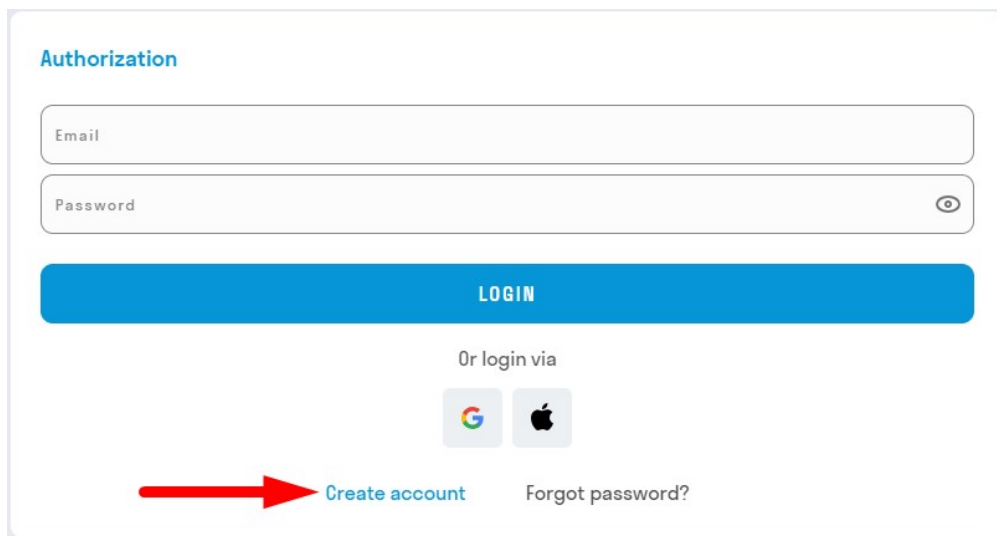


## 2.1.3. Administrator

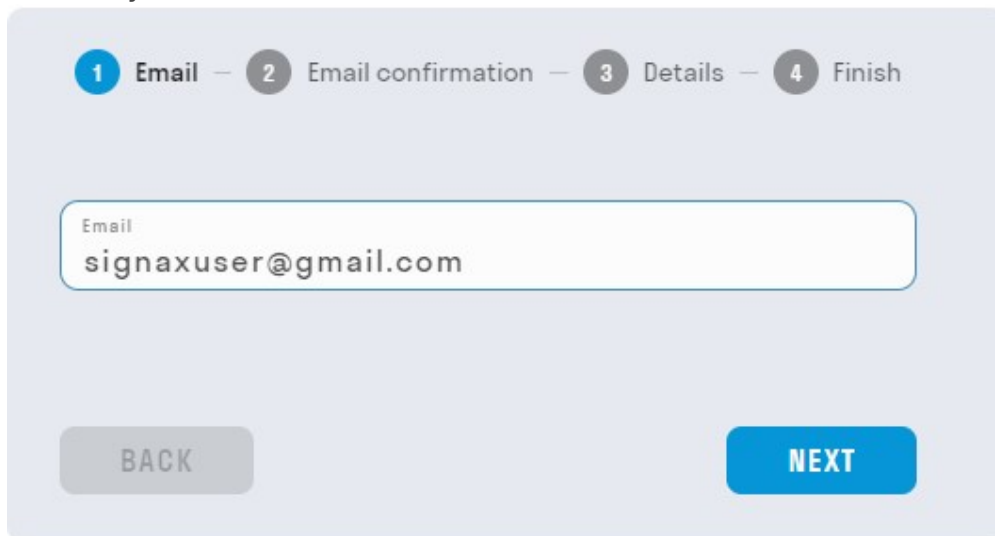
### Registration of your own account

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' page of the SIGNAX service. It features a login form with fields for 'Email' and 'Password'. Below the password field is a blue 'LOGIN' button. Underneath the login button, it says 'Or login via' followed by Google and Apple icons. At the bottom, there is a red arrow pointing to the 'Create account' link, and a 'Forgot password?' link.

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



The screenshot shows the second step of the registration process. At the top, there is a progress bar with four steps: 1 Email (active), 2 Email confirmation, 3 Details, and 4 Finish. Below the progress bar is a large text input field for 'Email' containing the address 'signaxuser@gmail.com'. At the bottom, 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.



**SIGNAX** <no-reply@signax.io>

to me ▼

Welcome to SIGNAX

Enter verification code to approve email address:

**7045**



Email



Email confirmation



Details



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



Details



Finish

Email

signaxuser@gmail.com

Password

.....



Confirm password

.....



Optional:

