

2.1 SIGNAX

Authorization

This article describes the initial setup in the SIGNAX system for Users and Administrators, outlines their authorities, and provides instructions for administering SIGNAX services through the HUB.

- 2.1.1. Introduction
- 2.1.1. User
- 2.1.3. Administrator

2.1.1. Introduction

There are two main statuses: **User** and **Administrator**.

1. User status.

- 1.1. Receives an invitation from the Administrator to join the company via email.
- 1.2. Receives a License from the Administrator.
- 1.3. Starts working.

2. Administrator status.

- 2.1. Creates and registers their own account.
- 2.2. Creates Companies and Projects.
- 2.3. Invites Users to the Company.
- 2.4. Sends a license request to the Vendor.
- 2.4. Distributes licenses to Users.
- 2.5. Starts working.

When an Administrator creates a Company, he becomes its Owner and Administrator. They can add other Users as Owners and/or Administrators. Added Owners can remove the Company's initial creator. This might be applicable in cases where a user, acting as technical support, creates and configures the Company, and their role ends there.

Permissions	Owner image-1686736679374.png	Administrator image-1686736692395.png	User image-168673671828
Add or remove users from the Company	+	+	-
Assign or remove licenses to users	+	+	-

Create a project and add users	+	+	-
Assign owner statuses to other users	+	-	-

**One account can create no more than two Companies.*

2.1.1. User

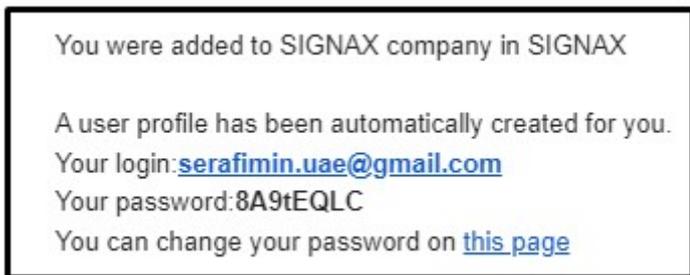
Account Creation

A user can create an account by registering independently in the SIGNAX system or by invitation from an Administrator.

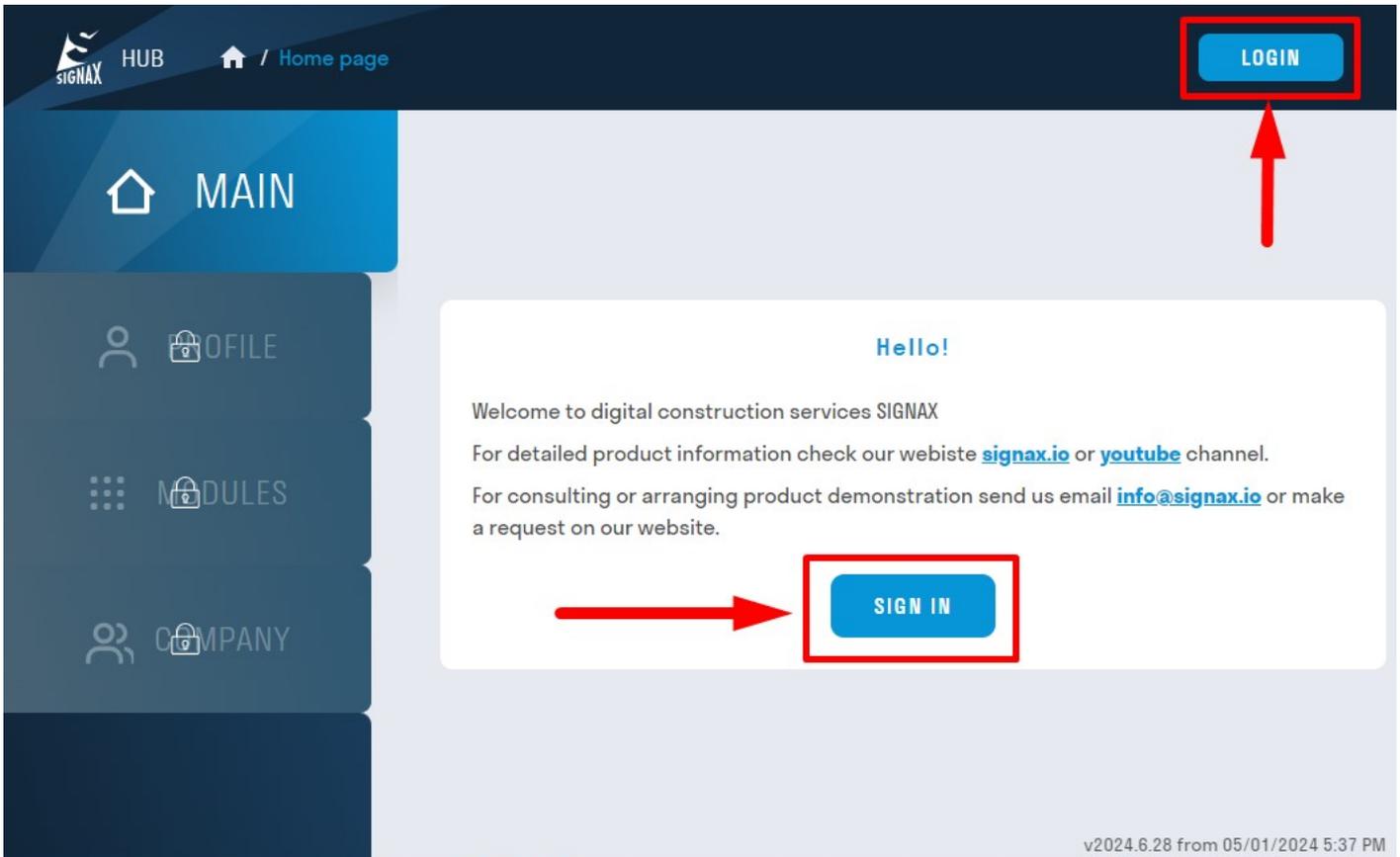
Invitation by Administrator

If the user has not previously registered in the SIGNAX system, an account will be automatically created for the user after the Administrator invites them to the Company.

An email with the login and a generated password will be sent to the user's specified email address. The user can change the password on the "PROFILE" tab in the HUB.



1. Go to hub.signax.io and click on "SIGN IN."



2. Enter your login and password from the received email on the opened authentication page.

Authorization

Email
serafimin.uae@gmail.com

Password
.....

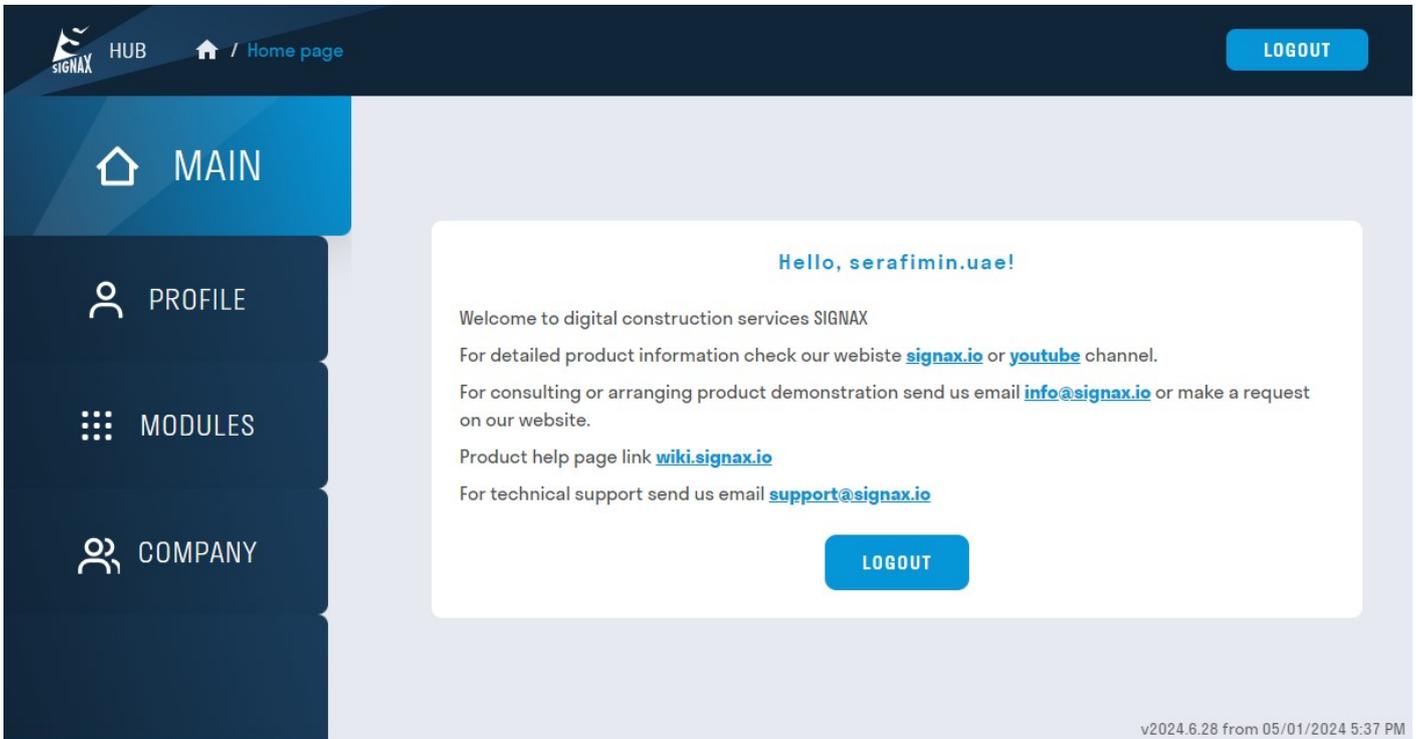
LOGIN

Or login via

[Create account](#) [Forgot password?](#)

3. You are logged in.



In the PROFILE section, you can fill in your information, change your password, and link your account with Google or Apple.

Self-registration

1. For self-registration in the SIGNAX service, click "Create an account" on the authentication page or follow the link.

The image shows a screenshot of the SIGNAX authentication page. The page has a title 'Authorization'. There are two input fields: 'Email' and 'Password'. Below the input fields is a blue button labeled 'LOGIN'. Below the 'LOGIN' button, there is text 'Or login via' followed by two icons: Google and Apple. At the bottom of the form, there is a red arrow pointing to the text 'Create account' and a link 'Forgot password?'.

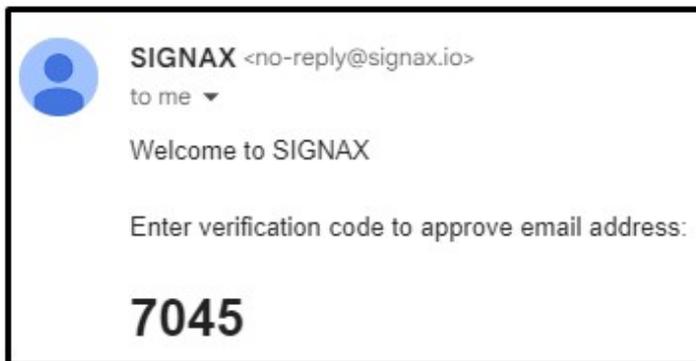
2. Enter your email address and click "Next".

1 Email — 2 Email confirmation — 3 Details — 4 Finish

Email
signaxuser@gmail.com

BACK NEXT

3. Within a few minutes, you will receive an email with a confirmation code to enter in the "Code" field.



✓ Email — 2 Email confirmation — 3 Details — 4 Finish

Code
7045
Valid until 05/03/2024 4:19 PM

BACK NEXT

4. Create a password over 8 characters, containing at least one uppercase letter and one digit. If necessary, you can fill in your full name.



✓ Email ——— ✓ Email confirmation ——— **3** Details ——— 4 Finish

Email
signaxuser@gmail.com

Password
..... 

Confirm password
..... 

