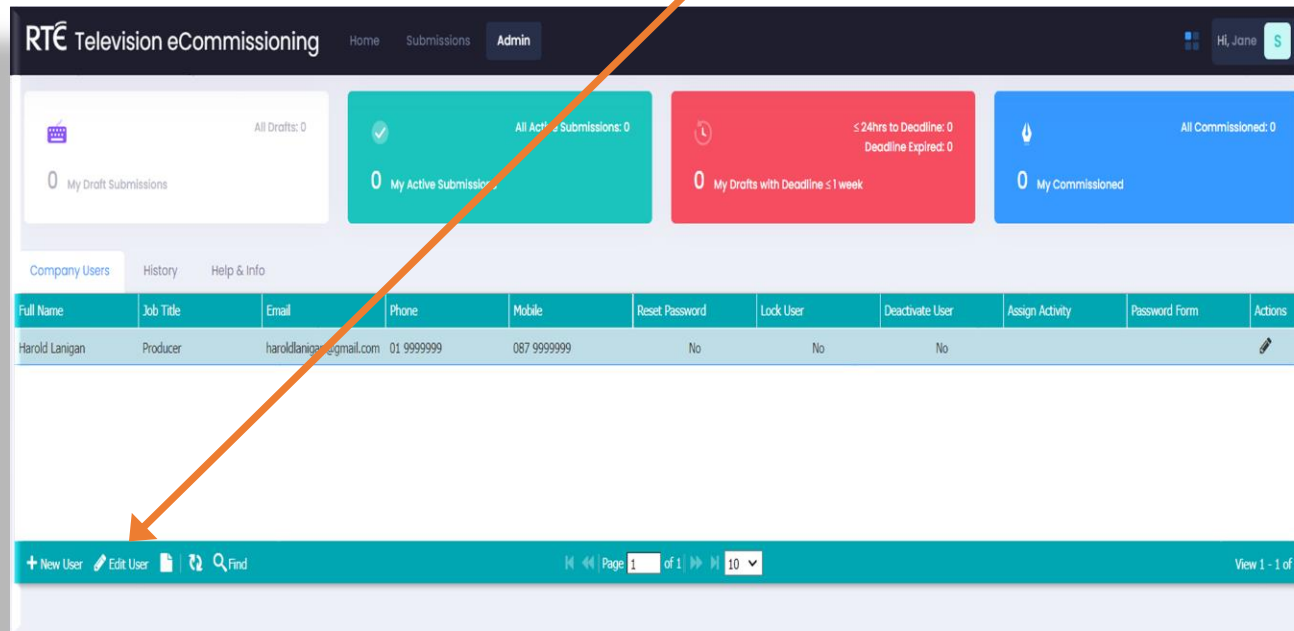
Proceed to enter new user details.
Press **Add New User** to create the user account.

The user will receive an email granting access to RTÉ's eCommissioning system. They will then need to set their password and install the Google Authenticator App.

Manage Company Users - edit a user account
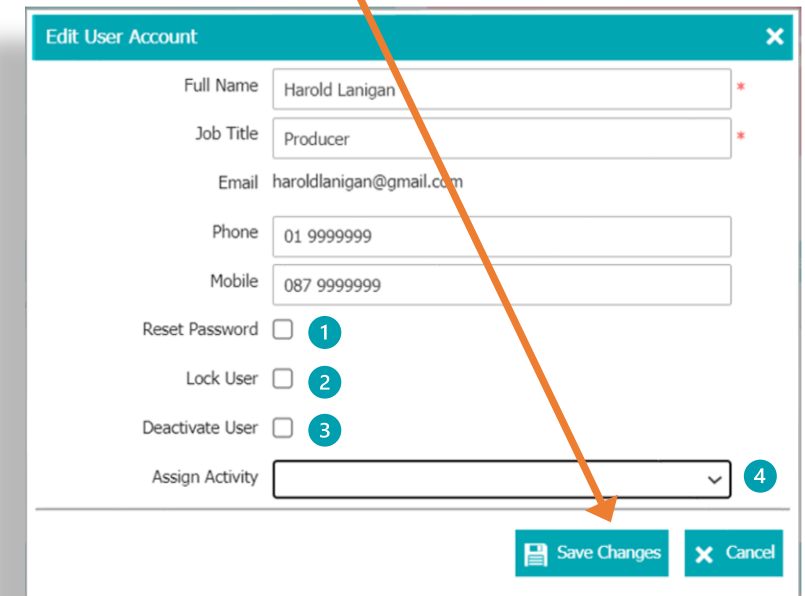
Select the user account and press 🖊 Edit User .

