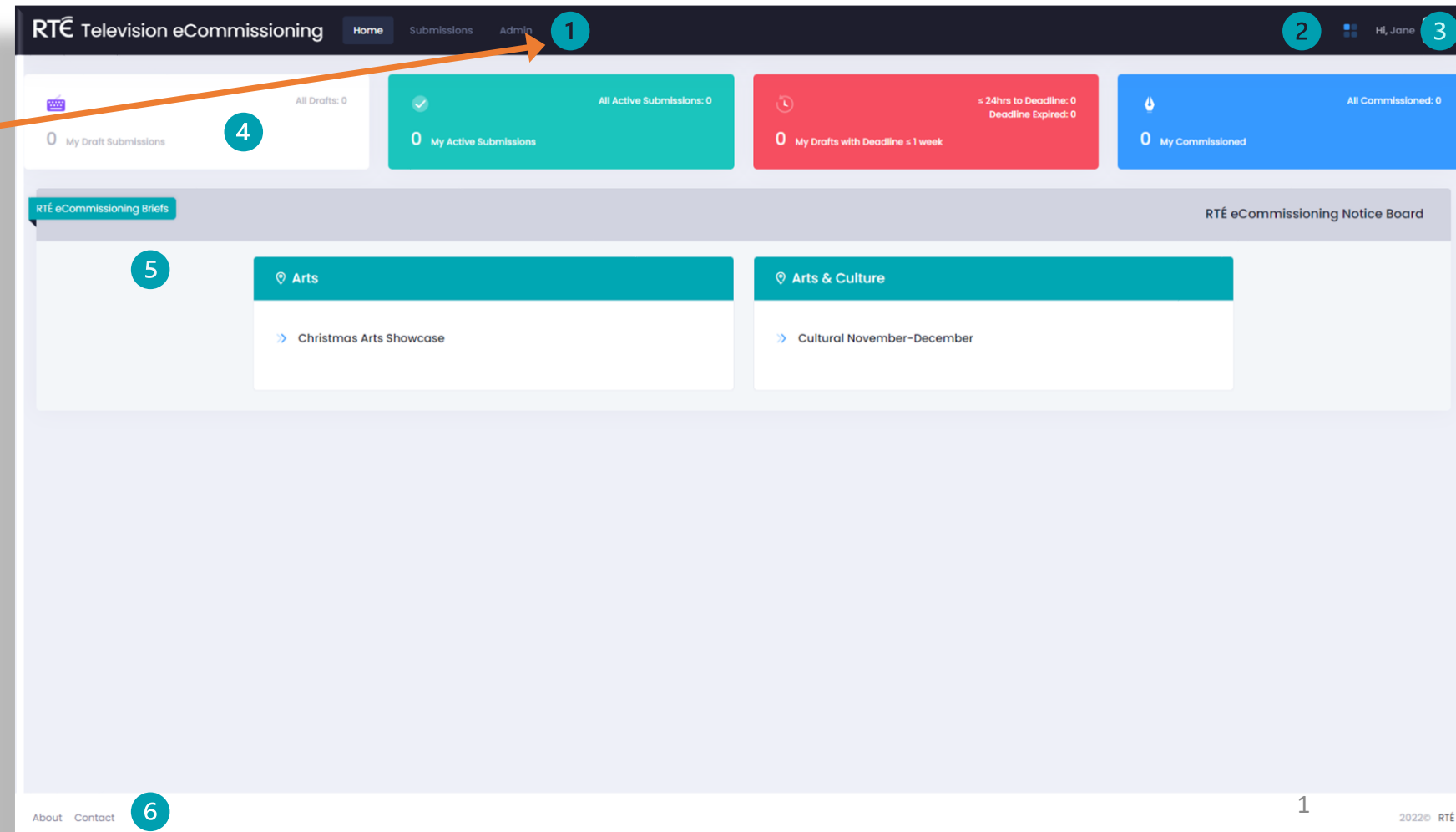


The Home Page - what you see when you login

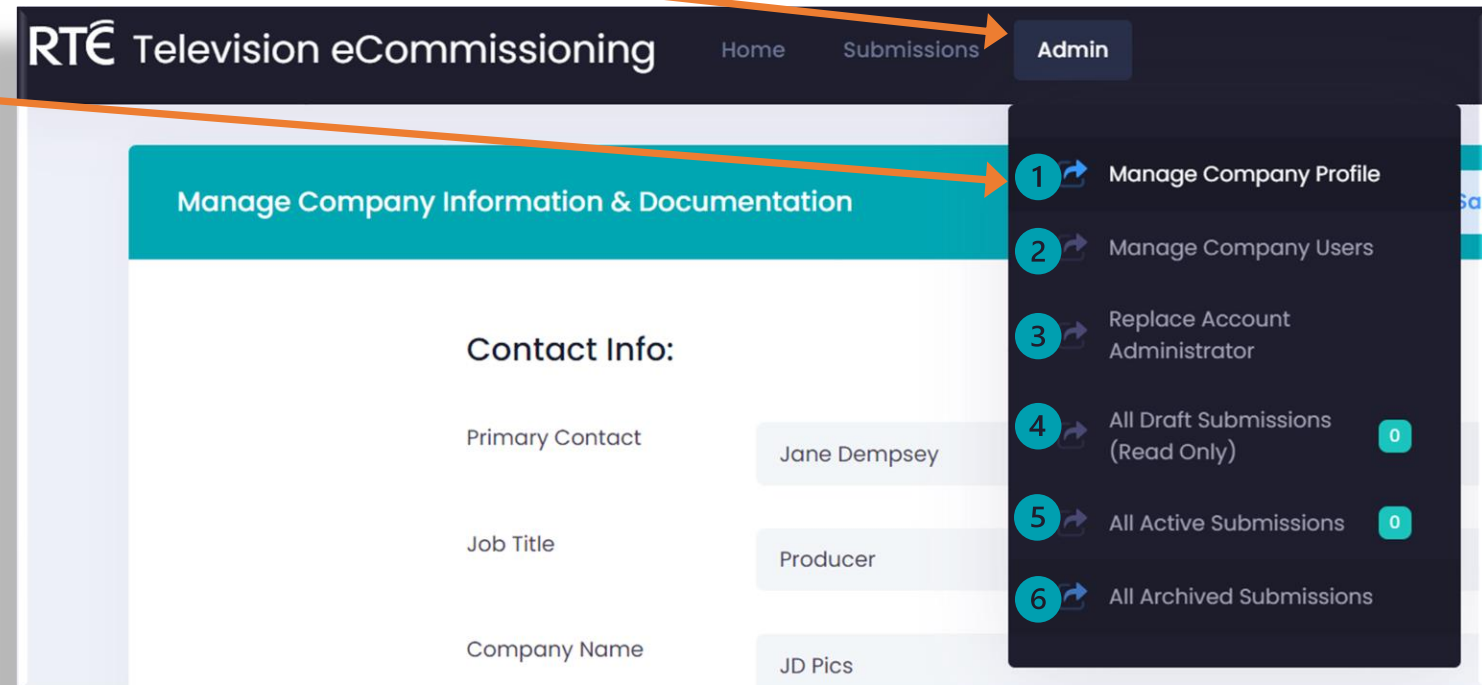
- 1 Menu bar.
- 2 Quick menu.
- 3 User profile.
- 4 Dashboard view.
- 5 Notice board.
- 6 Contact.



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 Information & Documentation [Save Changes](#) [Discard Changes](#)

Contact Info:

Primary Contact: Jane Dempsey

Job Title: Producer

Company Name: JD Pics
Company name cannot be changed.

Contact Phone Number: 01 5555555
We will never share your phone number with anyone else.

Email Address: janedempseyjpics@gmail.com
Email address cannot be changed.

Company Website: www.jdpics.ie

Contact List:
Jane Dempsey 087 5555555
John Byrne (P. acct) 087 5551234
Ant Smith (Producer) 087 55545467
Please include mobile numbers for all contacts

Address Details:

Country: Ireland

Address: 6 The Bridge New Road Donnybrook Dublin

Postal Code: D04 KC99

Company Profile:

Company Profile:
JD Pics has been producing programs for RTE since the beginning of 1994 when it produced the award winning series "The A to Z of Science".
We have been commissioned by RTE to produce over 100 hours of programming, primarily in the documentary and lifestyle genres.
Please include relevant history and experience.

Manage Company Users - creating a user account

Select the **+ New User** button on the Manage Company Users form.