Surname

Signax

Name

User

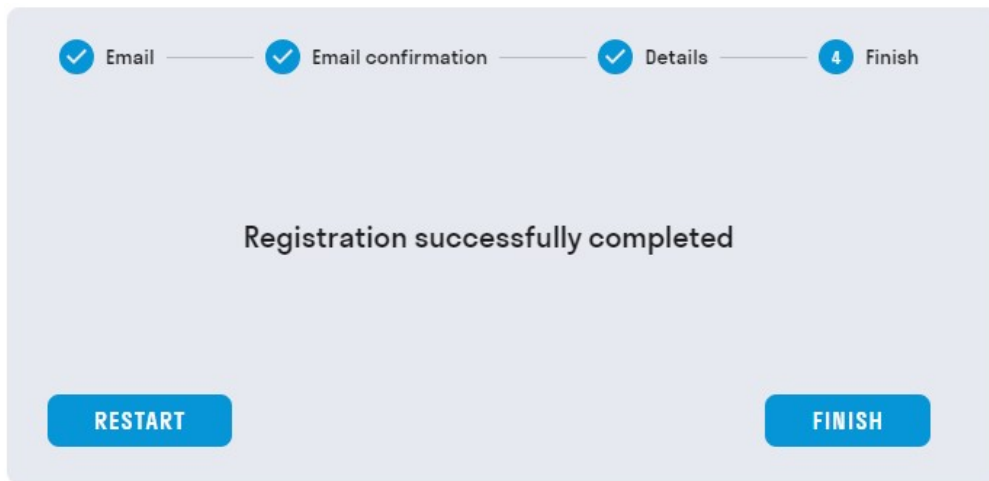
Middle name

BACK

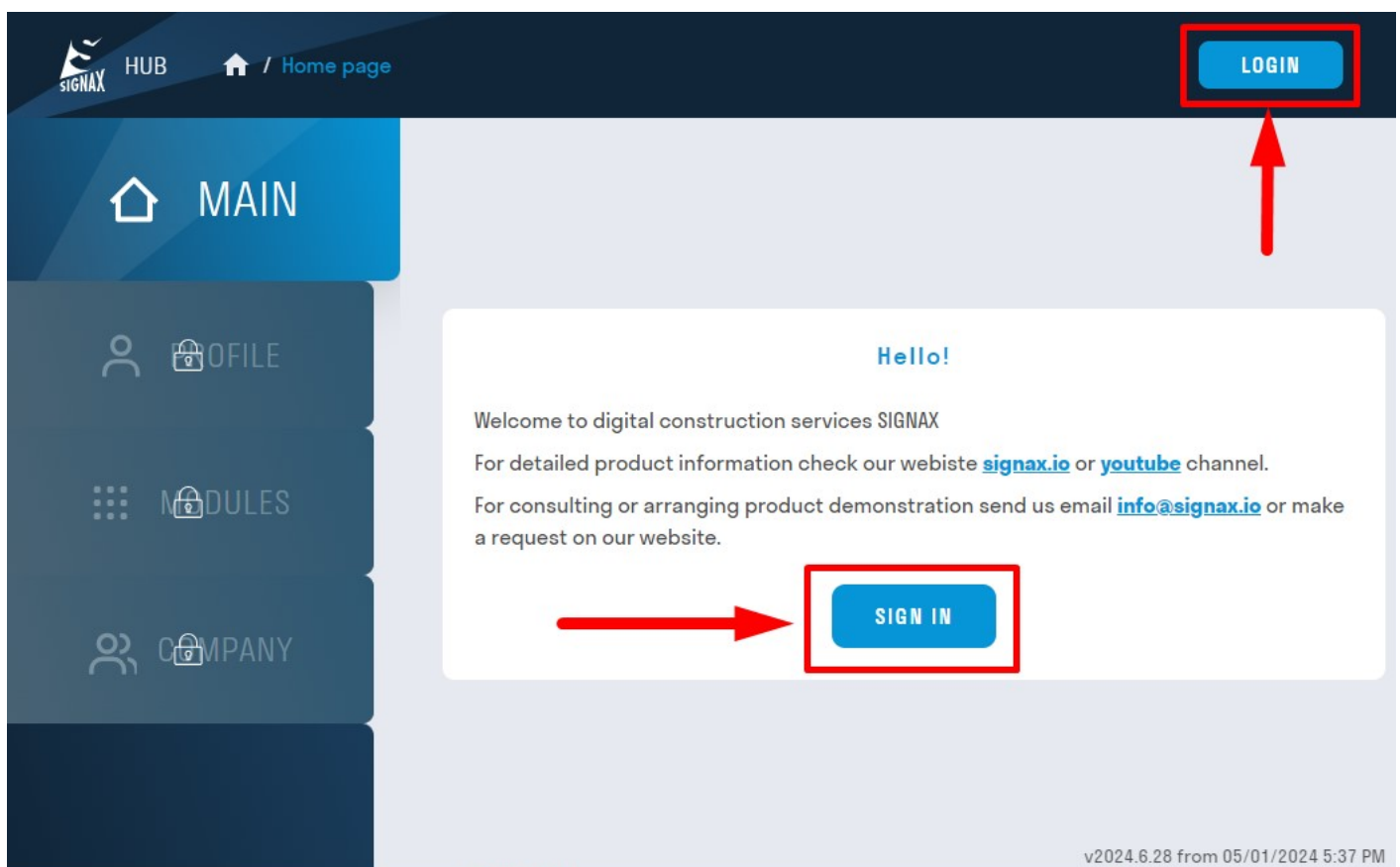
NEXT

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

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.

 HUB    / Home page   **LOGOUT**

 **MAIN**

 **PROFILE**

 **MODULES**

 **COMPANY**

**Hello, Signax User !**

Welcome to digital construction services SIGNAX

For detailed product information check our website [signax.io](https://signax.io) or [youtube](#) channel.

For consulting or arranging product demonstration send us email [info@signax.io](mailto:info@signax.io) or make a request on our website.