In the Edit User Account form you can:

① Reset the user password.

② Lock a user account.

③ Deactivate a user account (will disable user account).

④ Assign the user activity to another company user e.g. user is on sick leave.
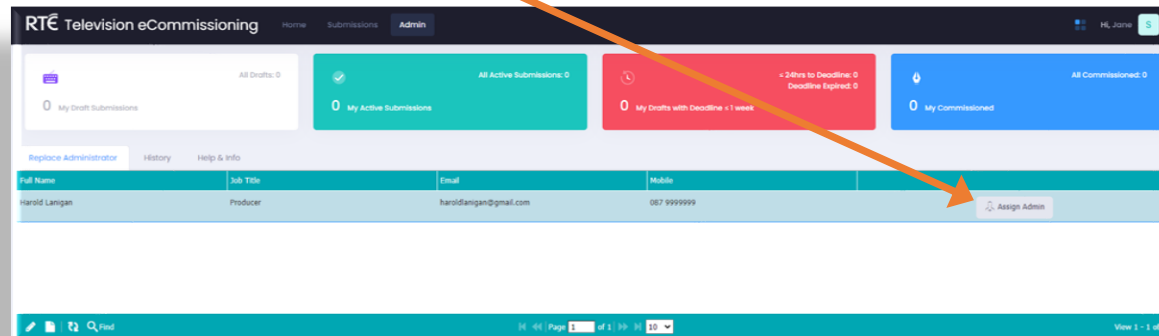
Press 💾 Save Changes to apply settings.
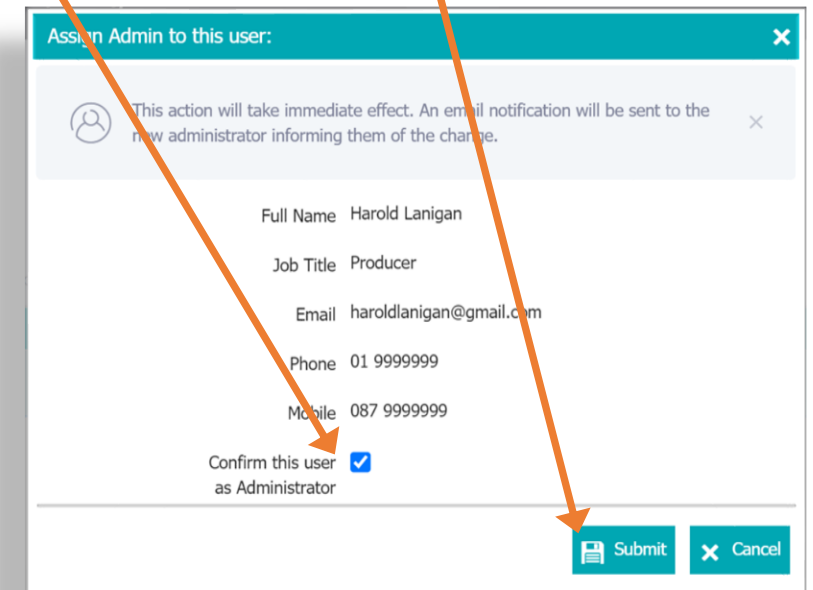
Replacing your Company Administrator

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

Click on the user you wish to nominate and press the [Assign Admin] button.

Tick the **Confirm this user as Administrator** box and press the [Submit] button.

The user will receive an email confirming the change.

All Draft Submissions (Read Only)

As the administrator for your company you have visibility of ALL draft submissions in your company. You can view all your company users draft submissions in READ ONLY mode.

