



**Stakeholder Circle™**

# Using the *Stakeholder Circle®* Software

## Part 2: Login to the system



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Download additional parts of this manual from:

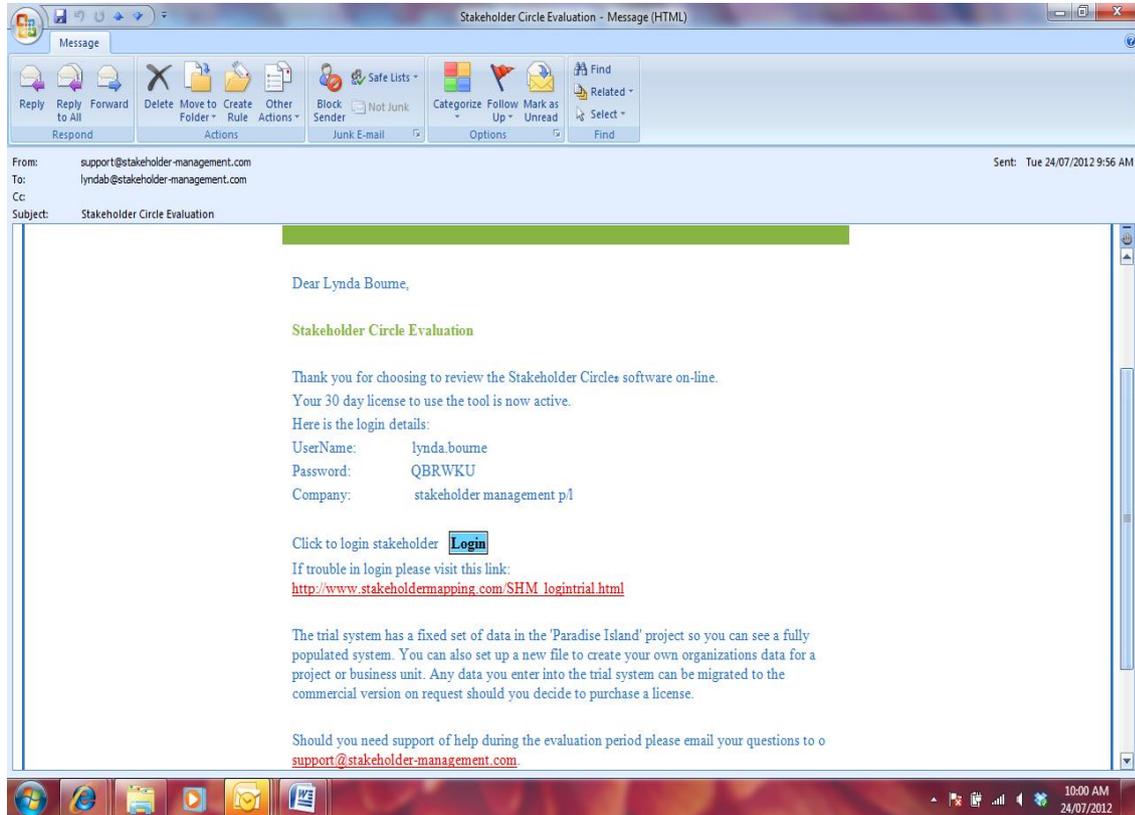
<http://www.stakeholdermapping.com/stakeholder-management-software-and-tools/98/>