Optional:

Surname
Signax

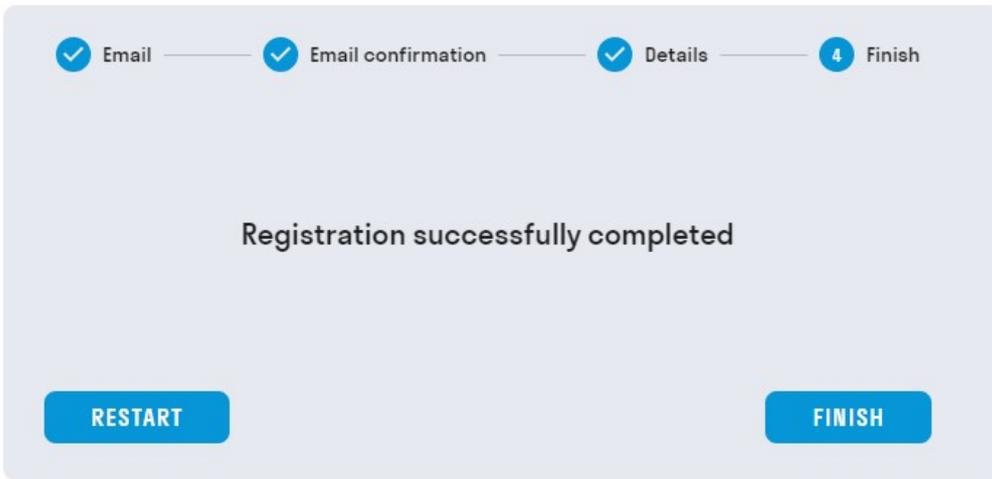
Name
User

Middle name

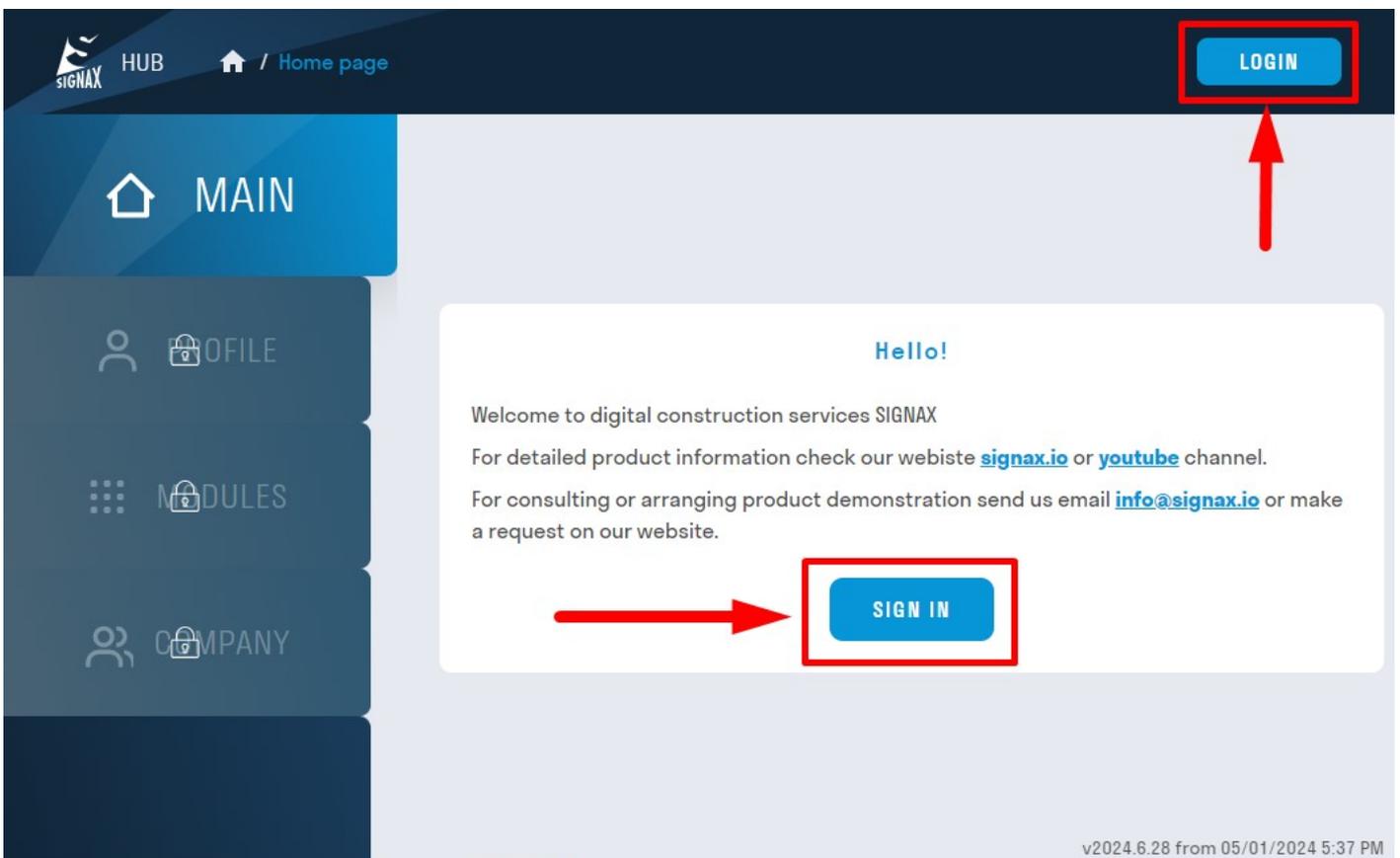
BACK

NEXT

5. Complete the registration.



6. After registration, you will be redirected to the main page <https://hub.signax.io/>. Click on "SIGN IN" and enter your registration details.



Authorization

Email
serafimin.uae@gmail.com

Password

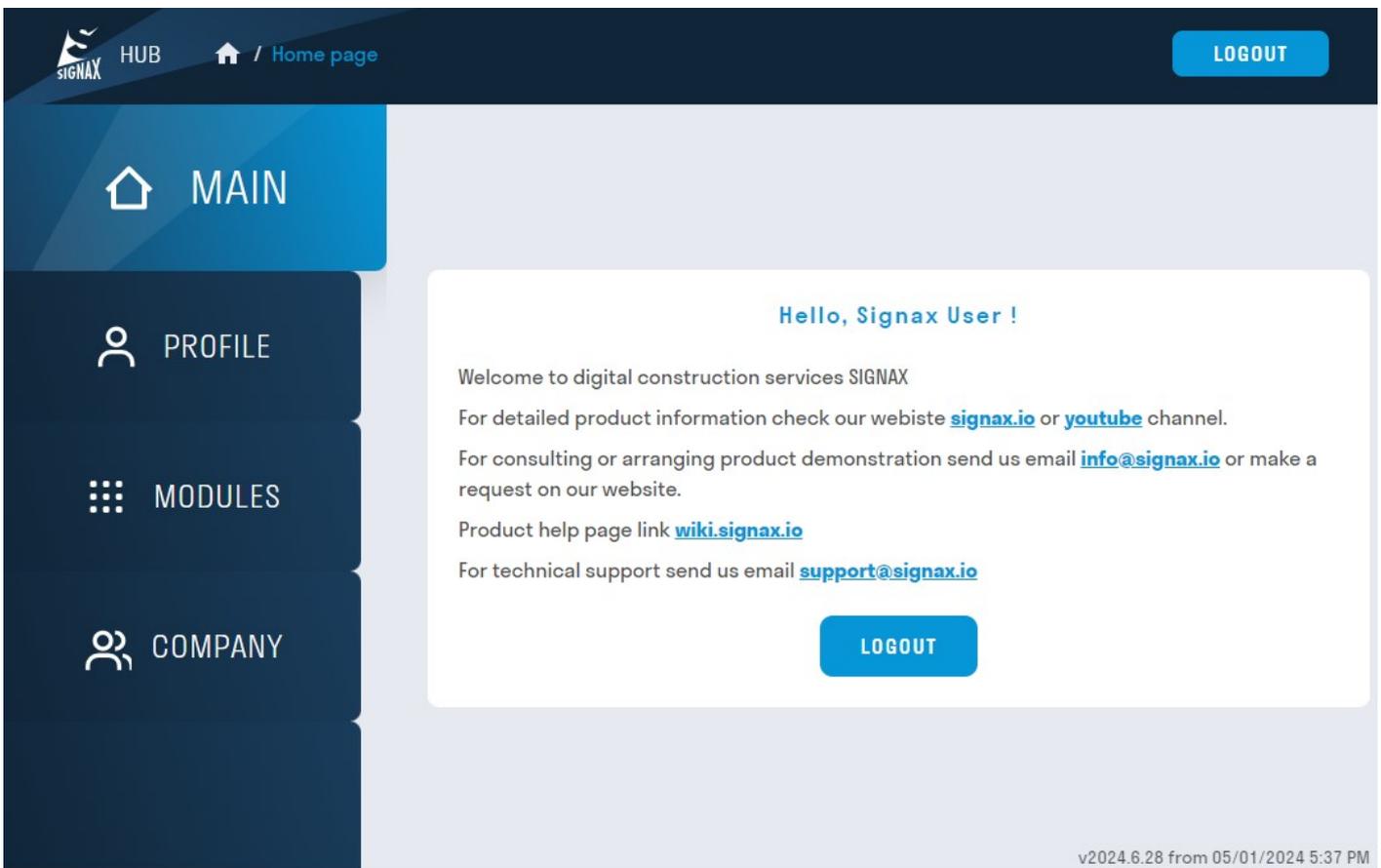
LOGIN

Or login via

[Create account](#) [Forgot password?](#)

7. You are in the personal account.



The screenshot shows the Signax user dashboard. At the top left is the Signax logo and 'HUB' with a home icon and '/ Home page'. At the top right is a 'LOGOUT' button. A dark blue sidebar on the left contains navigation options: 'MAIN' (with a home icon), 'PROFILE' (with a person icon), 'MODULES' (with a grid icon), and 'COMPANY' (with a group icon). The main content area is white and contains a welcome message: 'Hello, Signax User !'. Below this, it says 'Welcome to digital construction services SIGNAX'. It provides links for product information: 'signax.io' or 'youtube' channel. It also provides contact information for consulting or product demonstration: email 'info@signax.io' or a request on the website. A product help page link 'wiki.signax.io' is provided. For technical support, it provides the email 'support@signax.io'. A 'LOGOUT' button is located at the bottom of the main content area. At the bottom right of the dashboard, the version and date are displayed: 'v2024.6.28 from 05/01/2024 5:37 PM'.

8. Request your Administrator to assign you a License.

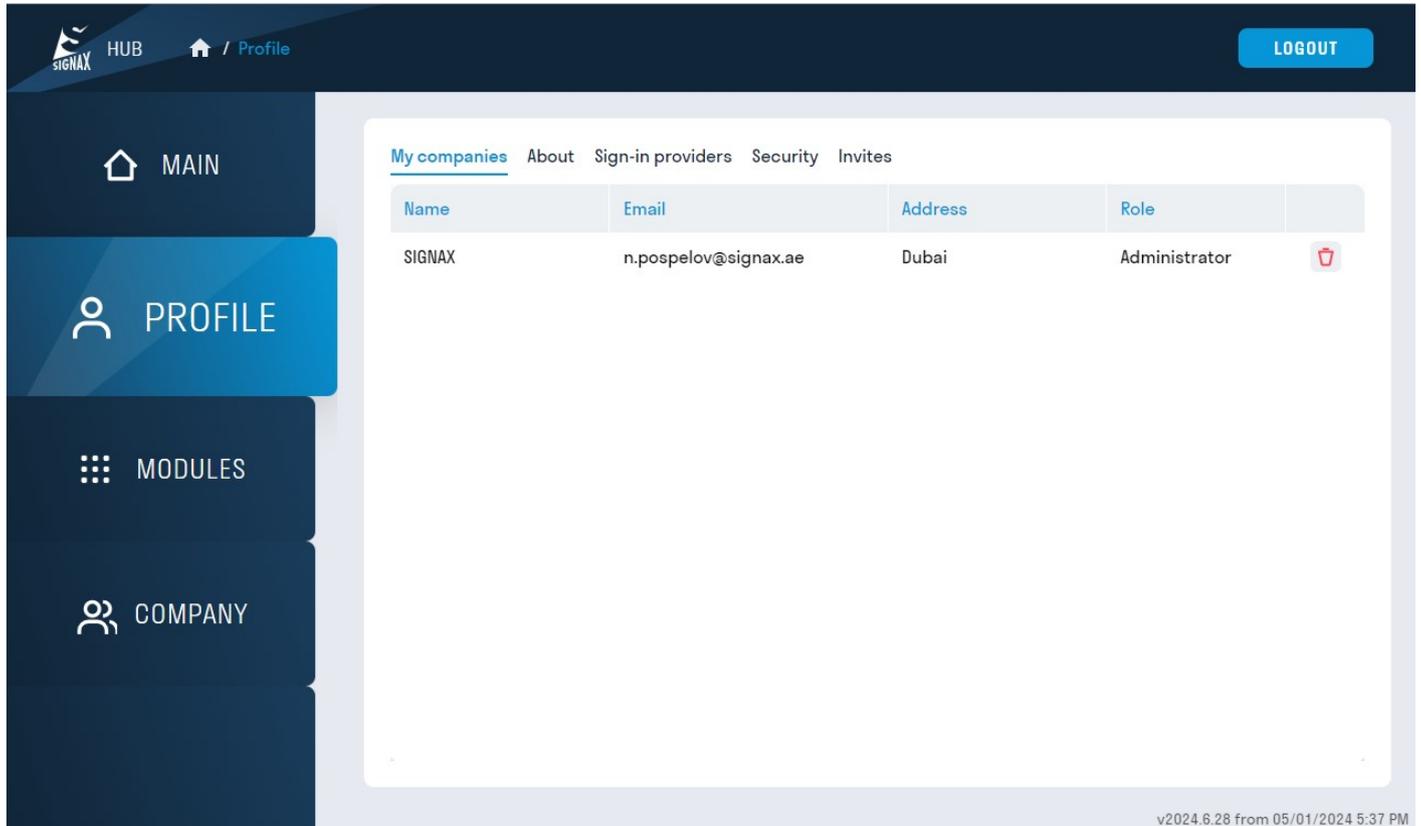
In the PROFILE section, you can fill in your information, change your password, and link your account to Google or Apple authentication.