Select the option **All Draft Submissions (Read Only)** from the Admin menu. To read a draft, select **View Draft**
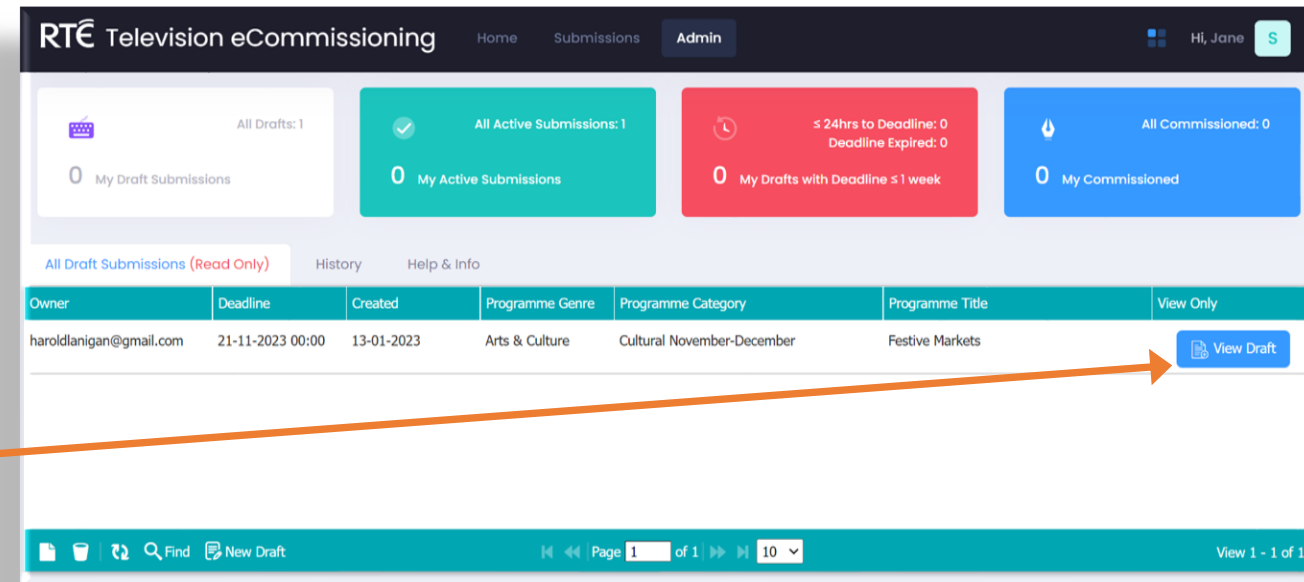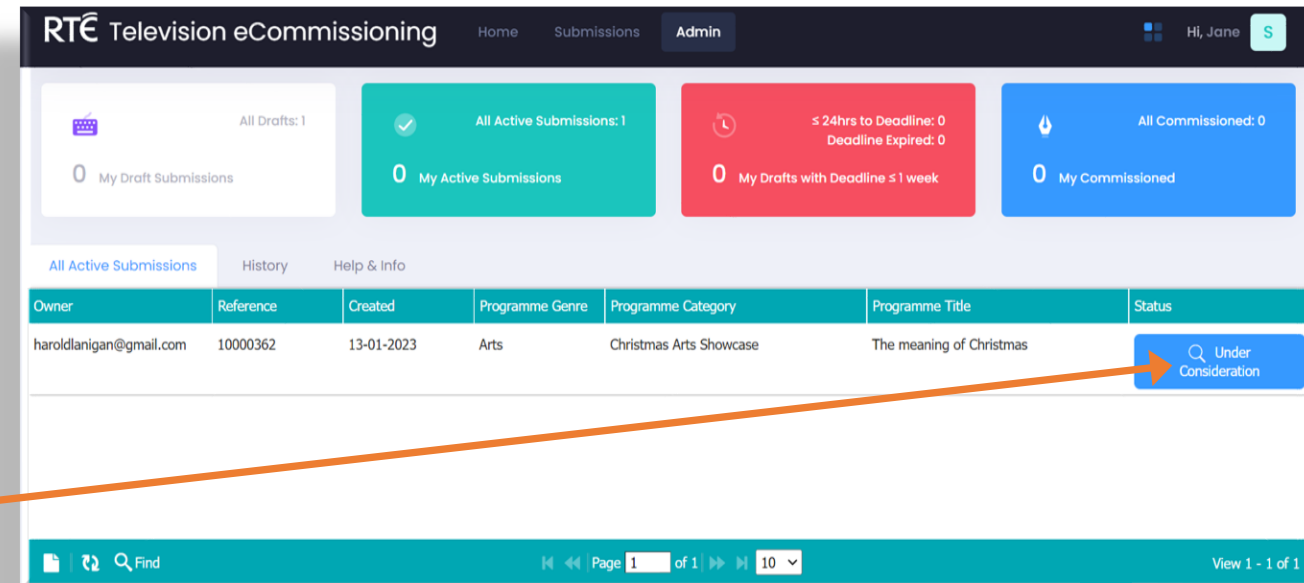
All Active Submissions