RTÉ Television eCommissioning

Home Submissions Admin

Hi, Jane

All Drafts: 0

My Draft Submissions

All Active Submissions: 0

My Active Submissions

≤ 24hrs to Deadline: 0
Deadline Expired: 0

My Drafts with Deadline ≤ 1 week

All Commissioned: 0

My Commissioned

Company Users History Help & Info

Full Name	Job Title	Email	Phone	Mobile	Reset Password	Lock User	Deactivate User	Assign Activity	Password Form	Actions
No records to view										

+ New User Edit User Find

Page 0 of 0 10

No records to view

Proceed to enter new user details.

Press **Add New User** to create the user account.

Add New User

RTÉ requires the use of Multi-Factor Authentication.
Google Authenticator generates 2-Step Verification codes on your phone.
2-Step Verification provides stronger security for your user accounts.

Full Name Harold Lanigan *

Job Title Producer *

Email haroldlanigan@gmail.com *

Phone 01 9999999

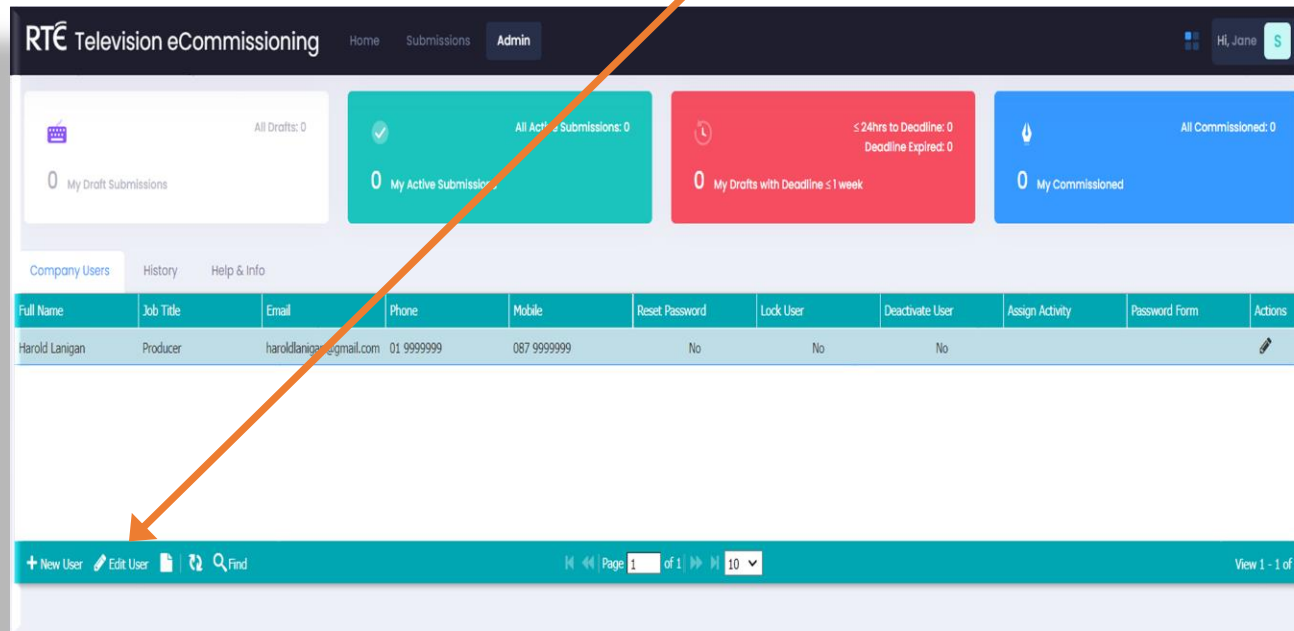
Mobile 087 9999999

Add New User Cancel


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**.