Profile

The PROFILE section contains information about your account, which you can edit.

My Companies

You can view the companies you belong to and your access rights in these companies.



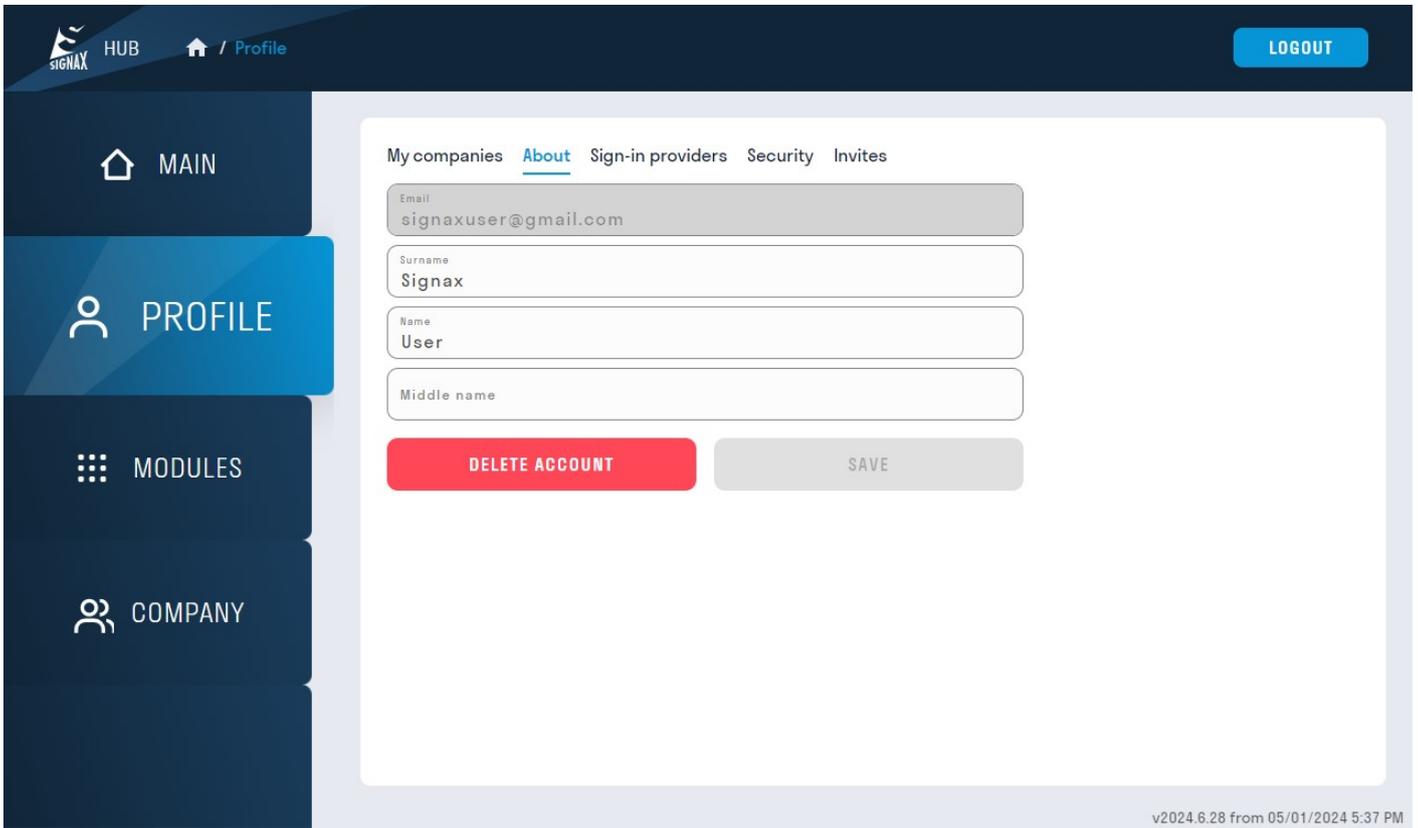
The screenshot shows the 'My Companies' section of the SIGNAX application. The interface includes a dark blue sidebar with navigation options: MAIN, PROFILE (highlighted), MODULES, and COMPANY. The main content area features a breadcrumb trail: 'My companies > About > Sign-in providers > Security > Invites'. Below this is a table with columns for Name, Email, Address, Role, and an action icon (trash). The table contains one entry for the company 'SIGNAX' with the email 'n.pospelov@signax.ae', address 'Dubai', and role 'Administrator'. A 'LOGOUT' button is visible in the top right corner of the application.

Name	Email	Address	Role	
SIGNAX	n.pospelov@signax.ae	Dubai	Administrator	

v2024.6.28 from 05/01/2024 5:37 PM

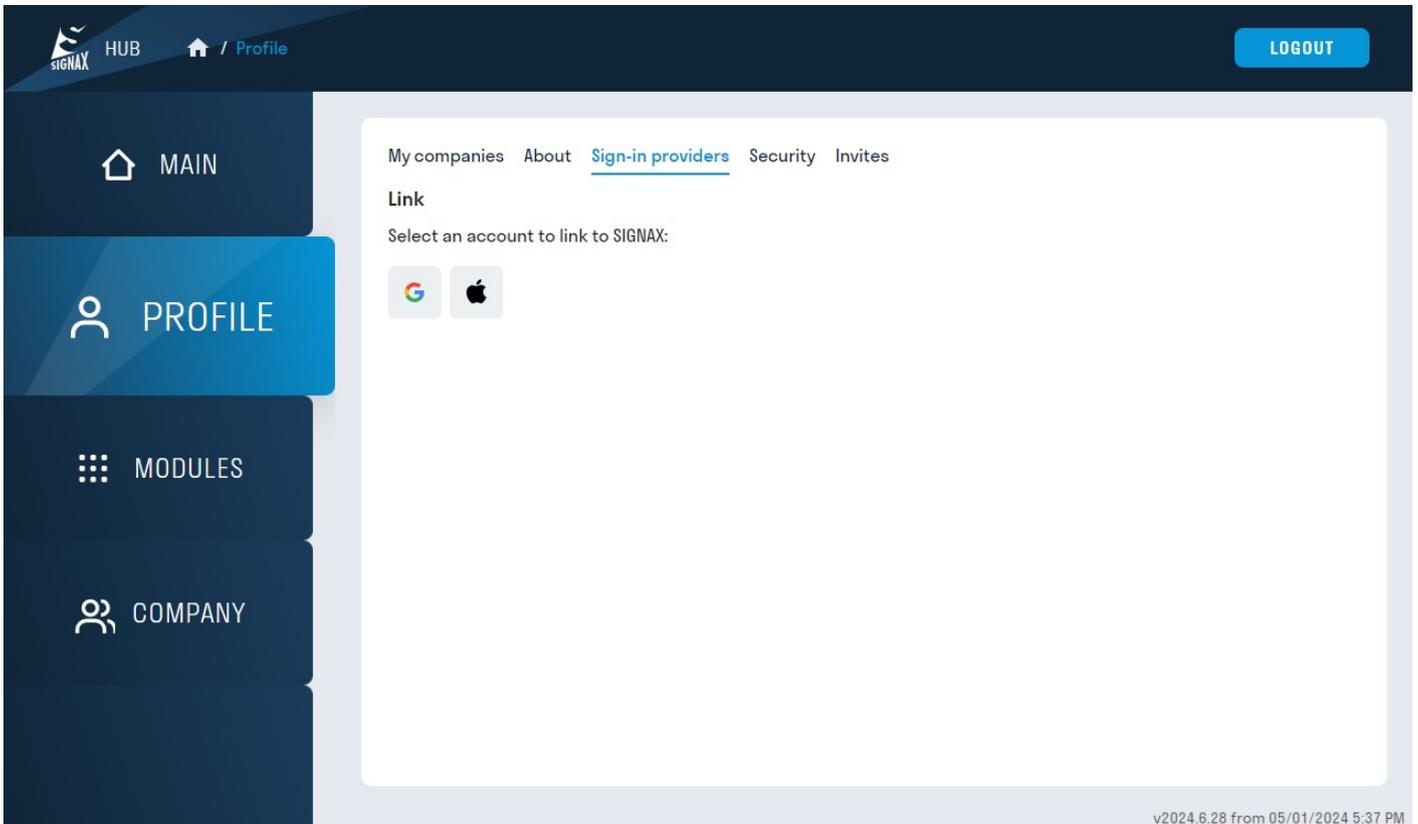
About

You can change your account information. To do this, enter new data and click "Save."



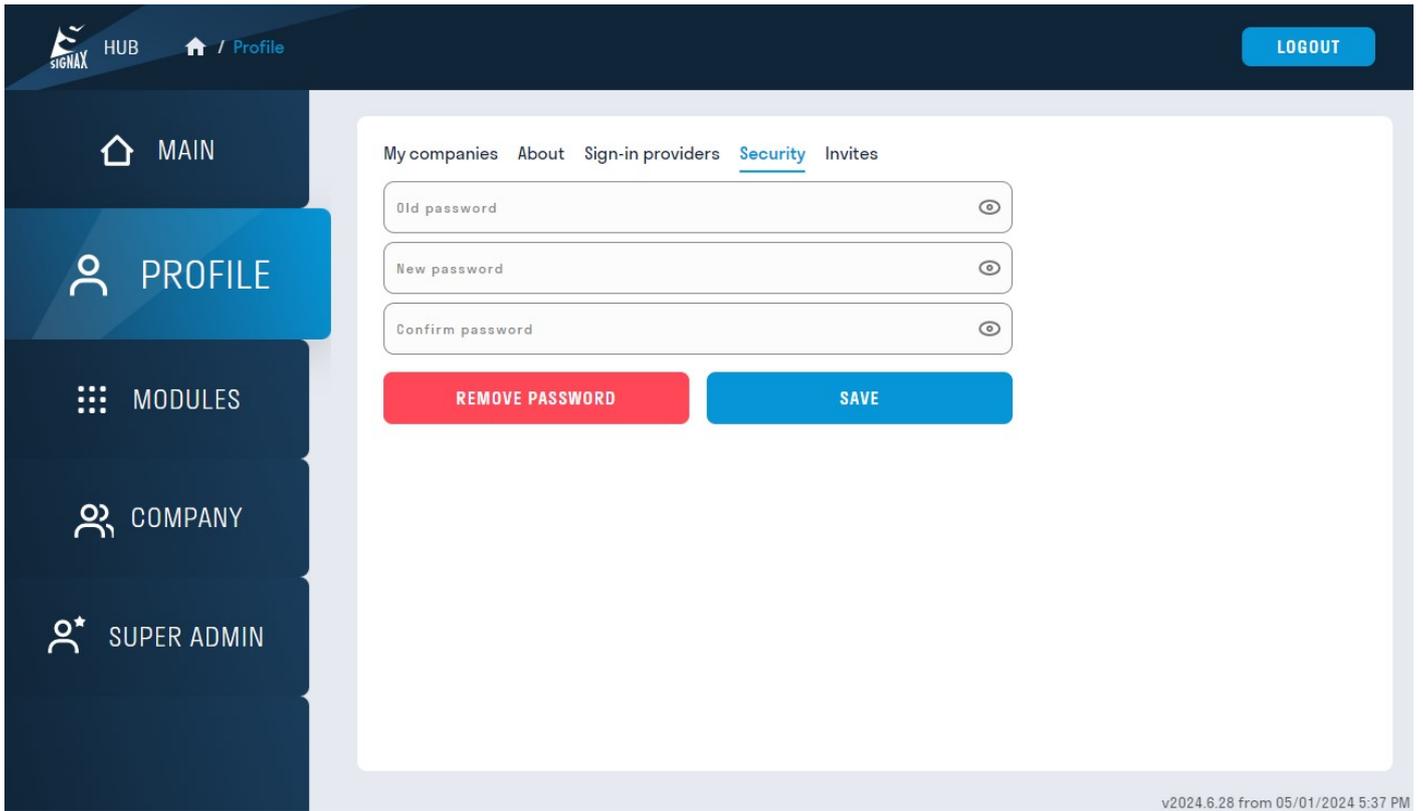
Sign-in provides

You can link your account with Google or Apple.