Product help page link [wiki.signax.io](https://wiki.signax.io)

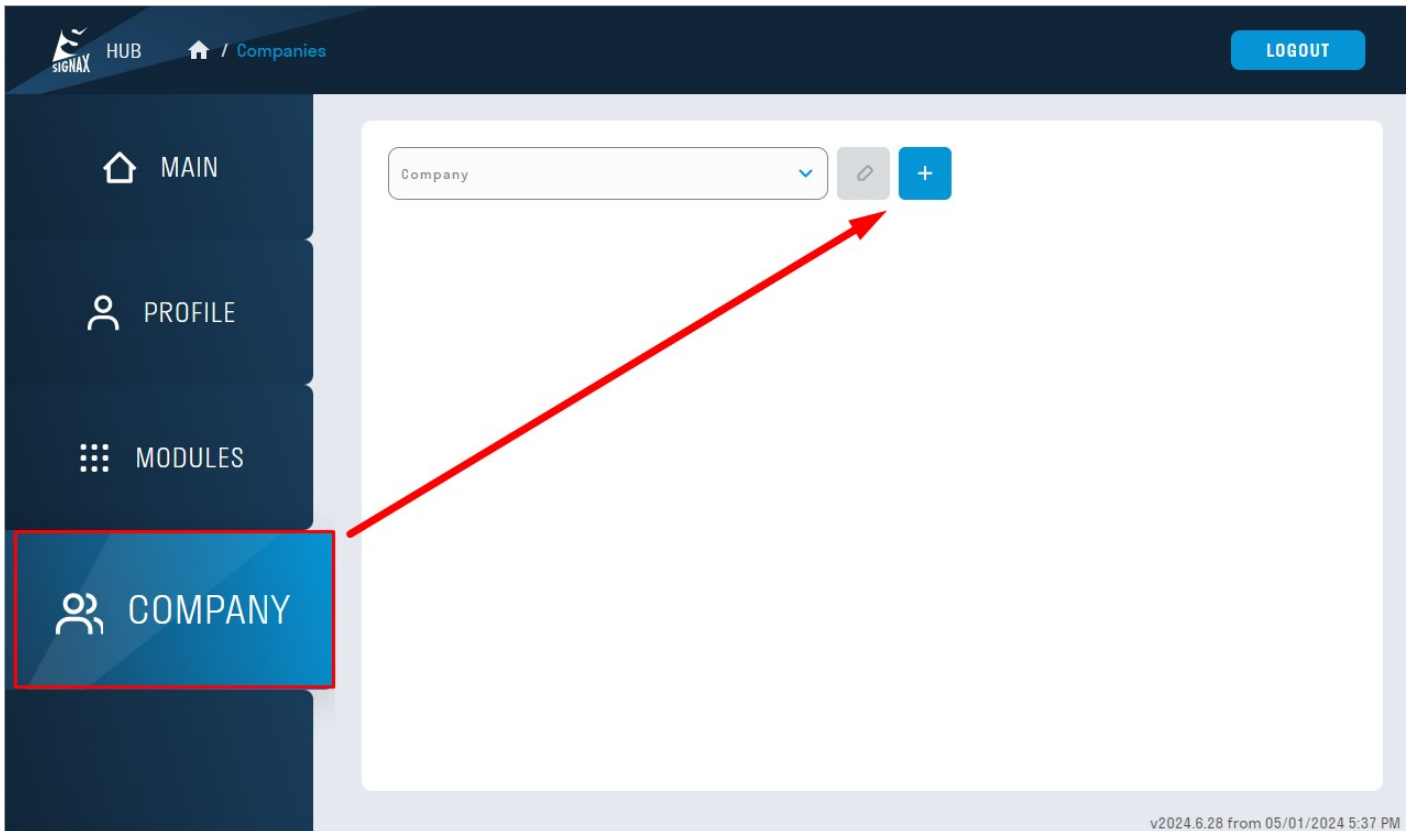
For technical support send us email [support@signax.io](mailto:support@signax.io)

**LOGOUT**

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



2. Enter the company information and click "ADD"

Add company

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

CANCEL

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	<div><div>Owner</div><div>image-1686736679374.png</div></div>	<div><div>Administrator</div><div>image-1686736692395.png</div></div>	<div><div>User</div><div>image-168673671828</div></div>
	Image not found or type unknown	Image not found or type unknown	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	+	-	-

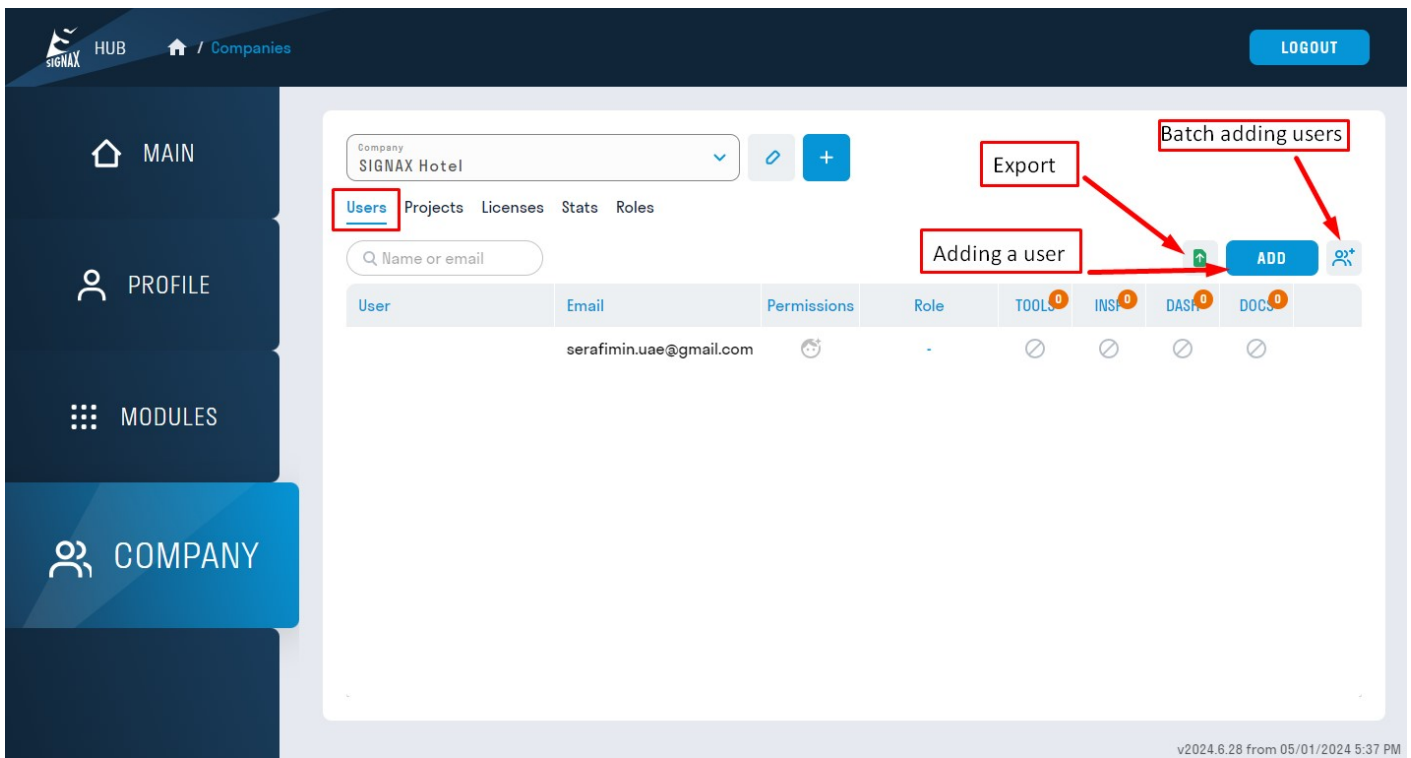
*\*One account can create no more than two Companies.*

