



Stakeholder Circle™

Using the *Stakeholder Circle®* Software

Part 2: Login to the system



Stakeholder Management Pty Ltd

13 Martin Street
South Melbourne VIC 3205 Australia
Tel: +613 9696 8684 Fax: +613 9686 1404
Email: lyndab@stakeholder-management.com



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Download additional parts of this manual from:

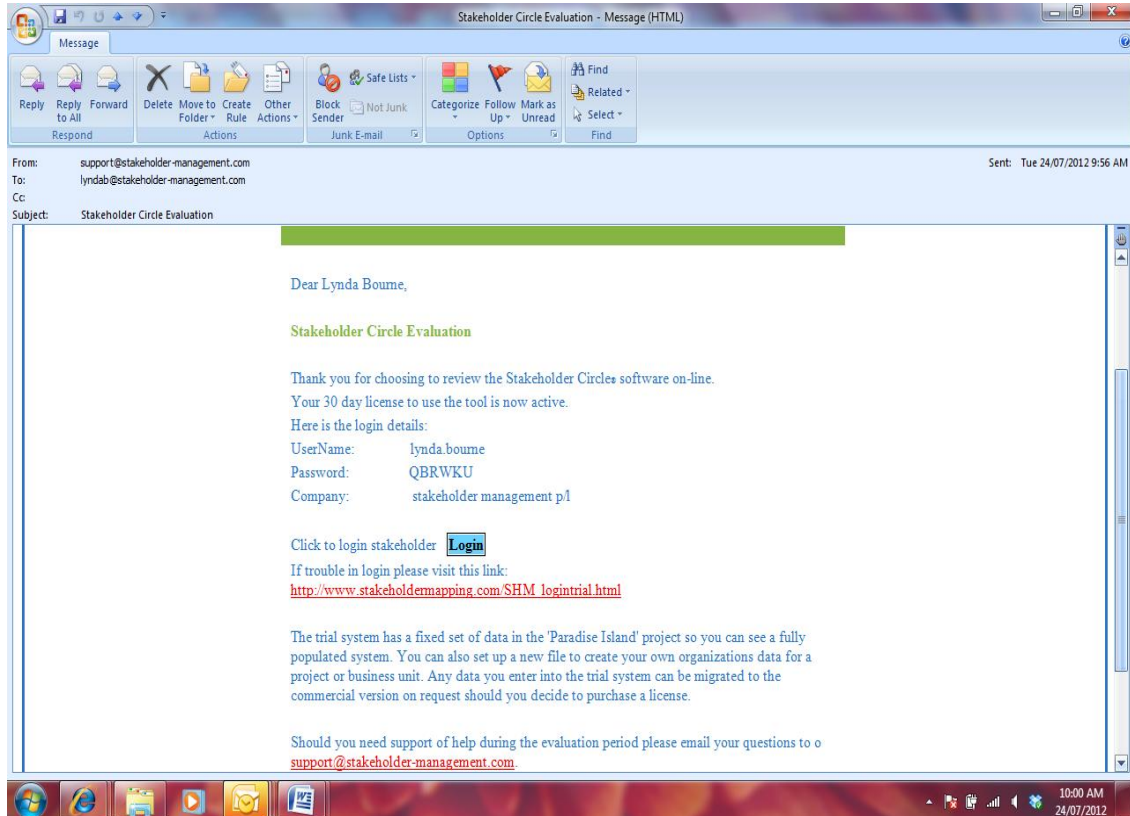
<http://www.stakeholdermapping.com/stakeholder-management-software-and-tools/98/>





Logging in to the trial version

You will receive an email containing information when you get access to the software:



1. The URL to access the application on the web
2. Your own userid and password. You will be issued with a userid and password if you register for a trial version (see example above). If you or your company has purchased the software, the administrator will provide these details.





HINT: You should cut and paste the user name, password and company details from the original email to reduce the chance of error.