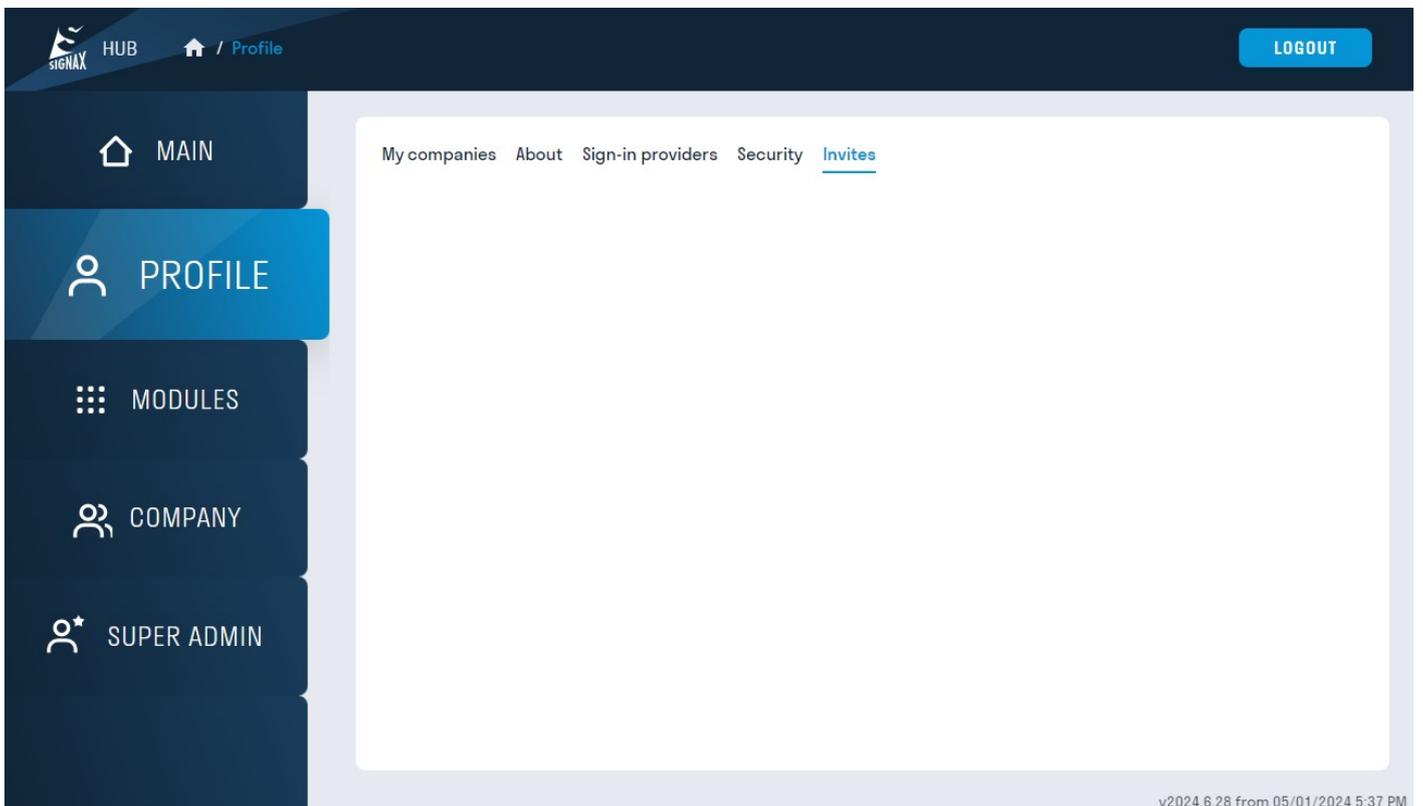
Security

You can change your password. To do this, enter your old password and the new one. Then click "Save".



Invites

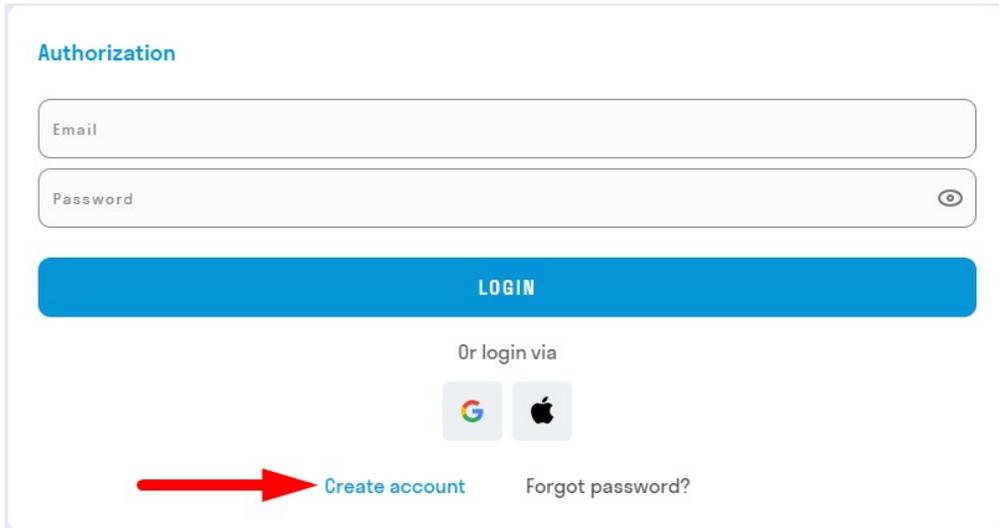
You can see active invitations.



2.1.3. Administrator

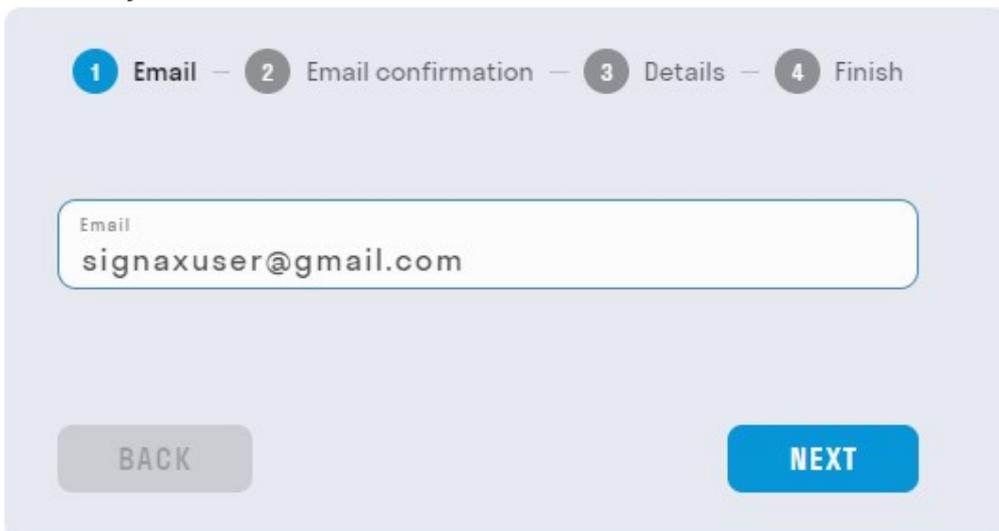
Registration of your own account

1. For self-registration in the SIGNAX service, click "Create an account" on the authentication page or follow the link.



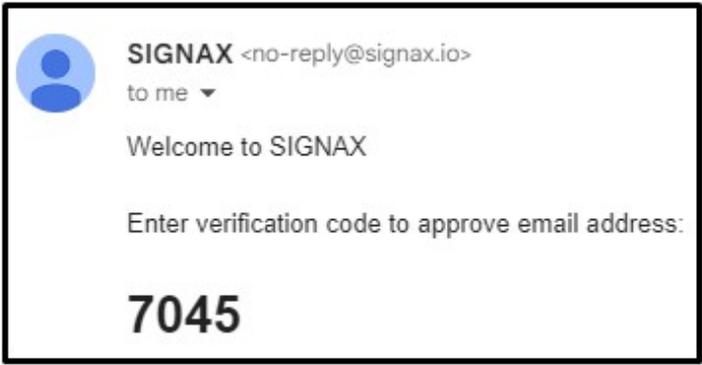
The screenshot shows the 'Authorization' section of the SIGNAX service. It features two input fields: 'Email' and 'Password'. Below these fields is a prominent blue 'LOGIN' button. Underneath the login button, there is a section for alternative login methods, labeled 'Or login via', with icons for Google and Apple. At the bottom of the form, there is a red arrow pointing to the 'Create account' link, and a 'Forgot password?' link is also visible.

2. Enter your email address and click "Next".



The screenshot displays the registration process. At the top, there is a progress indicator with four steps: 1 Email (highlighted), 2 Email confirmation, 3 Details, and 4 Finish. Below the progress indicator is an 'Email' input field containing the text 'signaxuser@gmail.com'. At the bottom of the form, there are two buttons: a grey 'BACK' button and a blue 'NEXT' button.

3. Within a few minutes, you will receive an email with a confirmation code to enter in the "Code" field.



✓ Email — 2 Email confirmation — 3 Details — 4 Finish

Code
7045

Valid until 05/03/2024 4:19 PM

BACK **NEXT**

4. Create a password over 8 characters, containing at least one uppercase letter and one digit. If necessary, you can fill in your full name.



✓ Email — ✓ Email confirmation — **3** Details — 4 Finish

Email
signaxuser@gmail.com

Password
..... 

Confirm password
..... 