# Adding Users to the Company

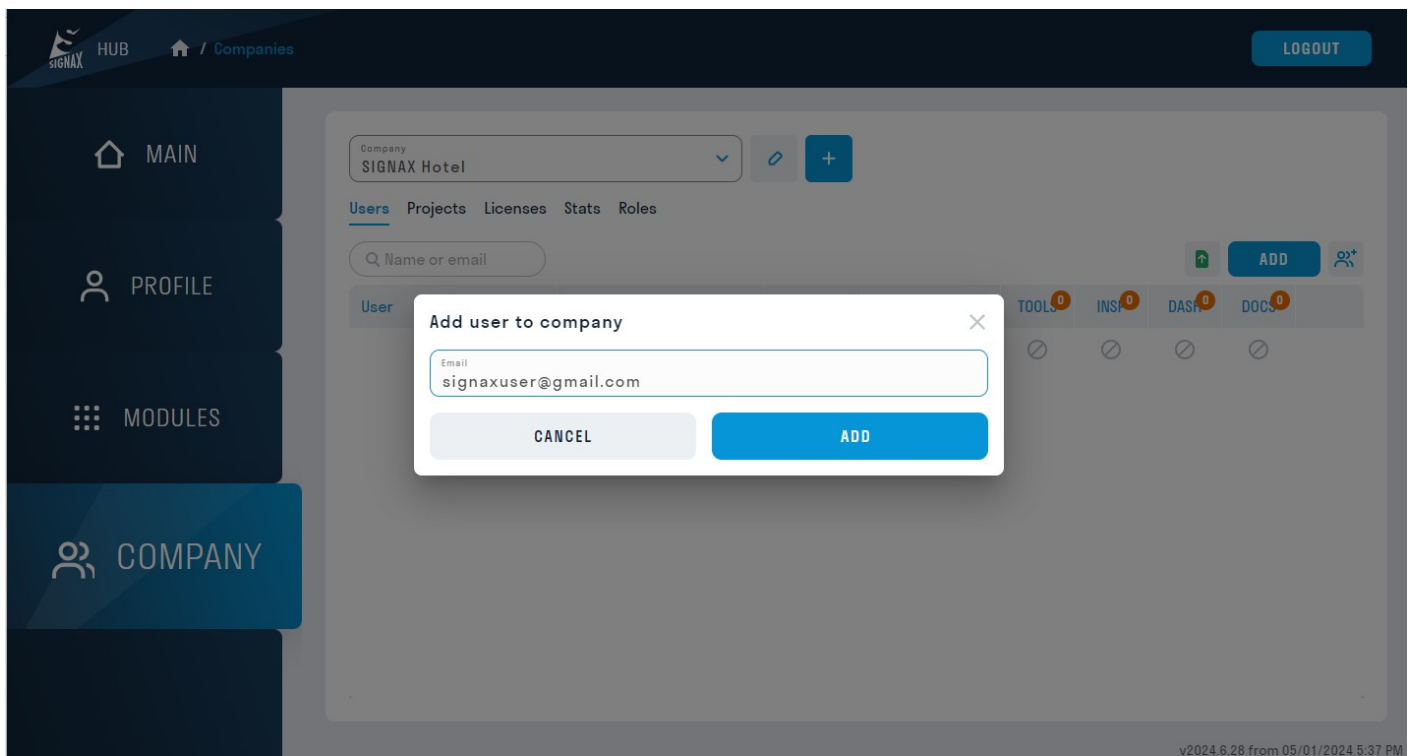
Add all necessary Users to the created Company. You can do this one by one or in bulk.