Note: the user name and password are case sensitive

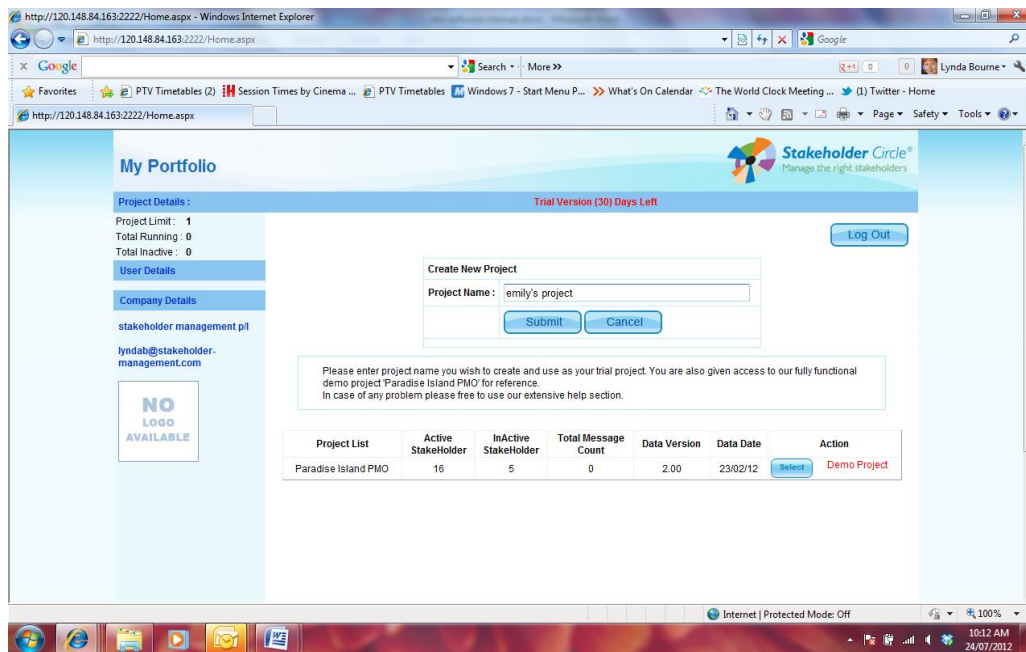
Select **'SUBMIT'**

Project List	Active StakeHolder	InActive StakeHolder	Total Message Count	Data Version	Data Date	Action
Paradise Island PMO	16	5	0	2.00	23/02/12	Select Demo Project

This is the first screen you will see. It tells you:

- That you have 30 days left in this trial: this will count down each day
- That you can create a project that is meaningful to you
- You can see how the software works by viewing the demo project

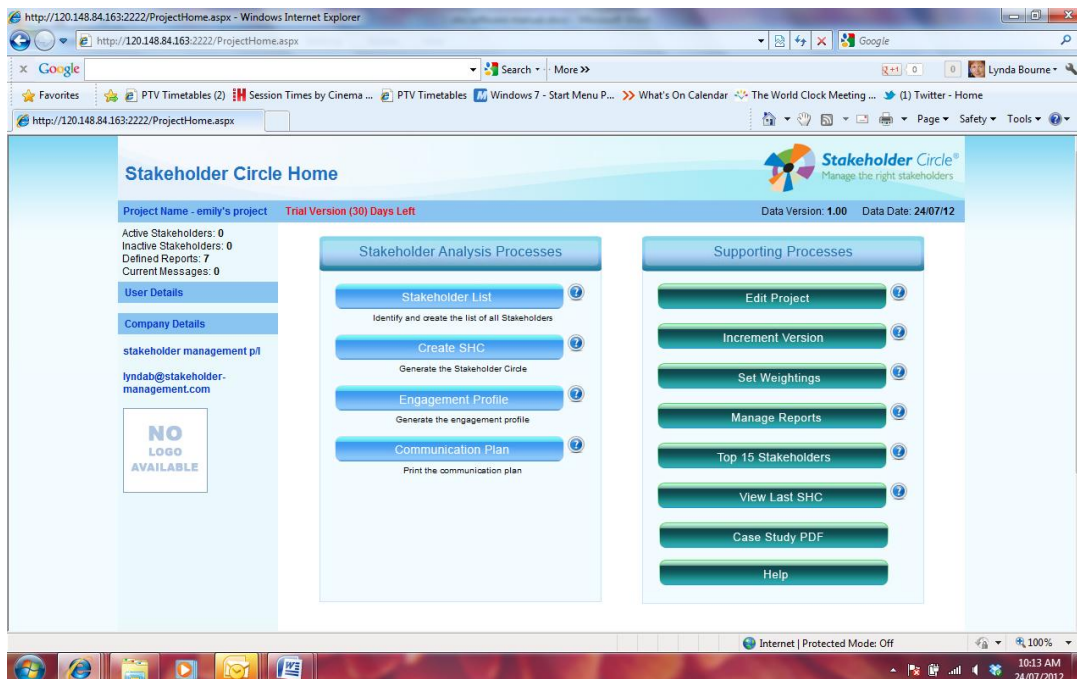




In this case, I have decided to create a project . *'emily's project'*.

Enter this name and select SUBMIT

Accessing the Stakeholder Circle software



This is the main screen: you can select any operation from here.





Logging in to the full version

The screenshot shows the 'Home' page of the Stakeholder Circle application. On the left, there is a 'Company Panel' with links for 'View User List', 'View All Projects', and 'Company Details'. The 'Company Details' section shows information for Chevron, including the address '1400 Smith Room 44178 Houston, Texas USA' and email 'cielauring@chevron.com'. A 'NO LOGO AVAILABLE' placeholder is also present. The main area contains a 'Log Out' button and a form for creating a new user. The form includes fields for 'User Name', 'Password', 'Re-Type Password', 'First Name', 'Last Name', 'Email', 'Address', and 'Phone'. Below the form is a 'Create User' button and a 'Cancel' button. At the bottom, there is a table titled 'Company Primary User' with columns for 'UserName', 'Email', and 'Phone'. The table contains one entry: 'clmcbu', 'cielauring@chevron.com', and '+1 713 372 2927'.