## 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.

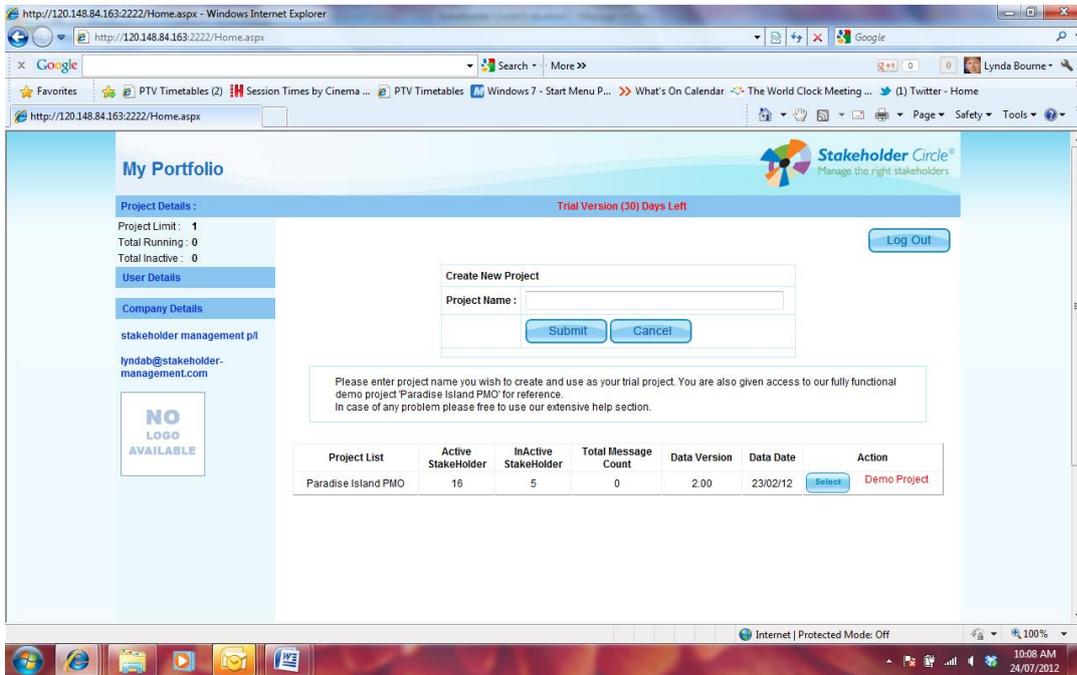




**HINT:** You should cut and paste the user name, password and company details from the original email to reduce the chance of error.