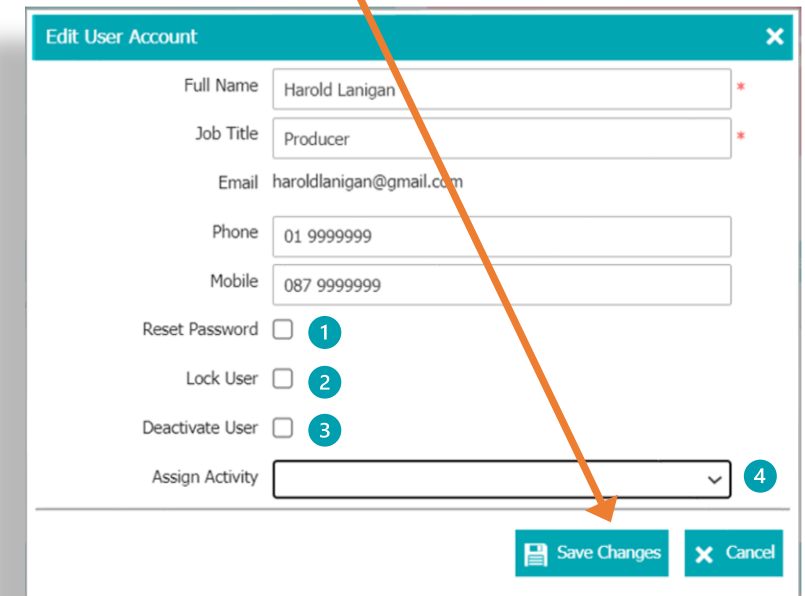
The screenshot shows the RTÉ Television eCommissioning Admin interface. At the top, there are navigation tabs for Home, Submissions, and Admin. Below the navigation, there are four summary cards: My Draft Submissions (0), My Active Submissions (0), My Drafts with Deadline ≤ 1 week (0), and My Commissioned (0). Below these cards, there is a table of Company Users. The table has columns for Full Name, Job Title, Email, Phone, Mobile, Reset Password, Lock User, Deactivate User, Assign Activity, Password Form, and Actions. The first row shows a user named Harold Lanigan, Producer, with email haroldlanigan@gmail.com, phone 01 9999999, and mobile 087 9999999. The Actions column for this user has an 'Edit User' button. An orange arrow points from the 'Edit User' button in the Actions column to the 'Edit User' button in the bottom navigation bar.

Full Name	Job Title	Email	Phone	Mobile	Reset Password	Lock User	Deactivate User	Assign Activity	Password Form	Actions
Harold Lanigan	Producer	haroldlanigan@gmail.com	01 9999999	087 9999999	No	No	No			

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.

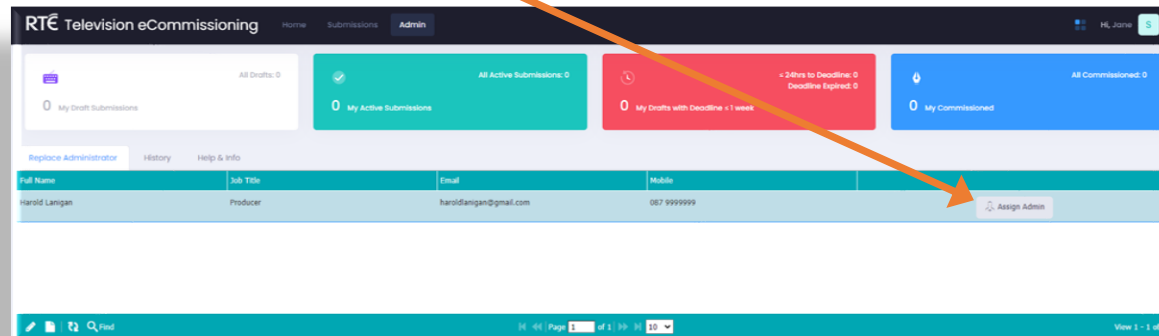


The screenshot shows the 'Edit User Account' form. It contains fields for Full Name (Harold Lanigan), Job Title (Producer), Email (haroldlanigan@gmail.com), Phone (01 9999999), and Mobile (087 9999999). Below these fields are four checkboxes: Reset Password (1), Lock User (2), Deactivate User (3), and Assign Activity (4). The Assign Activity field is a dropdown menu. At the bottom right, there are two buttons: 'Save Changes' and 'Cancel'. An orange arrow points from the 'Save Changes' button in the bottom navigation bar of the previous screenshot to the 'Save Changes' button in this form.