## 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](mailto: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:

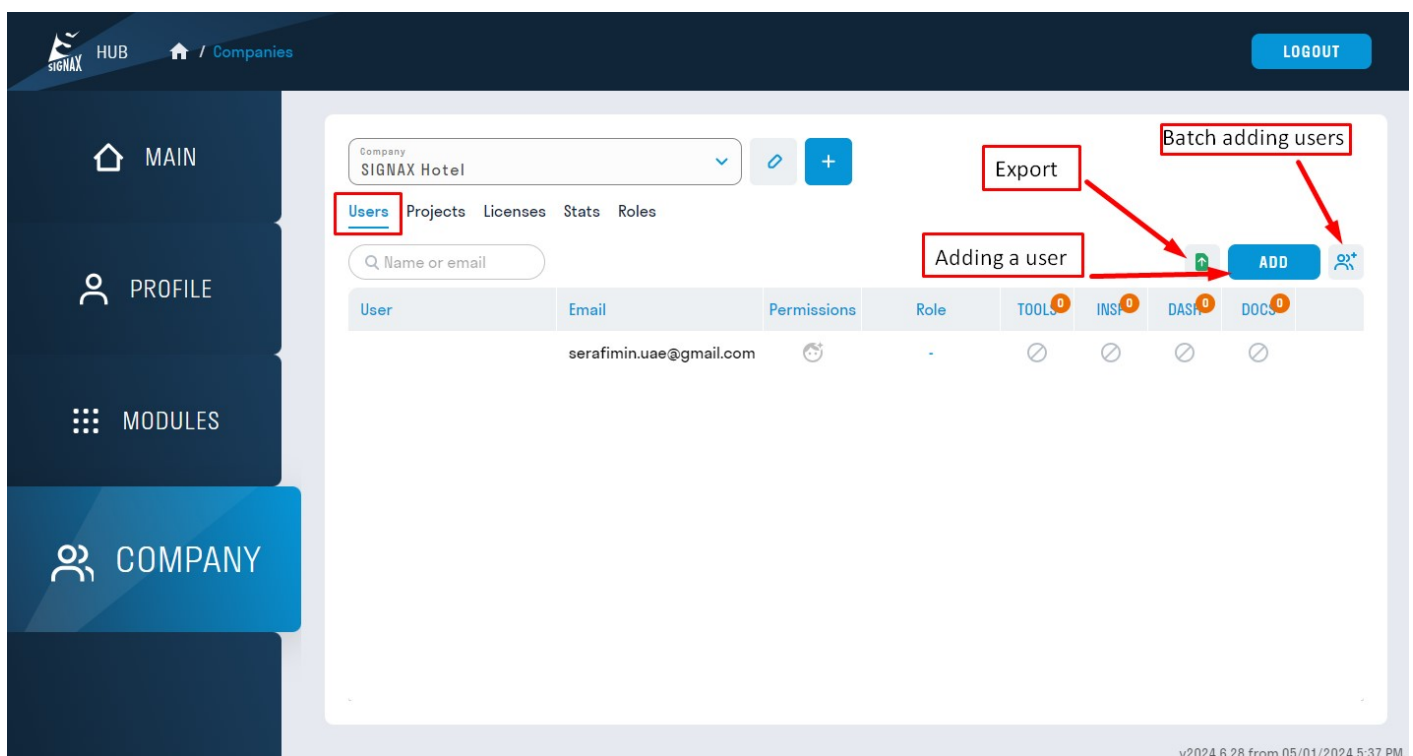
<https://hub.signax.io/hub/profile>

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.

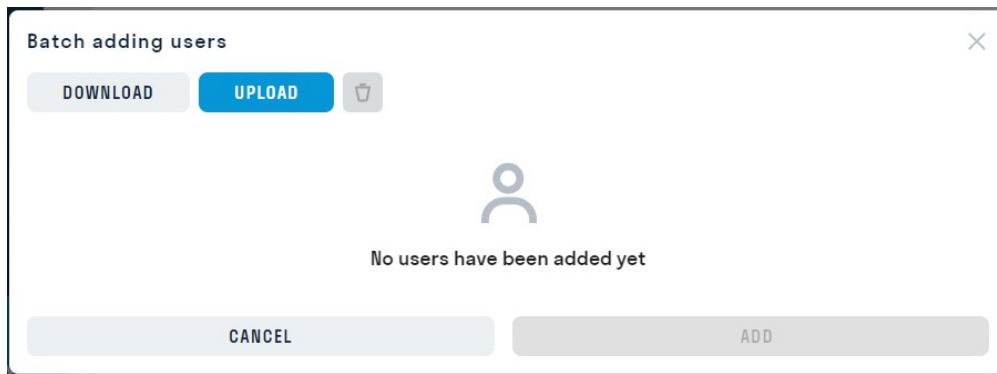
## Batch Adding Users

image-1704954535523.png

1. To add multiple users, select the created Company and click



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

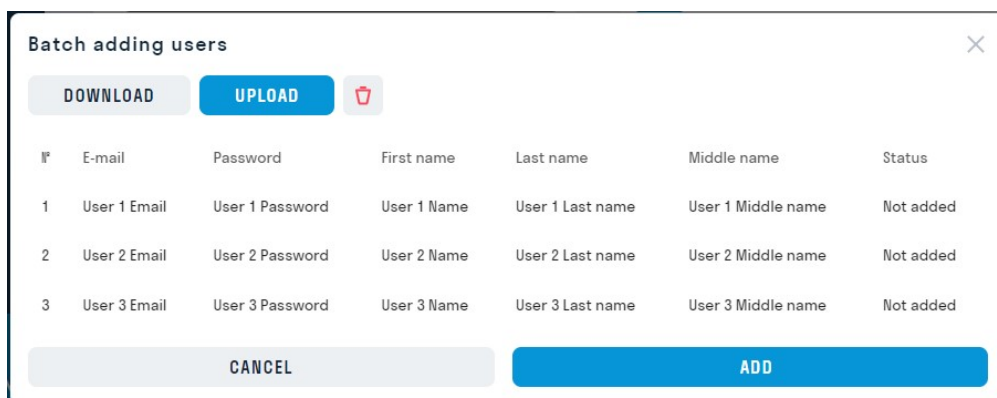


3. Fill out the following fields in Excel and save the file. The allowable number of users in the Company is calculated based on the number of licenses in the Company plus 5 users. For instance, if the Company has 100 licenses, you can add 105 users.