**Note:** the user name and password are case sensitive

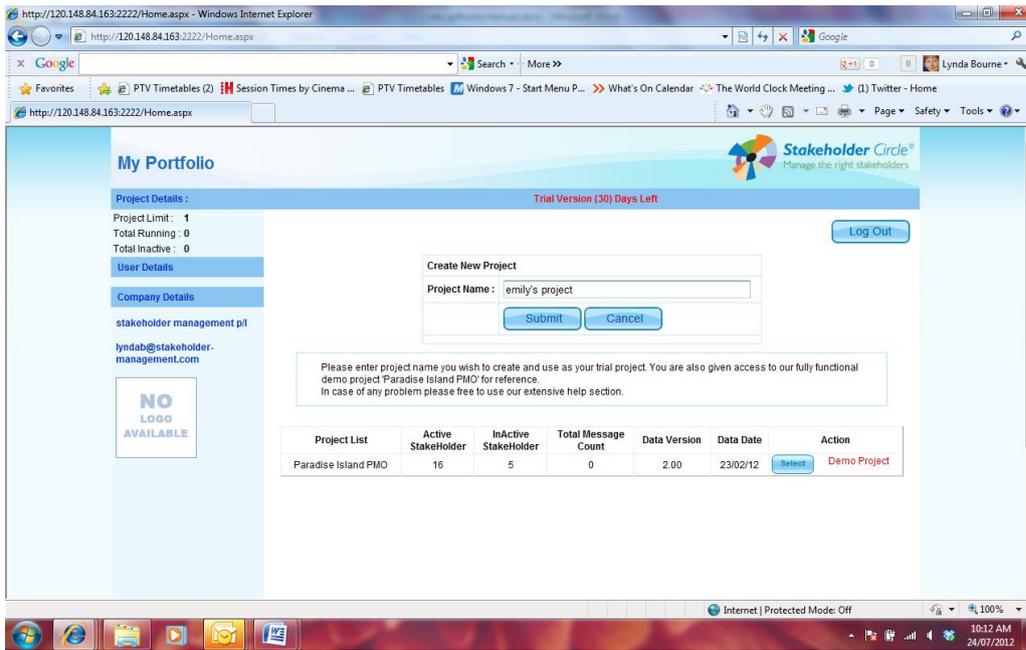
Select **'SUBMIT'**



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

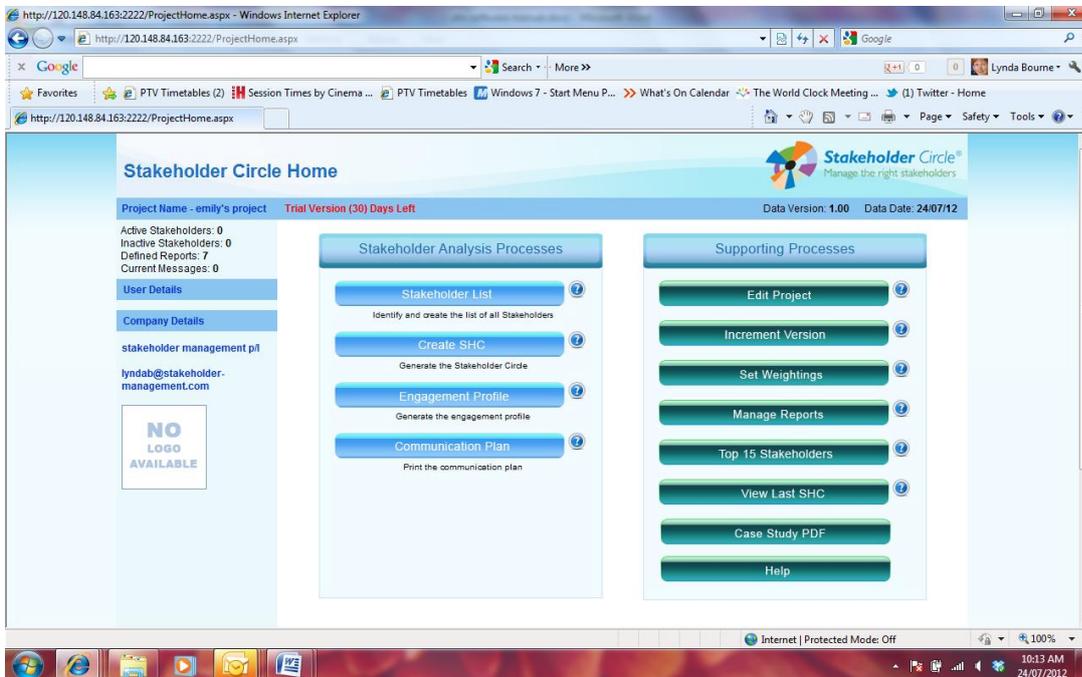




In this case, I have decided to create a project . *'emily's project'*.