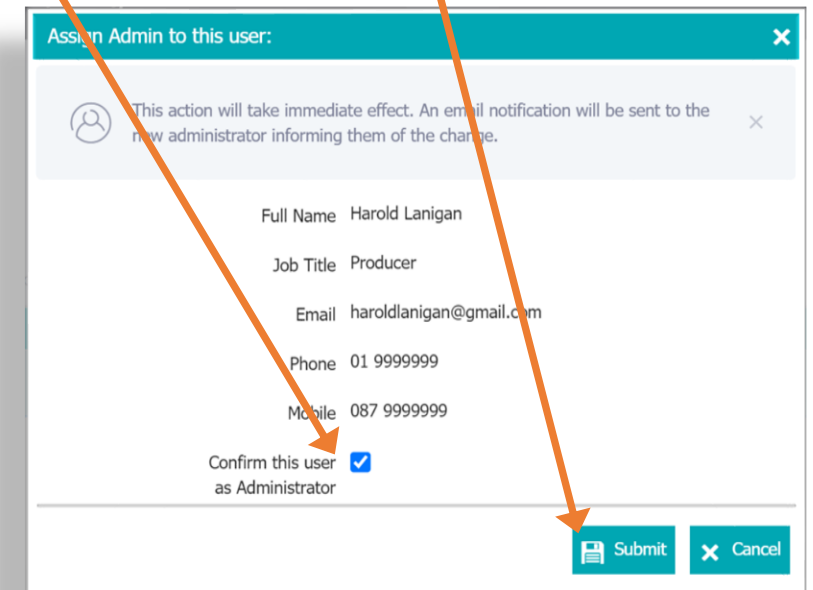
Replacing your Company Administrator

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 dialog box titled 'Assign Admin to this user:' contains the following information:

- Full Name: Harold Langan
- Job Title: Producer
- Email: haroldlanigan@gmail.com
- Phone: 01 9999999
- Mobile: 087 9999999
- Confirm this user as Administrator: ☒

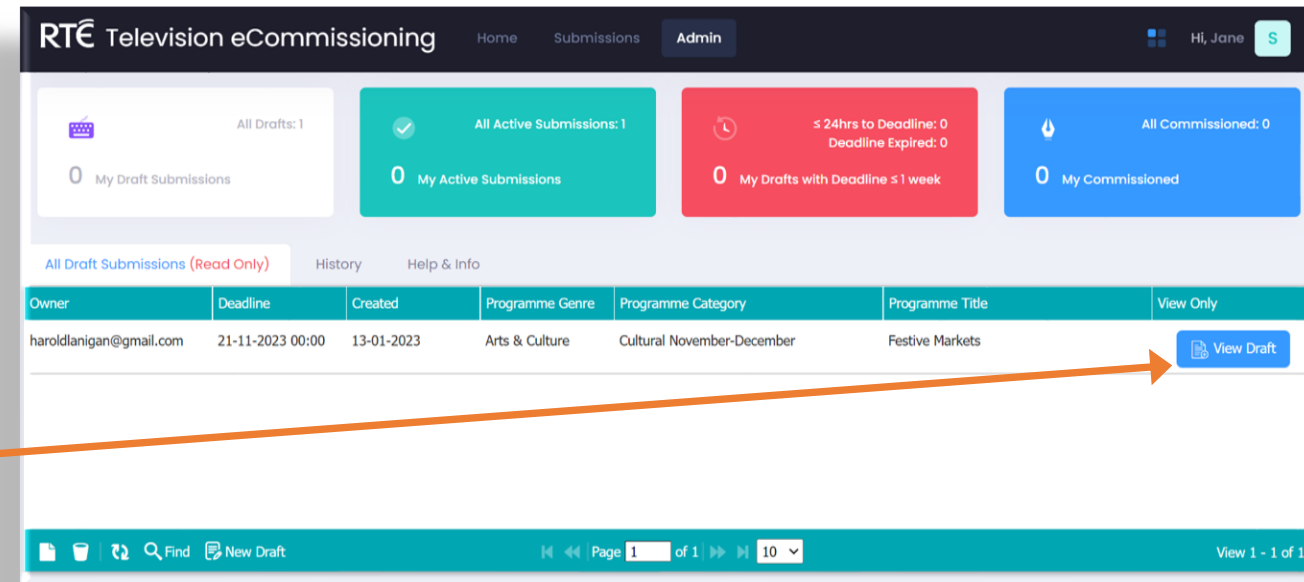
At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