Optional:

Surname
Signax

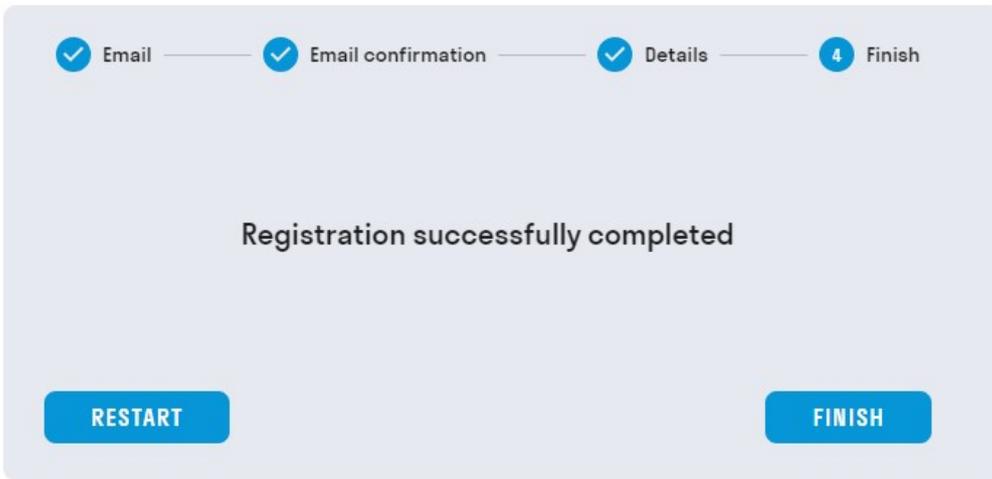
Name
User

Middle name

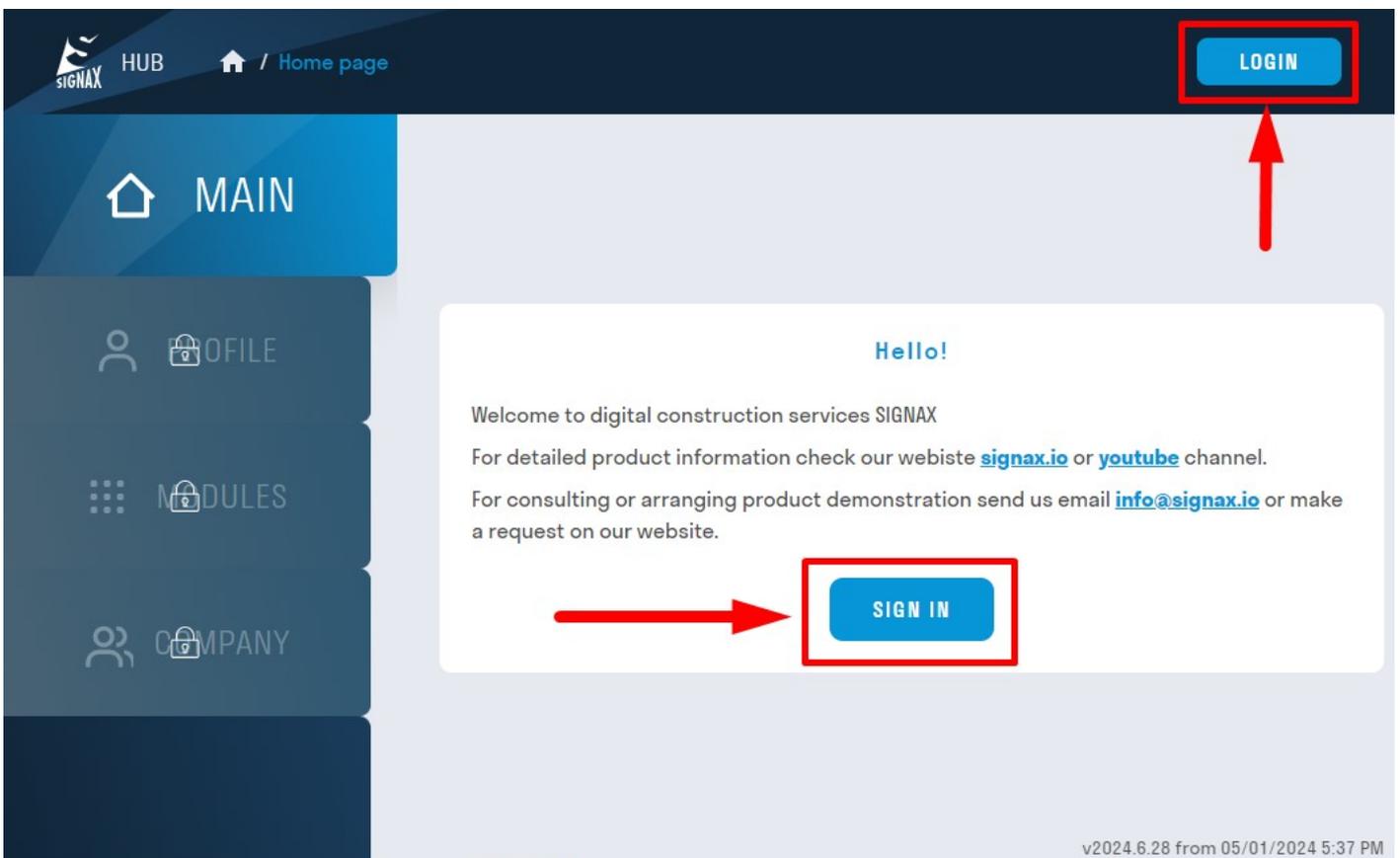
BACK

NEXT

5. Complete the registration.



6. After registration, you will be redirected to the main page <https://hub.signax.io/>. Click on "SIGN IN" and enter your registration details.



Authorization

Email
serafimin.uae@gmail.com

Password

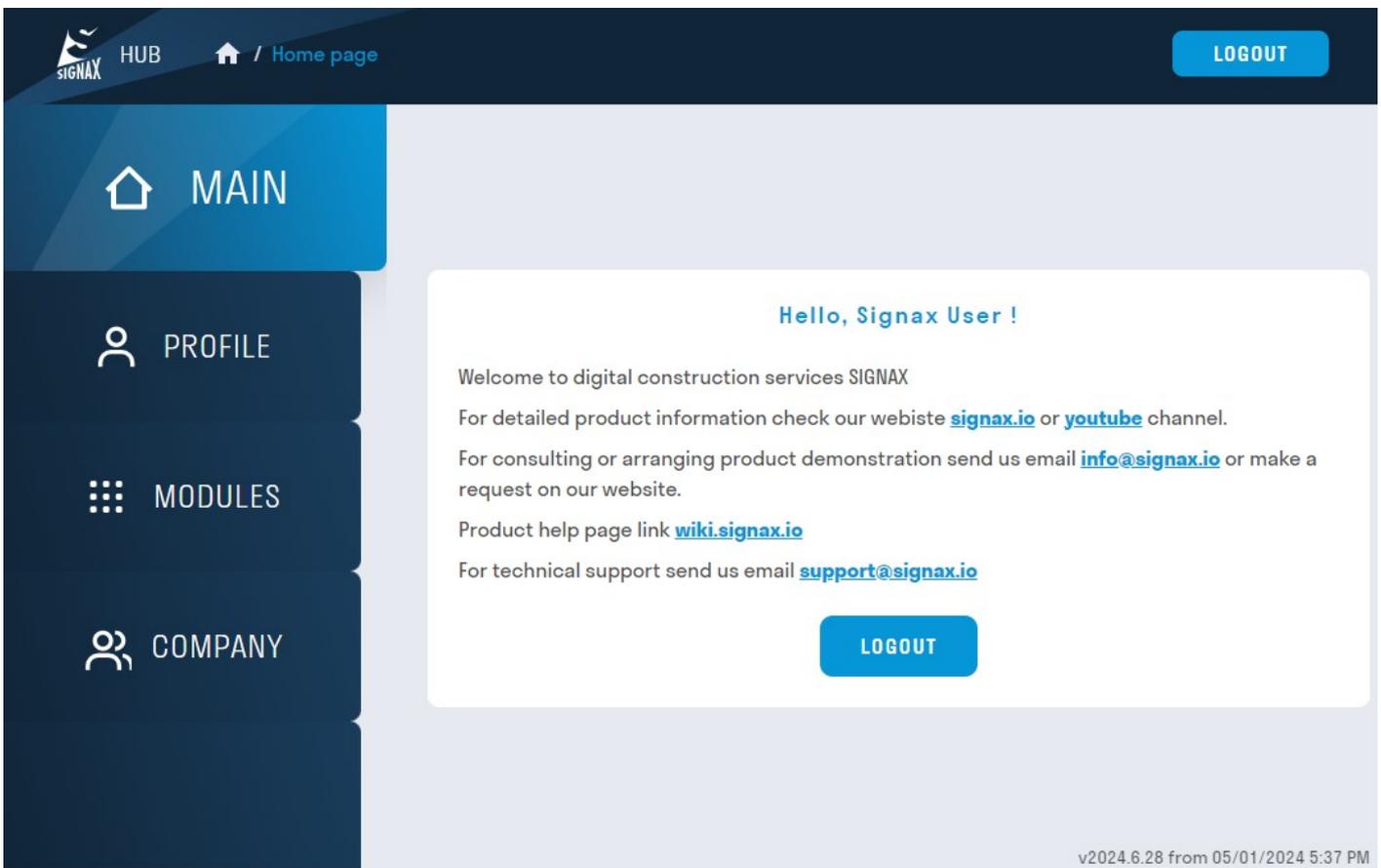
LOGIN

Or login via

[Create account](#) [Forgot password?](#)

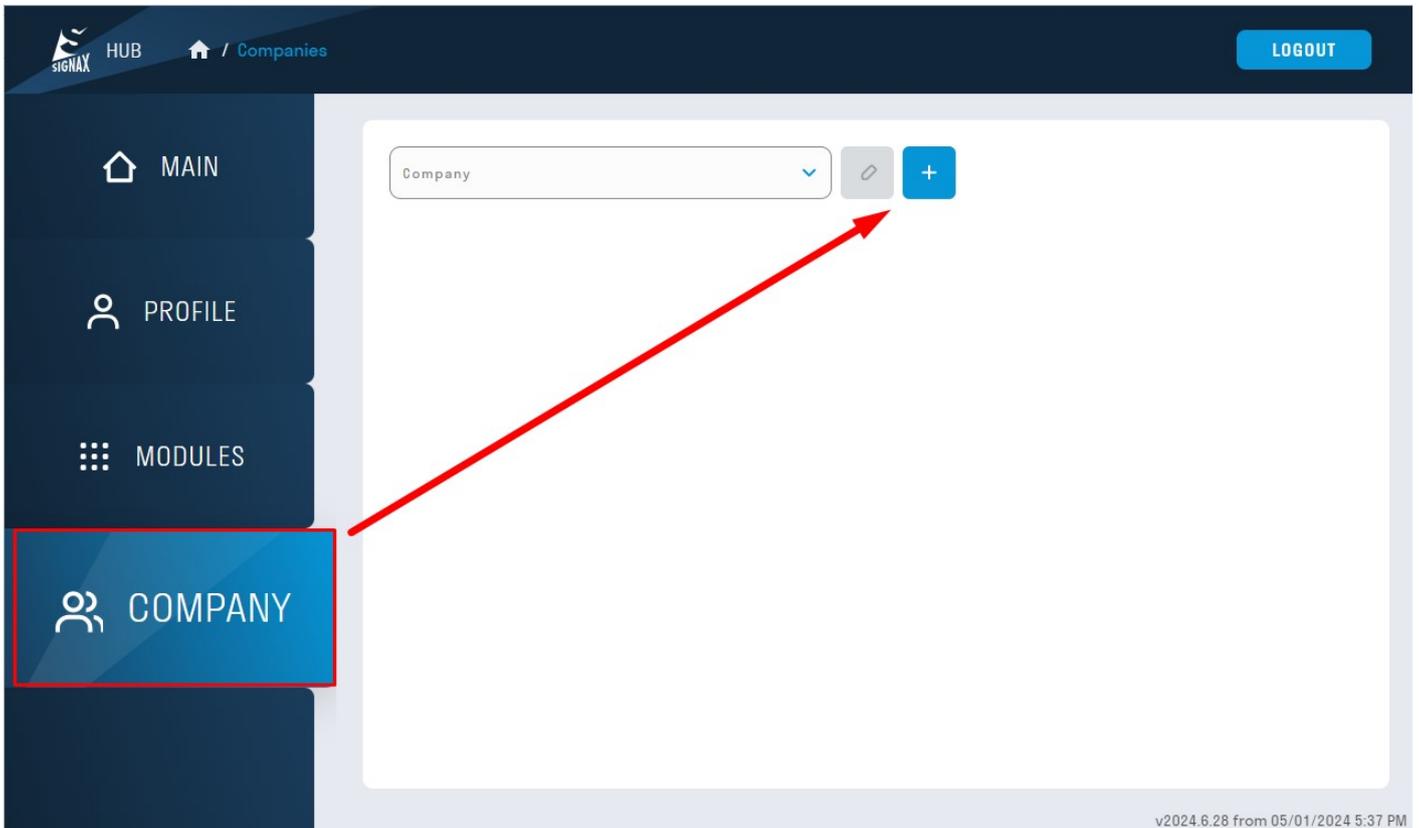
7. You are in the personal account.