UserName	Email	Phone
clmcbu	cielauring@chevron.com	+1 713 372 2927

From the first screen, the admin person can add user names

Enter details and the select create user

The screenshot shows the 'View User List' page of the Stakeholder Circle application. The 'Company Details' section remains the same. The main area now displays a 'User Added Successfully' message. Below this, there is a table titled 'List of All Company Users' with columns for 'First Name', 'Last Name', 'Phone', 'Email', and 'Permission'. The table contains one entry: 'Lynda', 'bourne', '+1 713 372 2927', 'lynda@chevron.com', and 'Read/Write'. Below the table, there are 'Update Role' and 'Edit' buttons.

First Name	Last Name	Phone	Email	Permission
Lynda	bourne	+1 713 372 2927	lynda@chevron.com	Read/Write

You can continue to add users. You can also set permissions from this screen:





- read/write read only OR super (we suggest only one super user!!)

Select view all projects or select user list to view all projects or all users respectively.

My Portfolio

Project Details:

Project Limit: 10
Total Running: 0
Total Inactive: 0

User Details: [Back]

Company Details:

Chevron
1400 Smith Room 44178
Houston, Texas USA
claurin@chevron.com

NO LOGO AVAILABLE

Create New Project

Project Name:

[Submit] [Cancel]

No project exists.

Log Out

When a user logs in with his/her username and password, this screen enables the user to set up a project.

My Portfolio

Project Details:

Project Limit: 10
Total Running: 1
Total Inactive: 0

User Details: [Back]

Company Details:

Chevron
1400 Smith Room 44178
Houston, Texas USA
claurin@chevron.com

NO LOGO AVAILABLE

Create New Project

Project Name:

[Submit] [Cancel]

Log Out

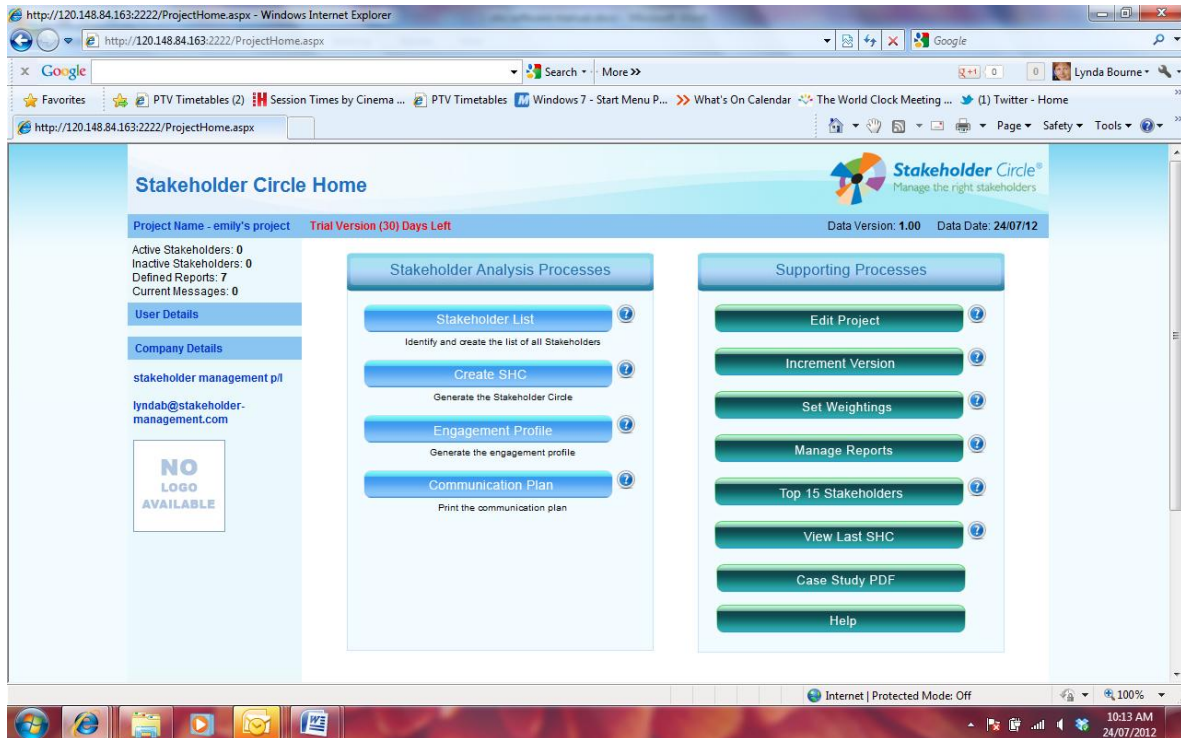
Project List	Active StakeHolder	InActive StakeHolder	Total Message Count	Data Version	Data Date	Action
lynda project	0	0	0	1.00	29/07/12	[Select] [Edit] [Delete]

The user can then select the appropriate project and add data or update data.





Accessing the Stakeholder Circle software



This is the main screen: you can select any operation from here.