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 



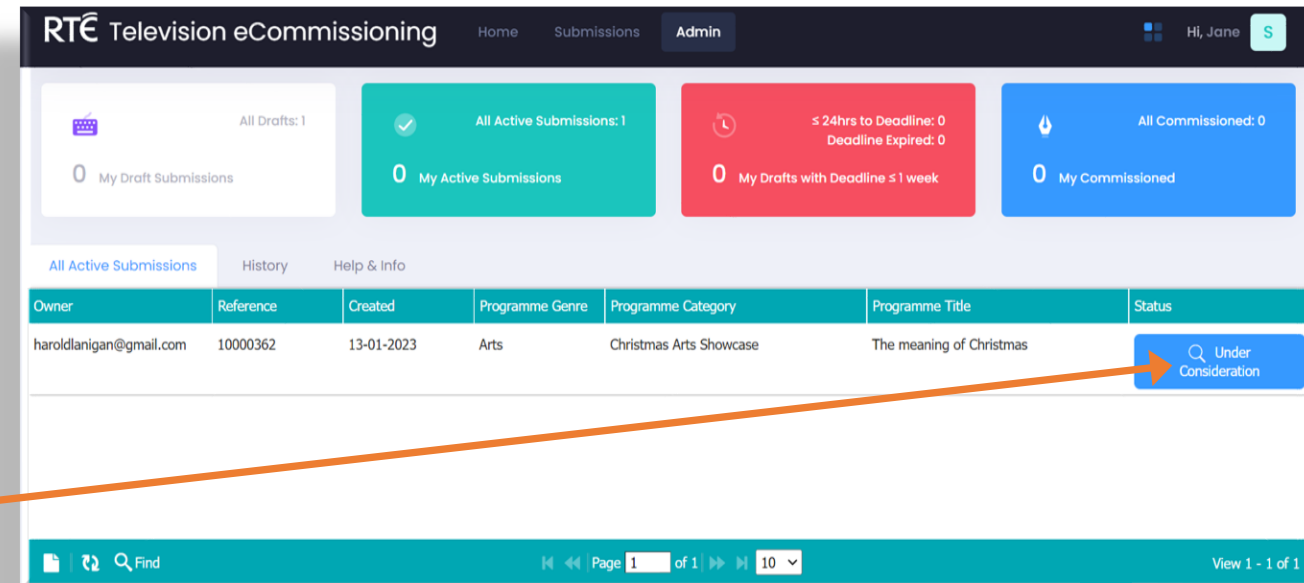
All Active Submissions

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.



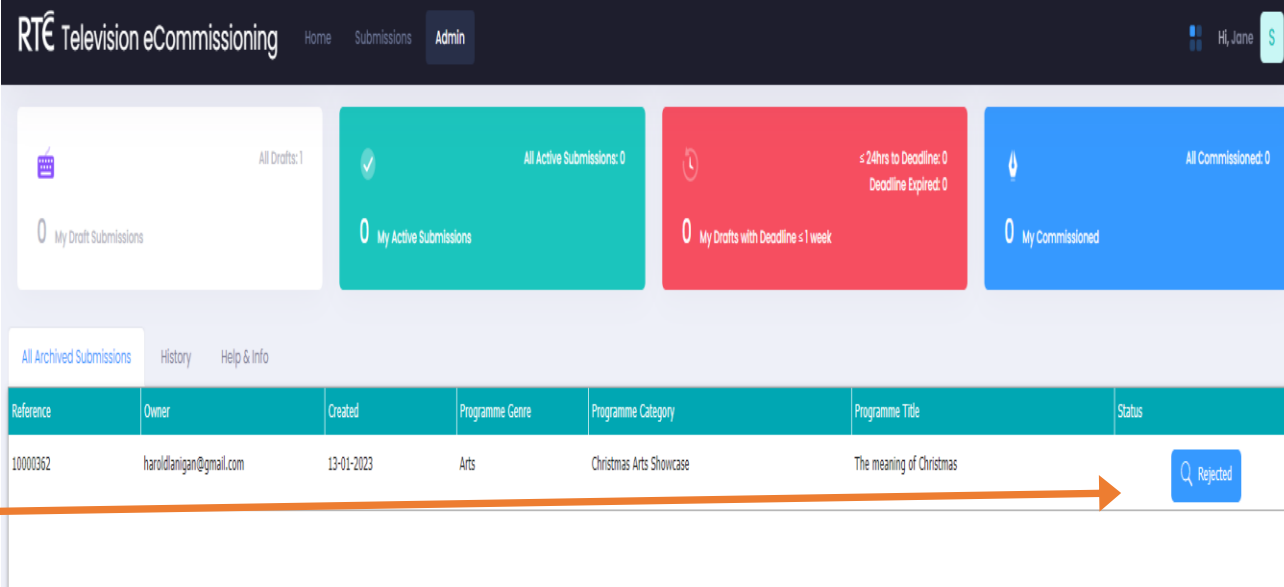
All Archived Submissions

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.



Reference	Owner	Created	Programme Genre	Programme Category	Programme Title	Status
10000362	haroldianigan@gmail.com	13-01-2023	Arts	Christmas Arts Showcase	The meaning of Christmas	Rejected