Enter this name and select **SUBMIT**

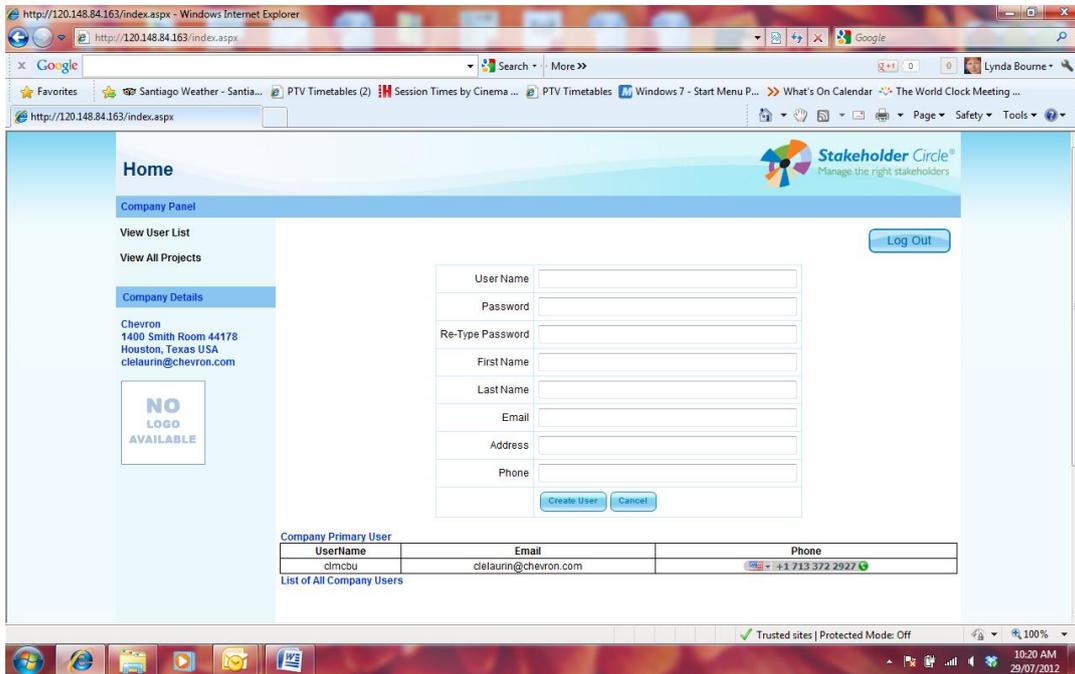
### Accessing the Stakeholder Circle software