	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:



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

 HUB

 / Companies

LOGOUT



MAIN

PROFILE




MODULES
























COMPANY

Company  
SIGNAX Hotel

Users Projects Licenses Stats Roles

User	Email	Permissions	Role	TOOLS49	INSI49	DASH48	DOCS96	
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					

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

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

Exporting company user information to Excel

☒ Including information about projects

CANCEL

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.

Company: SIGNAX

Users Projects Licenses Stats Roles

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

Annotations:

- The SIGNAX module to which the licenses have been issued (points to App)
- The certificate number (assigned upon purchase) (points to Code)
- Start and end dates of the licenses validity (points to Start and End)
- Number of licenses issued (points to Capacity)

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.

HUB
/ Companies

LOGOUT

MAIN

PROFILE

MODULES

COMPANY

Company
SIGNAX Hotel

Users
Projects
Licenses
Stats
Roles

ADD

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		-				

License not assigned to User

License assigned to User

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

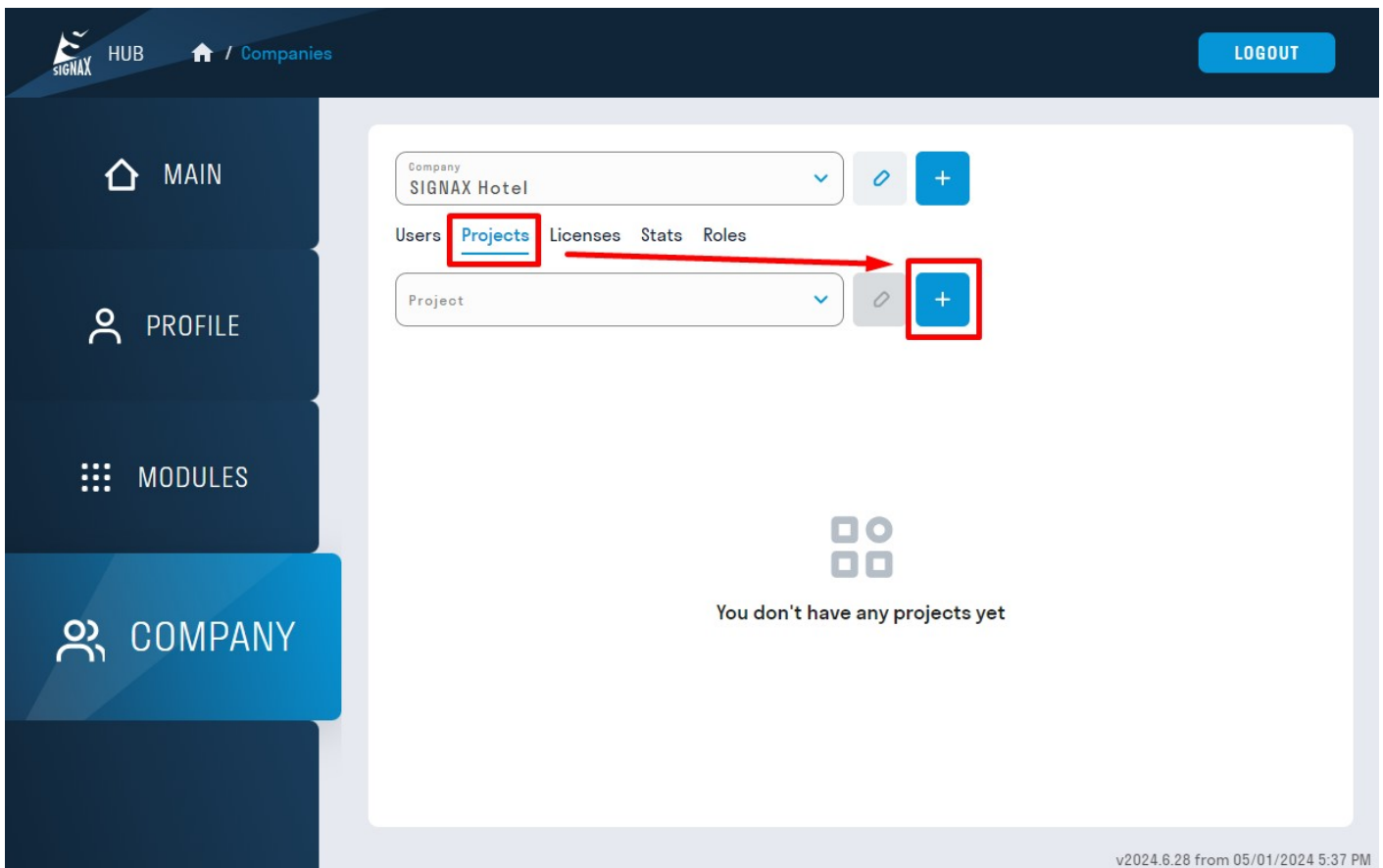
3. All SIGNAX services can provide licenses for users or administrators. Administrators have extended usage capabilities for SIGNAX services.

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.