The screenshot shows the Signax user dashboard. At the top left, there is a 'SIGNAX HUB' logo and a home icon with the text '/ Home page'. At the top right, there is a blue 'LOGOUT' button. On the left side, there is a dark blue sidebar with four menu items: 'MAIN' (with a home icon), 'PROFILE' (with a person icon), 'MODULES' (with a grid icon), and 'COMPANY' (with a group of people icon). The main content area is white and contains a welcome message: 'Hello, Signax User !'. Below this, there is a paragraph: 'Welcome to digital construction services SIGNAX'. This is followed by three lines of text: 'For detailed product information check our website signax.io or [youtube](#) channel.', 'For consulting or arranging product demonstration send us email info@signax.io or make a request on our website.', and 'Product help page link wiki.signax.io'. The final line of text is 'For technical support send us email support@signax.io'. At the bottom right of the main content area, there is a blue 'LOGOUT' button. In the bottom right corner of the dashboard, there is a version string: 'v2024.6.28 from 05/01/2024 5:37 PM'.

Creation a Company

1. Go to the COMPANY section and click + for creating a Company



v2024.6.28 from 05/01/2024 5:37 PM

2. Enter the company information and click "ADD"

The 'Add company' form is displayed with the following fields and values:

- Name *: SIGNAX Hotel
- Email *: serafimin.uae@gmail.com
- Legal name: L.L.C. Signax Hotel
- Website: https://www.signaxhotel.com
- Address: UAE, Dubai, Al Marsa street. land plot #320-320
- VAT: 123456789987654321
- TRN: 100002000030000

At the bottom of the form, there are two buttons: 'CANCEL' and 'ADD'.

When you create a Company, you become its Owner and Administrator. You can add other Users as Owners and/or Administrators. Added Owners can remove the Company's initial creator. This might

apply when a user, acting as technical support, creates and configures the Company, and their role ends there.

Permissions	Owner  Image not found or type unknown	Administrator  Image not found or type unknown	User  Image not found or type unknown
Add or remove users from the Company	+	+	-
Assign or remove licenses to users	+	+	-
Create a project and add users	+	+	-
Assign owner statuses to other users	+	-	-

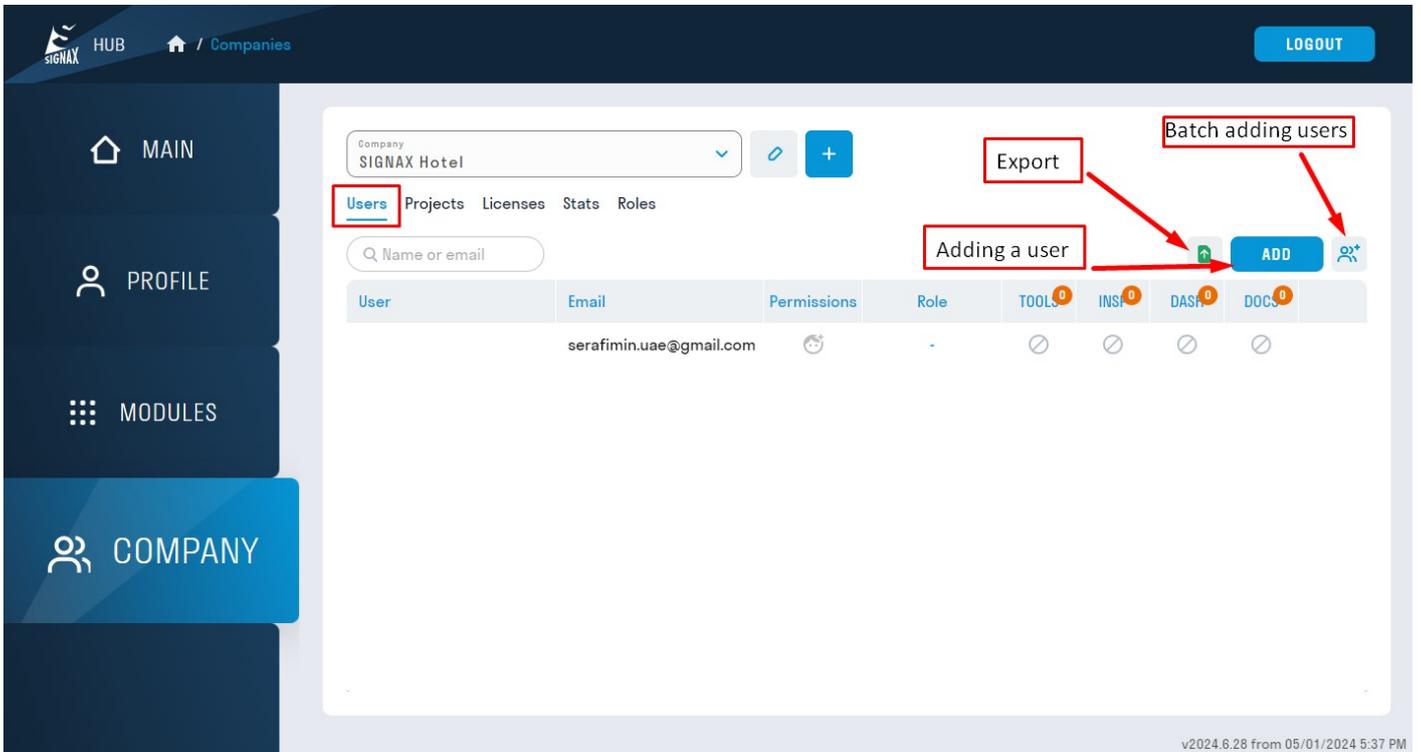
**One account can create no more than two Companies.*

Adding Users to the Company

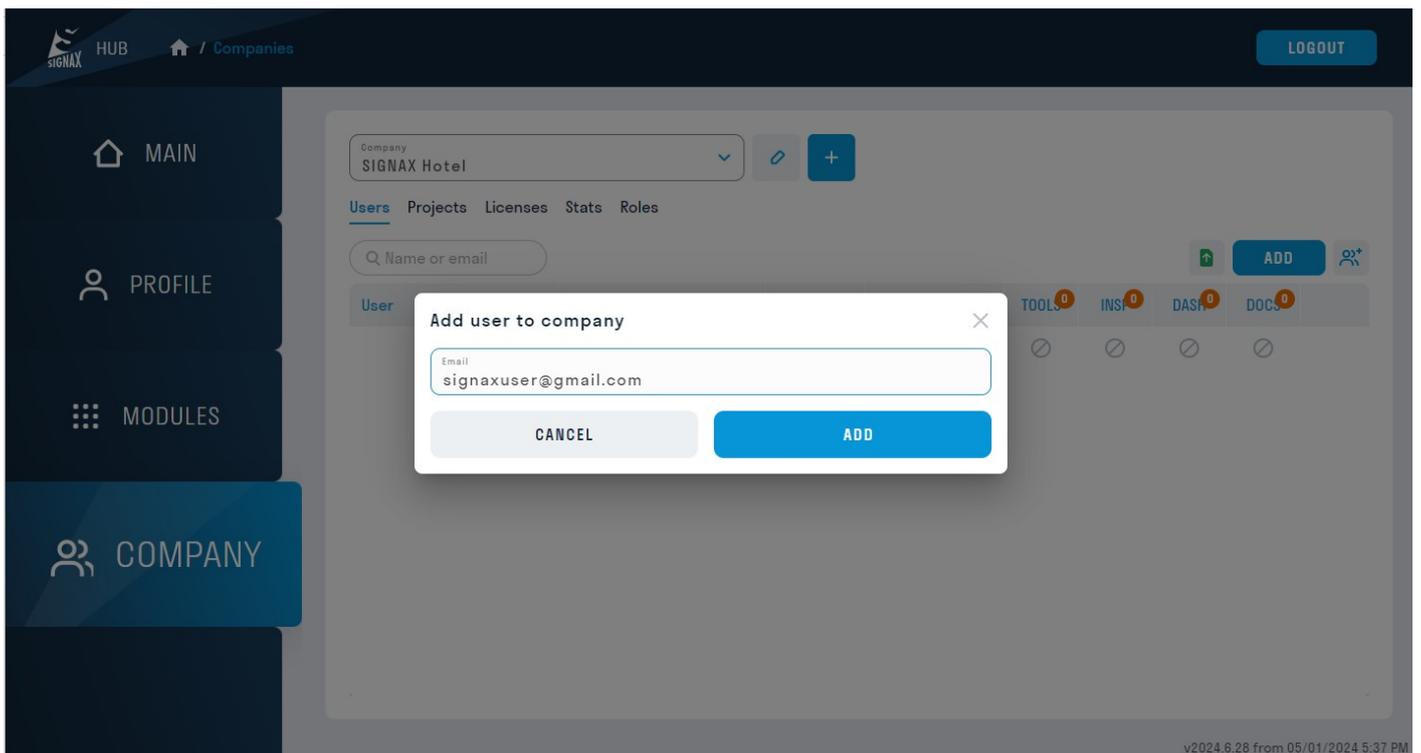
Add all necessary Users to the created Company. You can do this one by one or in bulk.

Adding one User

1. To add one User, select the created Company and click "ADD"



2. Write the email of the User being added.



3. The User will receive a notification at the provided email address.

If the User has not previously registered in the SIGNAX system, an account will be automatically created for the User after the Administrator invites them to the Company.

An email with the login and a generated password will be sent to the User's specified email address. The User can change the password on the "PROFILE" tab in the HUB.

You were added to SIGNAX company in SIGNAX

A user profile has been automatically created for you.

Your login: serafimin.uae@gmail.com

Your password: 8A9tEQLC

You can change your password on [this page](#)

If you are already registered in the SIGNAX system, you will receive an email notifying you of your addition to the Company.

You were added to SIGNAX company in SIGNAX

List of companies:

<https://hub.signax.io/hub/profile>

4. After adding a user, the Administrator will see the added User in the Company's list. They can then assign a role and issue the corresponding licenses.

Batch Adding Users

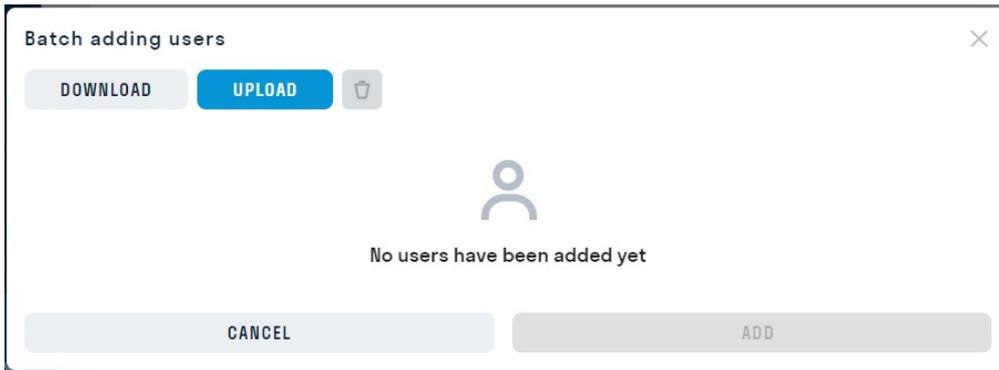
image-1704954535523.png

1. To add multiple users, select the created Company and click Image not found or type unknown

The screenshot shows the SIGNAX web interface. The top navigation bar includes the SIGNAX logo, 'HUB', a home icon, 'Companies', and a 'LOGOUT' button. The left sidebar has navigation options: 'MAIN', 'PROFILE', 'MODULES', and 'COMPANY'. The main content area displays the 'Users' management page for the 'SIGNAX Hotel' company. It features a search bar for 'Name or email', tabs for 'Users', 'Projects', 'Licenses', 'Stats', and 'Roles', and a table of users. The table has columns for 'User', 'Email', 'Permissions', 'Role', 'TOOLS', 'INS', 'DASH', and 'DOC'. A single user is listed with the email 'serafimin.uae@gmail.com'. Red boxes and arrows highlight the 'Export' button, the 'Batch adding users' button, and the 'Adding a user' button.

