**Digimap Authorisation System**

# Guide for User Administrators

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The user administrator can:

- Add and remove users on their own licence.
- Nominate other colleagues to be a user administrator

If you are unsure who is the administrator for your organisation then please contact Digimap Ltd at [info@digimap.gg](mailto:info@digimap.gg) or tel.01481 700321.

## Add colleagues to your organisation's licence

Go to the application and login. Choose the User Management function and go to 'Manage Users'.

The system will show your licences, click on the licence to which you want to add users.

Click on 'Users' to display who is currently licensed to use the application. In the example below, there is just one user, who is the administrator. Click '+'

### ABC Estates - CadastreOnline

| View | Users | |
|---|---|---|
| | **Email** | **Role** |
| 🗑 | nick.whalley@testcompany.gg | Administrator ✏ |
| + | | |

In the next dialogue box, provide an email address and specify whether the person will be an administrator or user, then click OK.
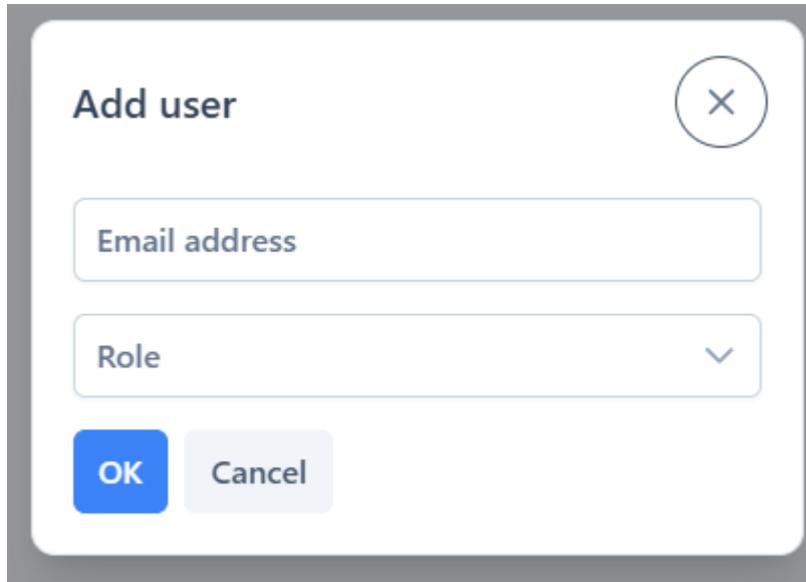


The new user will need to be told they have a licence and asked to login. If they have not used the Digimap authorisation system before then they will need to set their password by choosing the 'Forgot password' option and following the instructions on-screen.
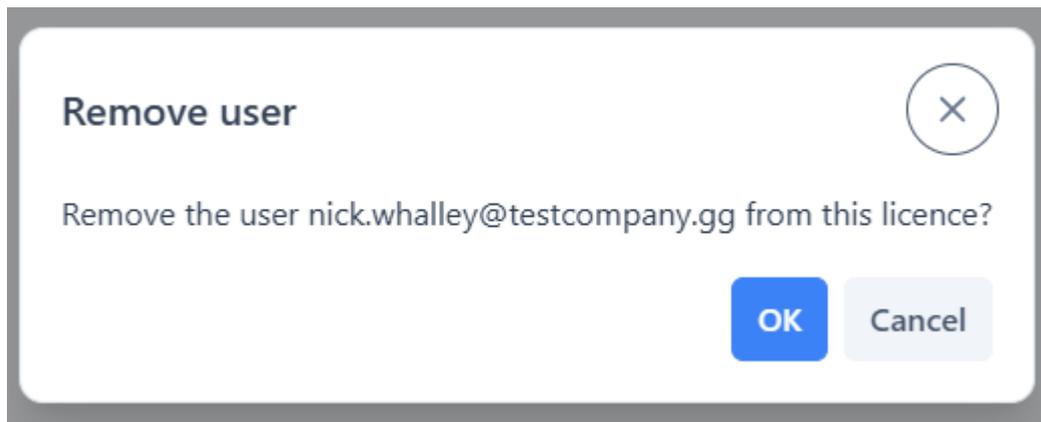
## Remove colleagues