As the administrator for your company you have visibility of ALL active submissions in your company.

Select the option **All Active Submissions** from the Admin menu.

You can see the status of proposals submitted to RTÉ for each of your company users.

IMPORTANT NOTE – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT IS SENT TO RTÉ.
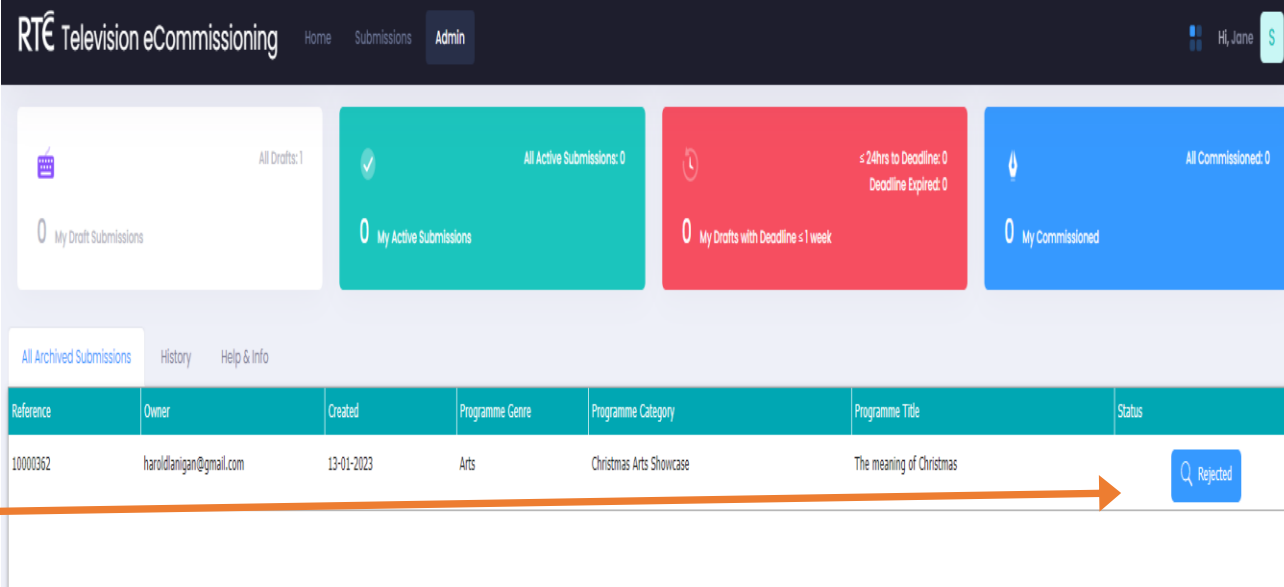
All Archived Submissions

As the administrator for your company you have visibility of ALL archived submissions in your company for submissions received from **30th January 2023.**

Select the option **All Archived Submissions** from the Admin menu.

You can see the status of proposals submitted to RTÉ for each of your company users.

IMPORTANT NOTE – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT IS SENT TO RTÉ.