User	Email	Permissions	Role	TOOLS	INS	DASH	DOC
	serafimin.uae@gmail.com		-	⊘	⊘	⊘	⊘

2. In the window that opens, download the Excel template with an example of how to fill it out by clicking "DOWNLOAD"

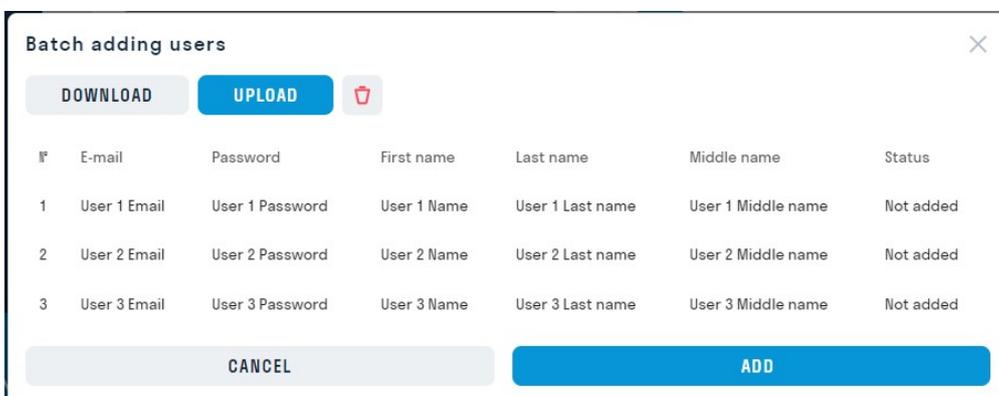


3. Fill out the following fields in Excel and save the file. The allowable number of users in the Company is calculated based on the number of licenses in the Company plus 5 users. For instance, if the Company has 100 licenses, you can add 105 users.

	A	B	C	D	E
1	email	password	firstName	lastName	middleName
2	User 1 Email	User 1 Password	User 1 Name	User 1 Last name	User 1 Middle name
3	User 2 Email	User 2 Password	User 2 Name	User 2 Last name	User 2 Middle name
4	User 3 Email	User 3 Password	User 3 Name	User 3 Last name	User 3 Middle name

- User Email: Required field.
- Password: Must be at least 6 characters long, containing at least one number and one uppercase letter. If this field is left blank, a password for an unregistered user will be generated automatically.
- First Name: Optional field.
- Last Name: Optional field.
- Middle Name: Optional field.

4. Upload the completed template by clicking "UPLOAD." All listed users will appear in the window. The "Status" column will indicate whether the user is already in the Company or not. Click "Add" to add the users.



5. A notification will be sent to the users' specified email addresses:

- If a user has not previously registered in the SIGNAX system, an account will be automatically created, and an email containing the login and an automatically generated password will be sent. The password can be changed under the "PROFILE" tab if needed.

You were added to SIGNAX company in SIGNAX

List of companies:
<https://hub.signax.io/hub/profile>

- If a user is already registered in the SIGNAX system, they will receive an email notifying them of their addition to the Company.

You were added to SIGNAX Hotel company in SIGNAX

List of companies:
<https://hub.signax.io/hub/profile>

6. After adding users, the Administrator will see them in the Company's list.

The Company is created.

The screenshot displays the SIGNAX web application interface. On the left is a dark blue sidebar with navigation options: MAIN, PROFILE, MODULES, and COMPANY. The main content area shows the 'Users' list for the 'SIGNAX Hotel' company. At the top, there is a search bar and an 'ADD' button. Below is a table with columns: User, Email, Permissions, Role, TOOLS, INST, DASH, DOCS, and Actions. The table lists four users: 'User Test', 'Signax User', 'Serafimin Andrey', and 'SIGNAX ADMIN'. Annotations with red arrows point to specific elements: 'User Permissions' points to the gear icon in the 'Permissions' column; 'User Roles' points to the minus sign in the 'Role' column; 'Licenses are not available at this stage' points to the 'TOOLS', 'INST', 'DASH', and 'DOCS' columns; and 'A user can be removed from the Company, if needed' points to the trash icon in the 'Actions' column. The bottom right corner shows the version 'v2024.6.28 from 05/01/2024 5:37 PM'.

User	Email	Permissions	Role	TOOLS	INST	DASH	DOCS	Actions
User Test	serafimin.uae@gmail.c	⚙️	-	🚫	🚫	🚫	🚫	🗑️
Signax User	signaxuser@gmail.com	👤	-	🚫	🚫	🚫	🚫	🗑️
Serafimin Andrey	a.serafimin@signax.io	⚙️	-	🚫	🚫	🚫	🚫	🗑️
SIGNAX ADMIN	support@signax.io	⚙️	-	🚫	🚫	🚫	🚫	🗑️

7. You can export the user list to Excel by clicking



The screenshot shows the SIGNAX HUB interface for the 'SIGNAX Hotel' company. The left sidebar contains navigation options: MAIN, PROFILE, MODULES, and COMPANY. The main content area displays a table of users with columns for User, Email, Permissions, Role, TOOLS, INSP, DASH, and DOCS. An 'EXPORT' icon (a green square with an upward arrow) is highlighted with a red box in the top right corner of the table area, next to an 'ADD' button.

User	Email	Permissions	Role	TOOLS ⁴⁹	INSP ⁴⁹	DASH ⁴⁸	DOCS ⁹⁶
User Test	serafimin.uae@gmail.c		OWNER				
Signax User	signaxuser@gmail.com		DESIGNER				
Serafimin Andrey	a.serafimin@signax.io		SURVEYOR				
SIGNAX ADMIN	support@signax.io		BIM SPECIALIST				

To include information about projects, select the appropriate field and click "DOWNLOAD"

The modal dialog is titled 'Exporting company user information to Excel'. It has a close button (X) in the top right corner. Below the title, there is a checkbox labeled 'Including information about projects' which is checked. At the bottom, there are two buttons: 'CANCEL' and 'DOWNLOAD'.

The Excel file displays information on users, projects, rights, and roles.

	A	B	C	D	E	F	G	H
1	User	E-mail	Rights	Roles	TOOLS	INSP	DASH	DOCS
2	User Test	serafimin.uae@gmail.com	O	Owner				A
3	Signax User	signaxuser@gmail.com	U	Designer				U
4	Serafimin Andrey	a.serafimin@signax.io	A	Surveyor	U	U	A	U
5	SIGNAX ADMIN	support@signax.io	A	BIM specialist			U	A

Obtaining Licenses

1. The Administrator should send a request to support@signax.io with the following text:

Request for License Assignment:

- Name of the legal entity requesting the licenses (including the created Company's name).
- Number of licenses needed.

2. Wait for technical support to confirm the assigned licenses. This usually happens on the same day.

The number of issued licenses is in the "COMPANY" section ► Licenses.

The screenshot displays the SIGNAX web application interface. The sidebar on the left contains navigation options: MAIN, PROFILE, MODULES, COMPANY (highlighted), and SUPER ADMIN. The main content area shows the 'Licenses' section for the company 'SIGNAX'. The table below lists the licenses with columns for App, Code, Start, End, and Capacity. Red arrows point from text labels to specific columns in the table: 'The SIGNAX module to which the licenses have been issued' points to the 'App' column; 'The certificate number (assigned upon purchase)' points to the 'Code' column; 'Start and end dates of the licenses validity' points to the 'Start' and 'End' columns; and 'Number of licenses issued' points to the 'Capacity' column.

App	Code	Start	End	Capacity
TOOLS	SGNX-001	01/01/2023	12/31/2025	100
INSPECTION	SGNX-002	01/01/2023	01/30/2025	100
DOCS	SGNX-004	08/08/2023	08/08/2024	100
DASHBOARD	SGNX-003	09/07/2023	09/07/2024	100

v2024.6.28 from 05/01/2024 5:37 PM

Assigning Licenses

1. Go to the "COMPANY" section ► Users.
2. To assign a license to a user, click at the intersection of User - Application.

The screenshot shows the SIGNAX HUB interface for the 'SIGNAX Hotel' company. The 'Users' tab is active, displaying a table of users. The table has columns for User, Email, Permissions, Role, and several license categories: TOOLS (49), INS (49), DASH (48), and DOC (98). The 'SIGNAX ADMIN' user is highlighted, and red arrows point to the 'TOOLS' and 'DOC' columns, indicating license assignment status.

User	Email	Permissions	Role	TOOLS ⁴⁹	INS ⁴⁹	DASH ⁴⁸	DOC ⁹⁸
User Test	serafimin.uae@gm	👤	-	🚫	🚫	🚫	⚙️
Signax User	signaxuser@gmail.	👤	-	🚫	🚫	🚫	👤 🗑️
Serafimin Andrey	a.serafimin@signa:	⚙️	-	👤	👤	⚙️	👤 🗑️
SIGNAX ADMIN	support@signax.io	⚙️	-	🚫	🚫	👤	⚙️ 🗑️

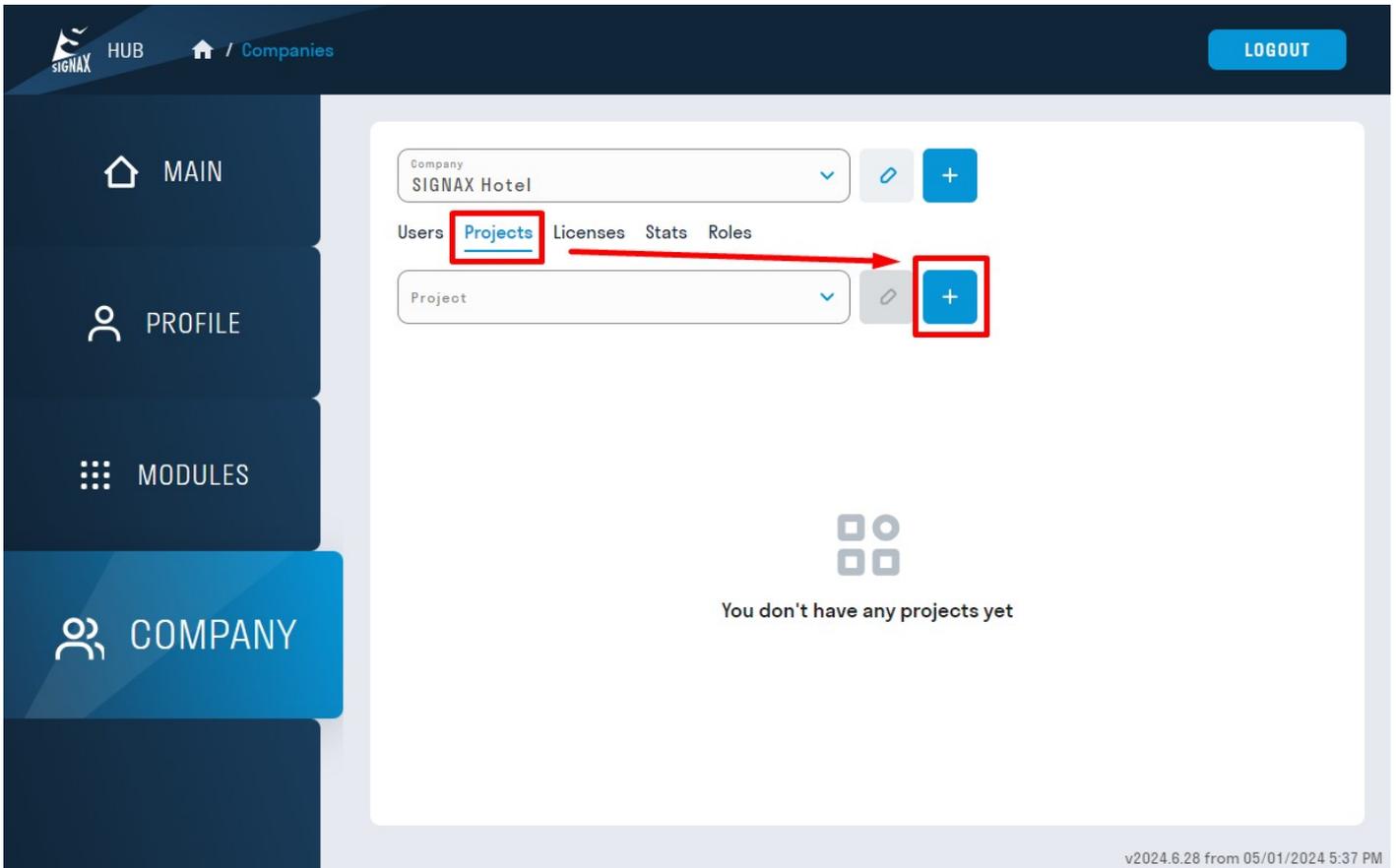
3. All SIGNAX services can provide licenses for users or administrators. Administrators have extended usage capabilities for SIGNAX services.