To remove a user from a licence, pick the appropriate Licence, go to the Users screen and click the bin icon alongside their name.
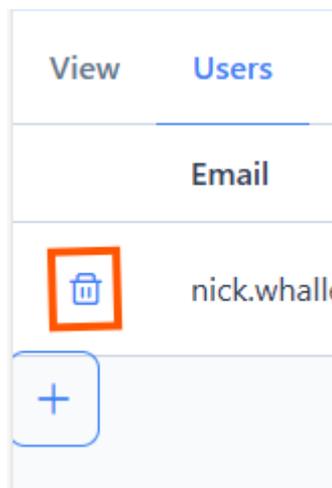
You will be asked to confirm your choice.



## Amend colleague role

To change a standard user into an administrator, or vice versa, pick the appropriate licence. From within the Users screen, locate the name of the colleague you wish to change, click the pen icon next to their name and pick the new role from the drop-down menu.

# Instructions for Users

To use the system (eg Cadastre Online) your email must be given permission by the user administrator for your organisation. Please contact Digimap on tel. 01481 700321 if you are unsure who that is.

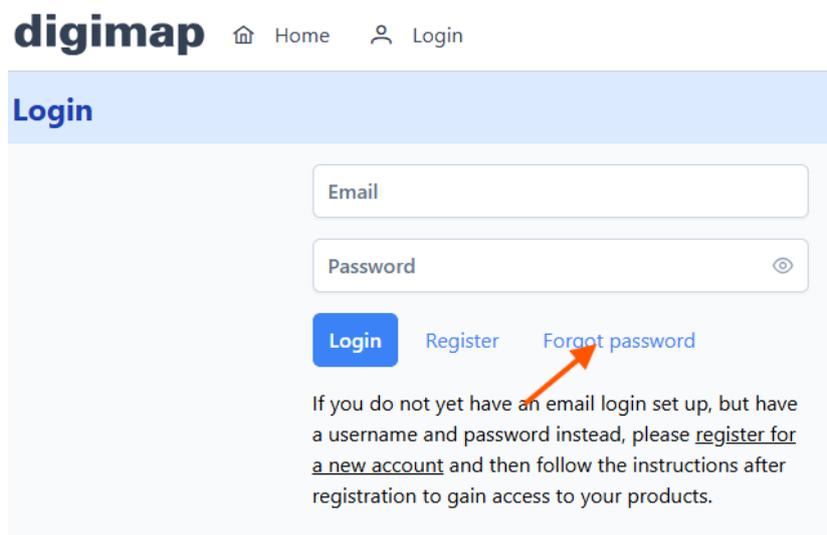You then need to set your password, by following the instructions below.

## Setting or changing your password

Before starting, please ensure that you have access to your email.

Go to the Cadastre Online website at https://cadastreonline.digimap.gg/Search

The system will automatically redirect you to https://auth.digimap.gg.

Choose 'Forgot password'