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

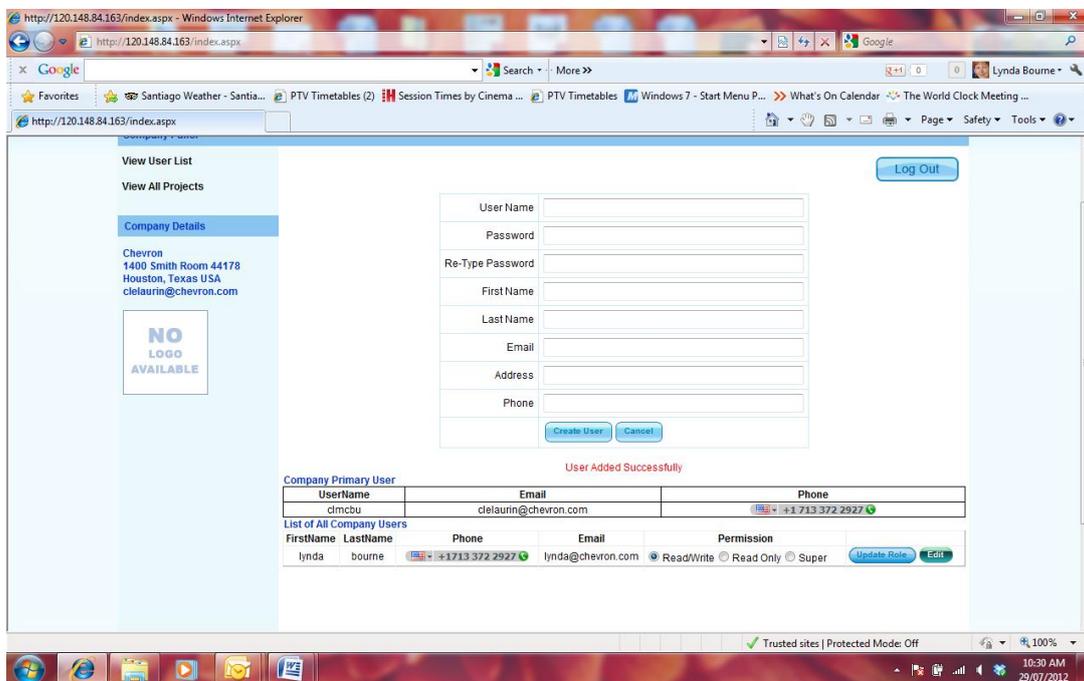


## Logging in to the full version



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

Enter details and the select create user

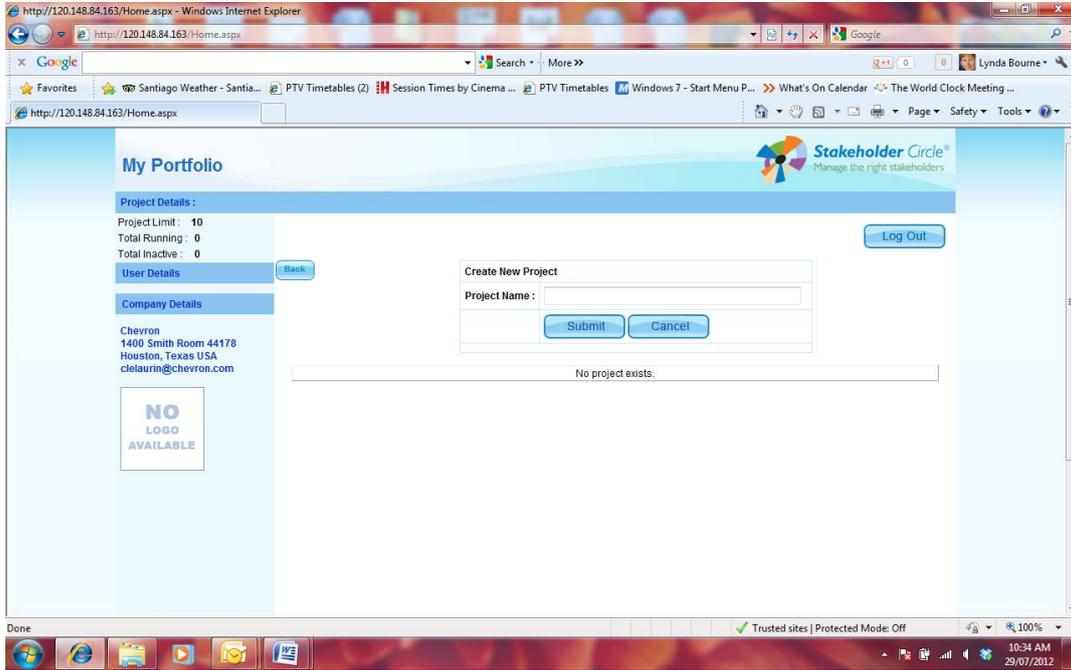


You can continue to add users. You can also set permissions from this screen:

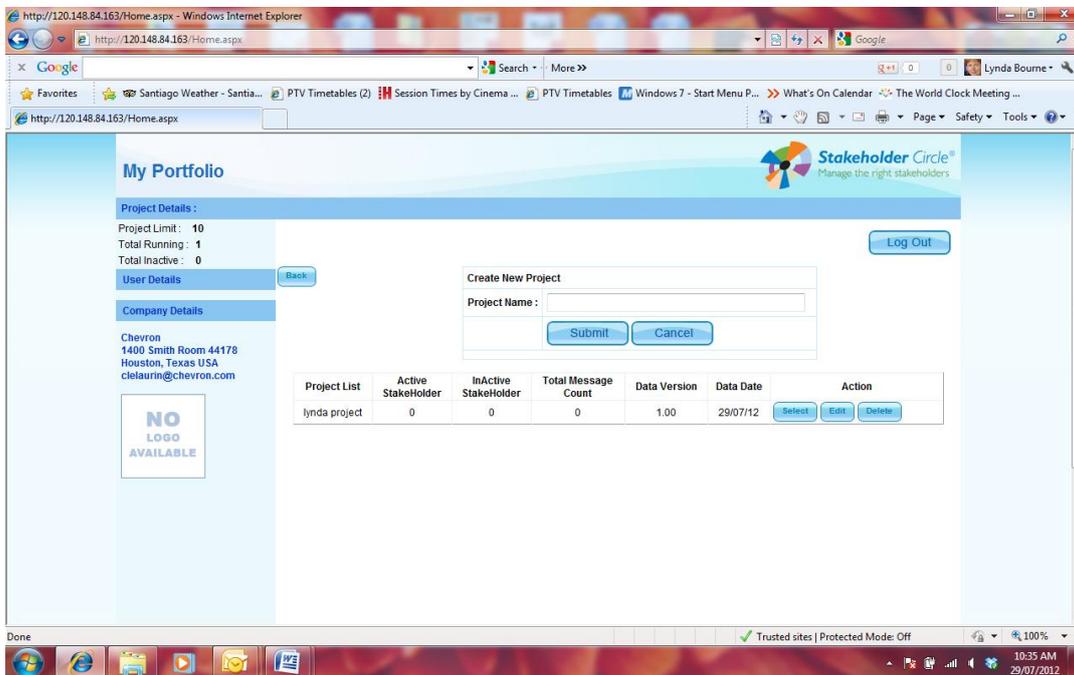


- read/write read only OR super (we suggest only one super user!!)

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



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

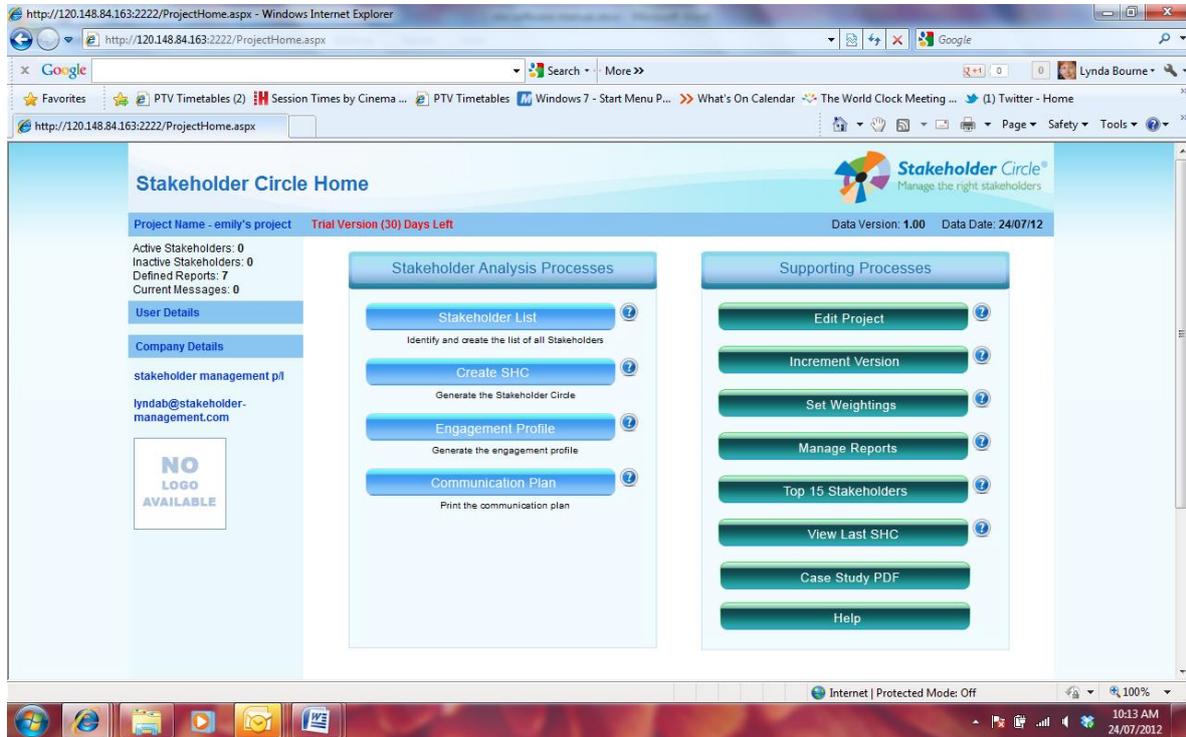


The user can then select the appropriate project and add data or update data.





## Accessing the Stakeholder Circle software



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