License	Description
image-1705058288190.png Image not found or type unknown	Administrator License
image-1705058311677.png Image not found or type unknown	User License
image-1705058468805.png Image not found or type unknown	License Not Assigned

Creating a Project

A single company can have multiple projects. Create projects, add users to them, and assign roles to users.

1. Go to hub.signax.io ► COMPANY section ► PROJECTS tab and click +



2. Fill in the fields and click "Add"

Edit project

Name *

Beach palace

Code

SGNX_7010

Address

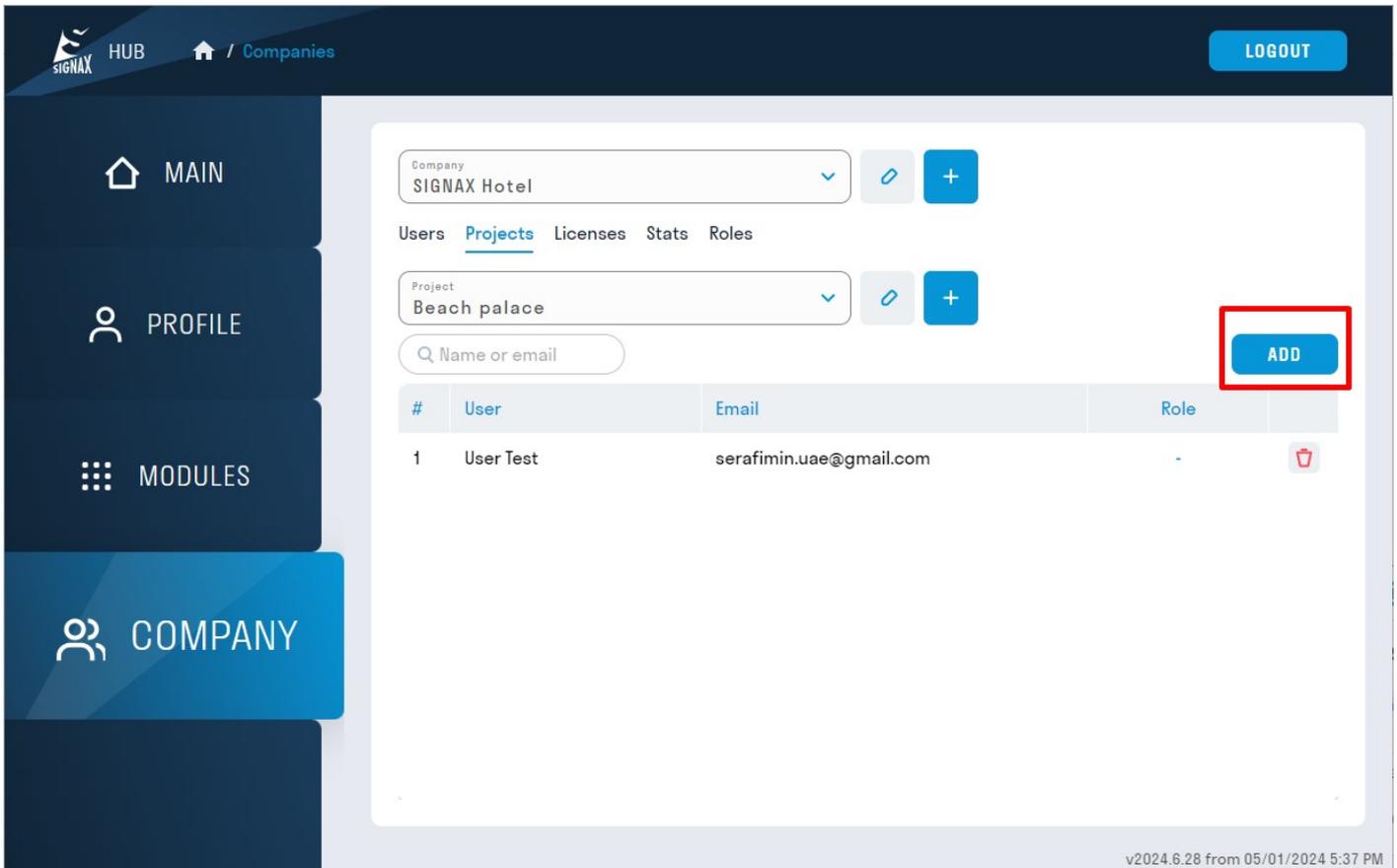
UAE, Dubai, Bluewaters

LOCATION

[25.081789915123103 55.11988513233646](#)

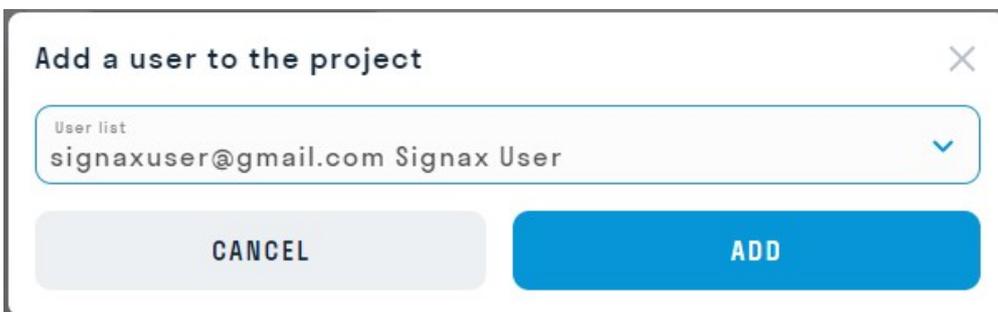
DELETE **CANCEL** **UPDATE**

3. The Project is created. Now, add users to the Project by clicking "Add"



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4. In the window that appears, select users from the list and click "Add"

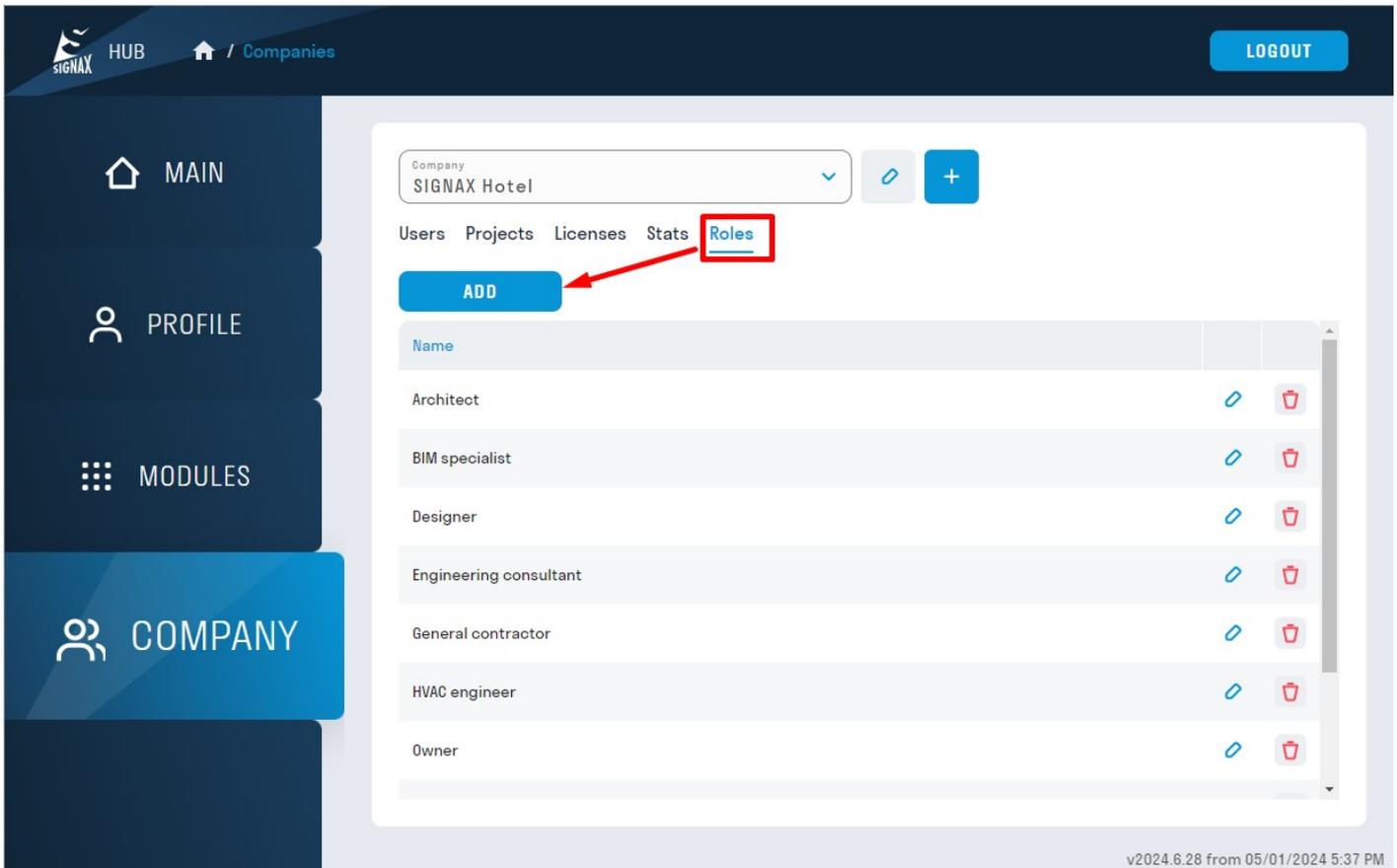


5. The users are added, and you can assign them roles.

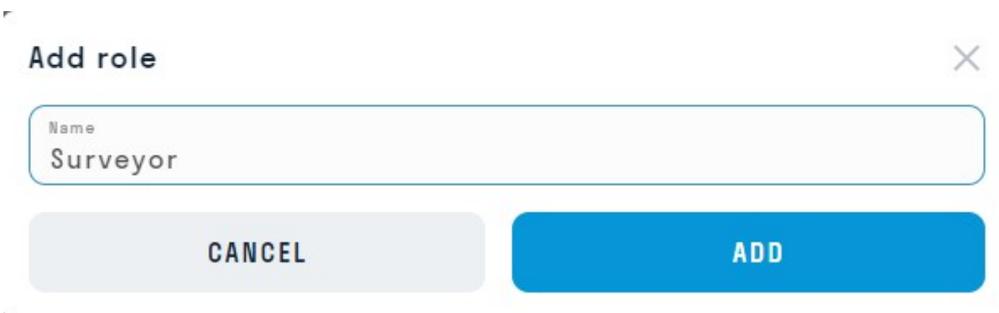
Creating Roles

Roles are used to control participants' access to additional modules and system elements based on their project responsibilities.

1. To create a role, go to hub.signax.io ► COMPANY section ► ROLES tab and click "Add"



7.2. Set a role name and click "Add"



7.3. After creating the necessary roles, go to the USERS tab, click - in the "Role" column, and assign the appropriate Role to each User. The role will now be automatically assigned when a user is added to a new Project. Different users, such as designers, can share a role.

Company: SIGNAX Hotel

Users Projects Licenses Stats Roles

Q Name or email

User	Email	Permissions	Role	TOOL	INS	DAS	DOC
User Test	serafimin.uae@gmail.c		OWNER	49	49	48	96
Signax User	signaxuser@gmail.com		DESIGNER				
Serafimin Andrey	a.serafimin@signax.io		SURVEYOR				
SIGNAX ADMIN	support@signax.io		BIM SPE				

- Architect
- BIM specialist
- Designer
- Engineering consultant
- General contractor
- HVAC engineer
- Owner
- Project manager
- Structural engineer
- Subcontractor

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To change a user's role in an existing project, go to the PROJECTS tab, click the three dots in the "Role" column, and assign the appropriate role to the user in that project.

Company: SIGNAX Hotel

Users Projects Licenses Stats Roles

Project: Beach palace

Q Name or email

#	User	Email	Role
1	User Test	serafimin.uae@gmail.com	-
2	SIGNAX ADMIN	support@signax.io	-
3	Serafimin Andrey	a.serafimin@signax.io	
4	Signax User	signaxuser@gmail.com	

- Architect
- BIM specialist
- Designer
- Engineering consultant
- General contractor
- HVAC engineer
- Owner
- Project manager
- Structural engineer
- Subcontractor

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