At the login screen, click 'Forgot Password'
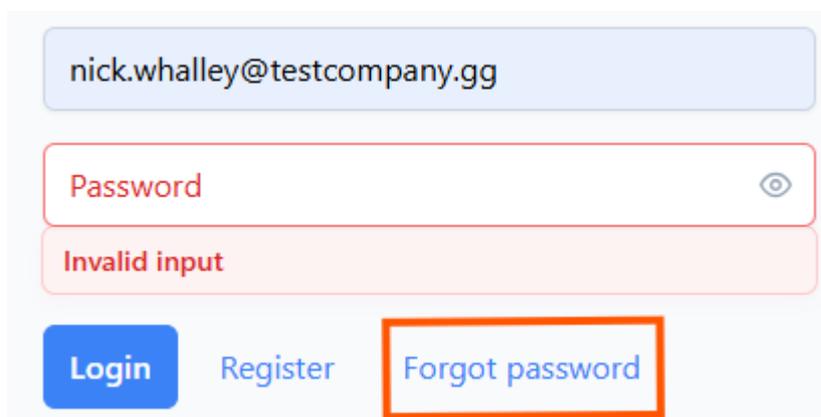
The next screen will ask for confirmation of the email address. If it is correct, then click 'Send'.
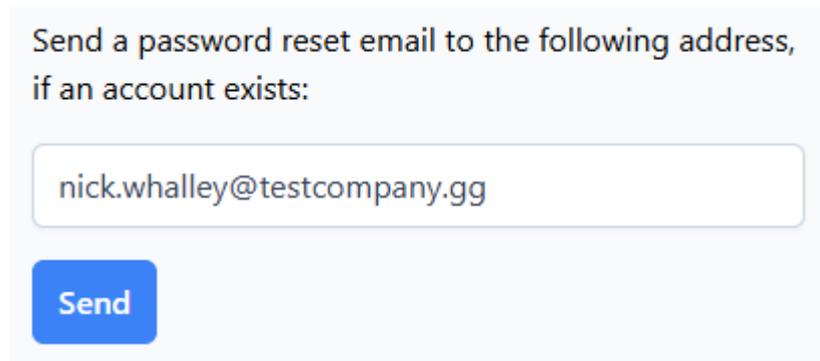
Send a password reset email to the following address, if an account exists:

nick.whalley@testcompany.gg

**Send**

A password reset link will be emailed to that address. Click the link within the email to provide and confirm a new password.
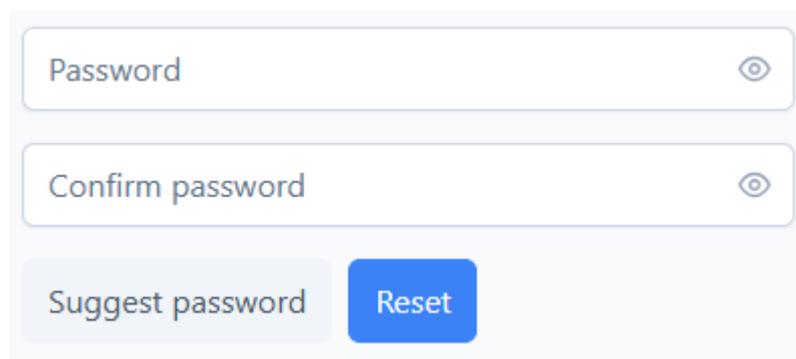
Password 👁

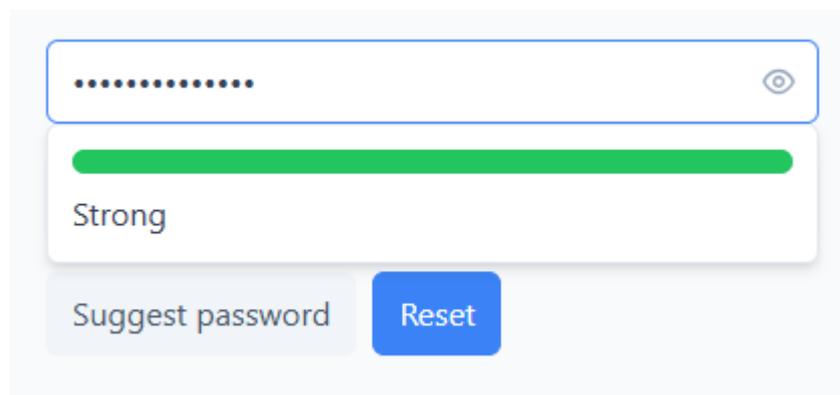Confirm password 👁

Suggest password    **Reset**

The system will provide feedback on the password strength.

•••••••••••••• 👁

Strong

Suggest password    **Reset**

To apply the new password, click Reset.

After you have set your new password, you will be redirected back to Cadastre Online.

The next time you use Cadastre Online please go to the usual website at https://cadastreonline.digimap.gg/.

If you are asked to login, enter your email address and the password that you set up in this process.