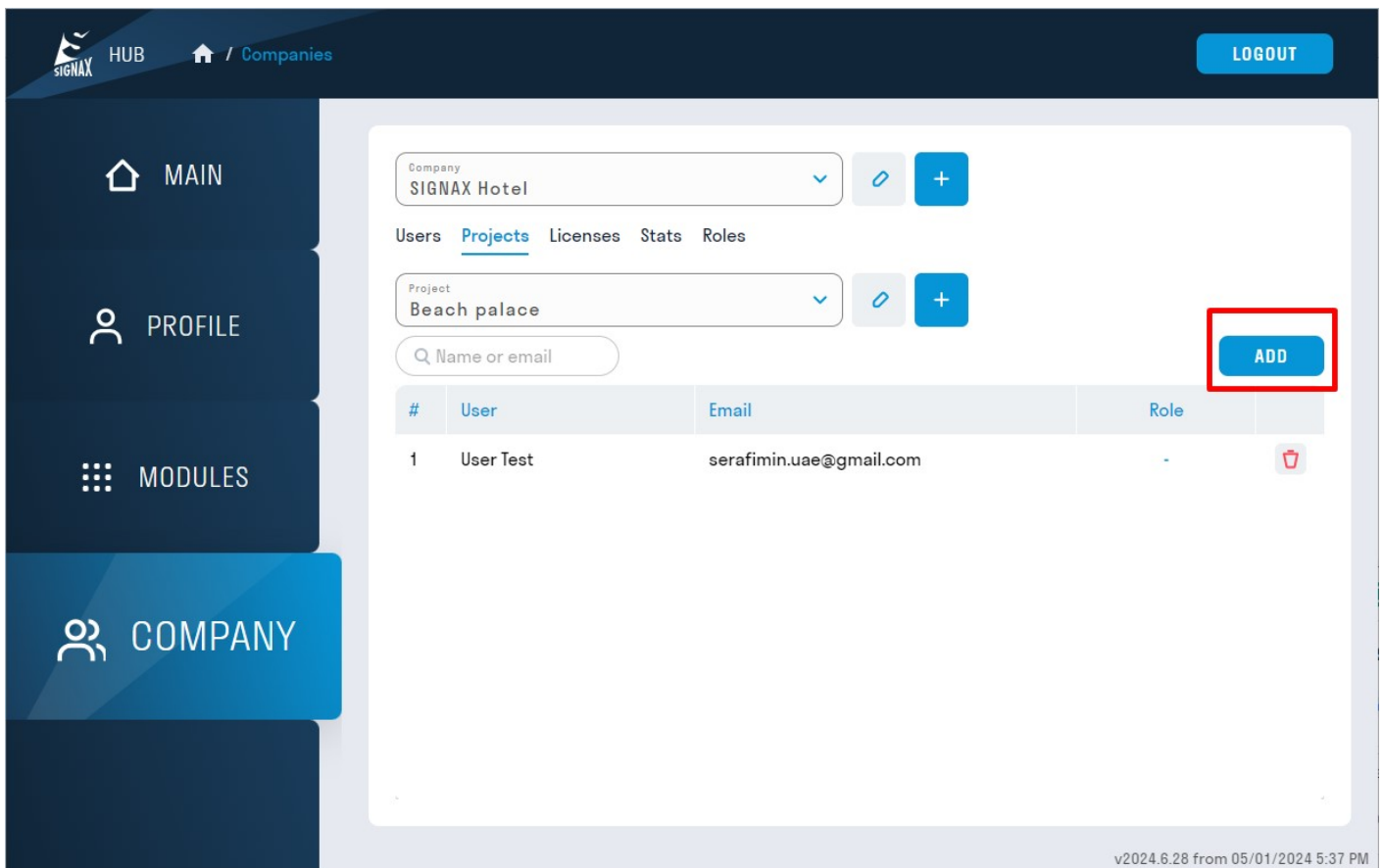
- Go to [hub.signax.io](https://hub.signax.io) ► COMPANY section ► PROJECTS tab and click +



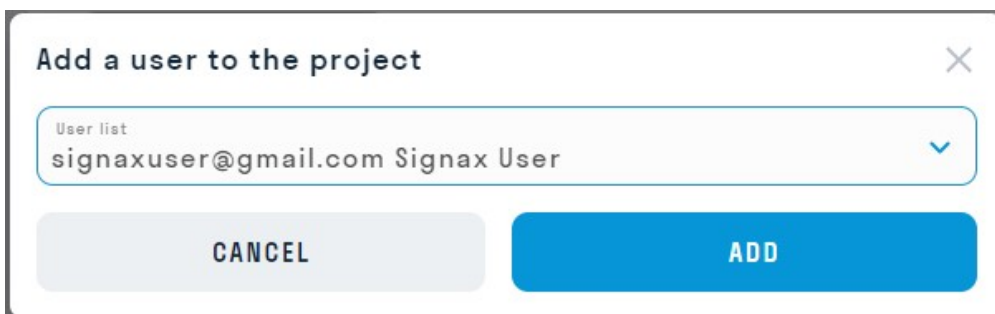
2. Fill in the fields and click "Add"

The 'Edit project' modal form is shown. It has a title bar with a close button (X). The form contains three input fields: 'Name \*' with the value 'Beach palace', 'Code' with the value 'SGNX\_7010', and 'Address' with the value 'UAE, Dubai, Bluewaters'. Below these fields is a blue bar with the text 'LOCATION' and a URL '25.081789915123103 55.11988513233646'. At the bottom are three buttons: 'DELETE' (red), 'CANCEL' (gray), and 'UPDATE' (blue).

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



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

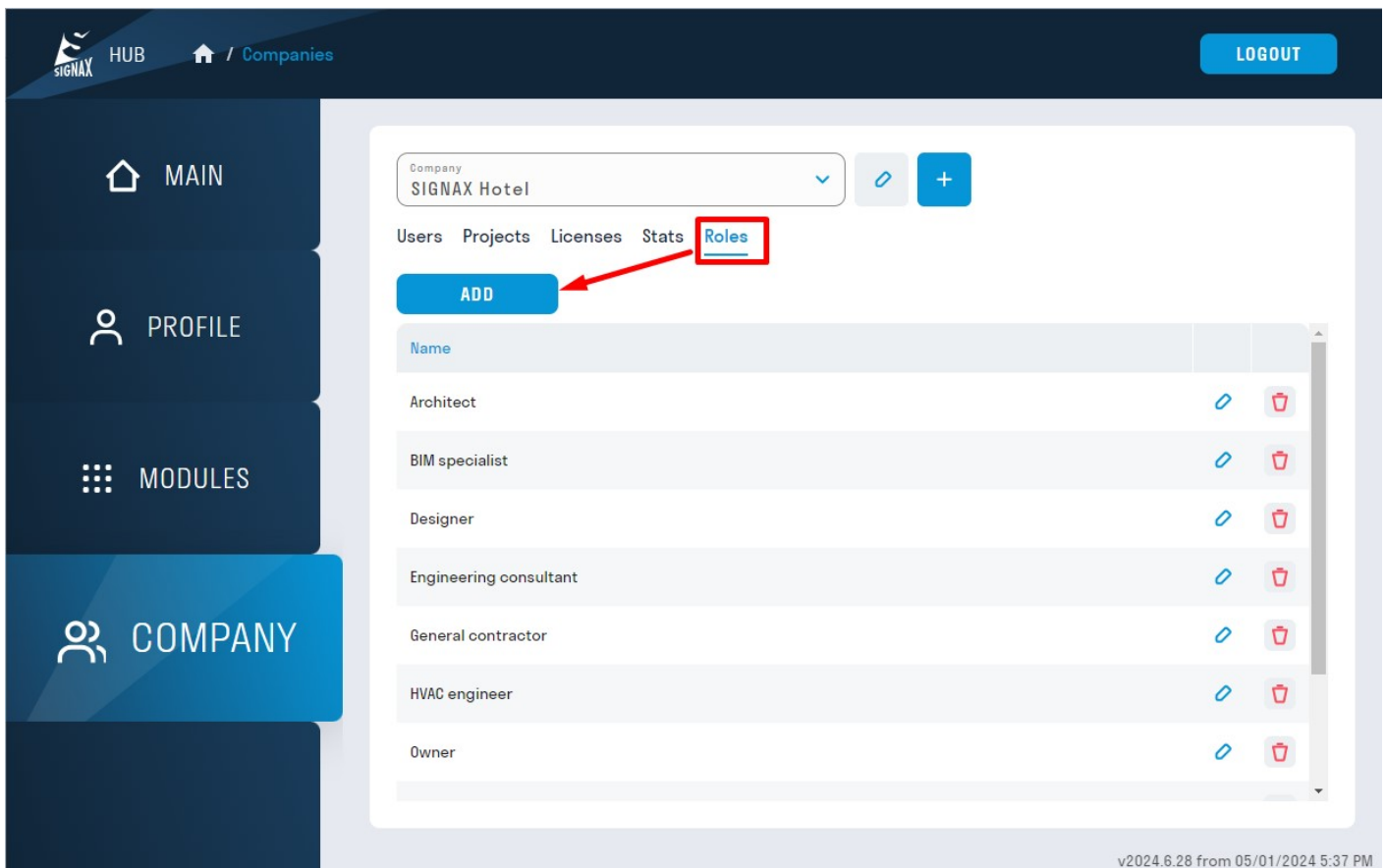


5. The users are added, and you can assign them roles.

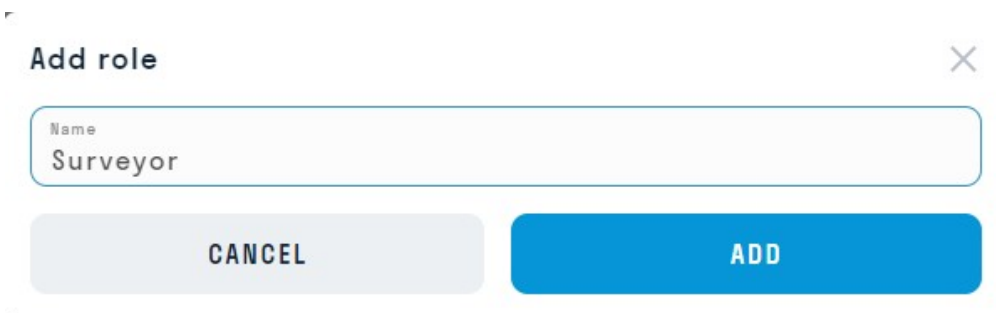
## Creating Roles

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](https://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.

**SIGNAX HUB** / Companies **LOGOUT**

**MAIN**  
**PROFILE**  
**MODULES**  
**COMPANY**

Company: **SIGNAX Hotel**

**Users** Projects Licenses Stats Roles

Q Name or email

**ADD**

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

**Role Selection Menu:**

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

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

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.

**SIGNAX HUB** / Companies **LOGOUT**

**MAIN**  
**PROFILE**  
**MODULES**  
**COMPANY**

Company: **SIGNAX Hotel**

Users **Projects** Licenses Stats Roles

Project: **Beach palace**

Q Name or email **ADD**

#	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	

**Role Selection Menu:**

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

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

Revision #9

Created 3 May 2024 13:35:16 by SIGNAX SUPPORT

Updated 21 August 2024 13:14:44 by Pavel Goretskiy