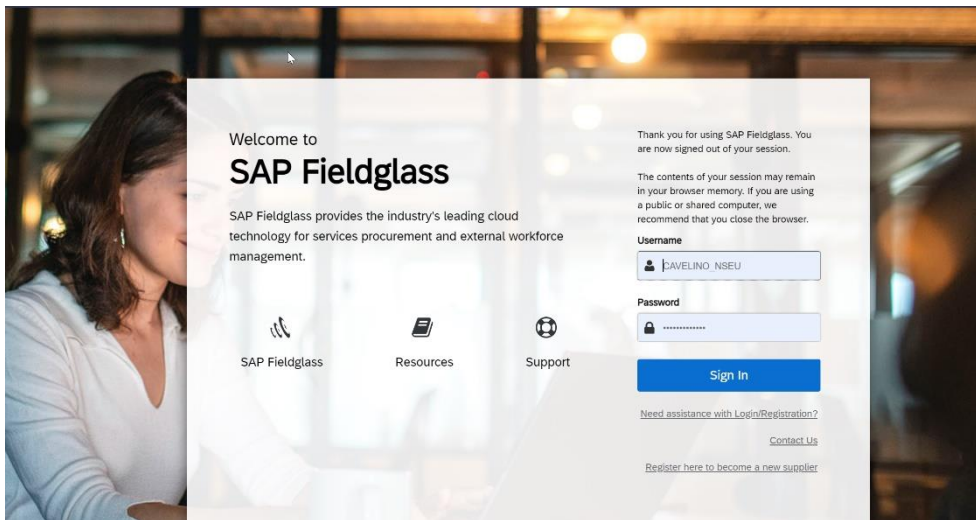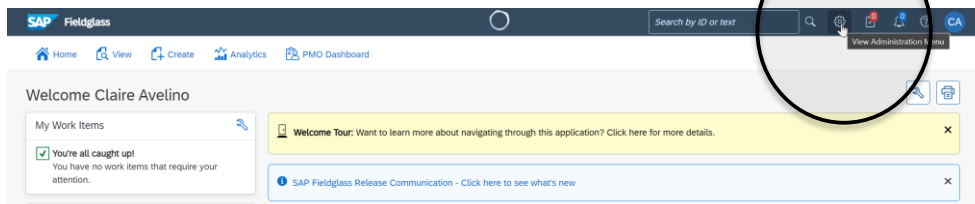# Adding a User to your Fieldglass Account

You can have more than one user on your Fieldglass account, follow the steps below to add users.
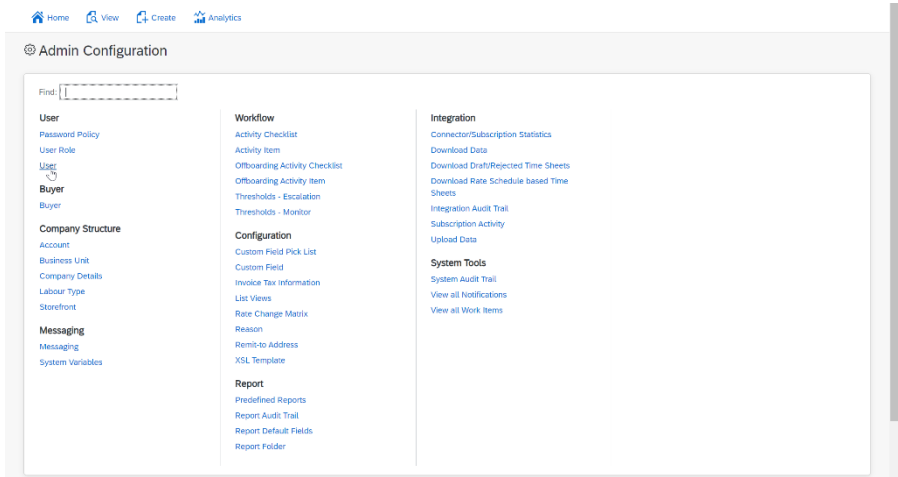
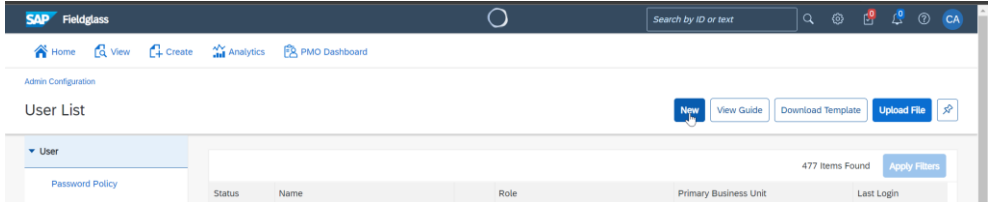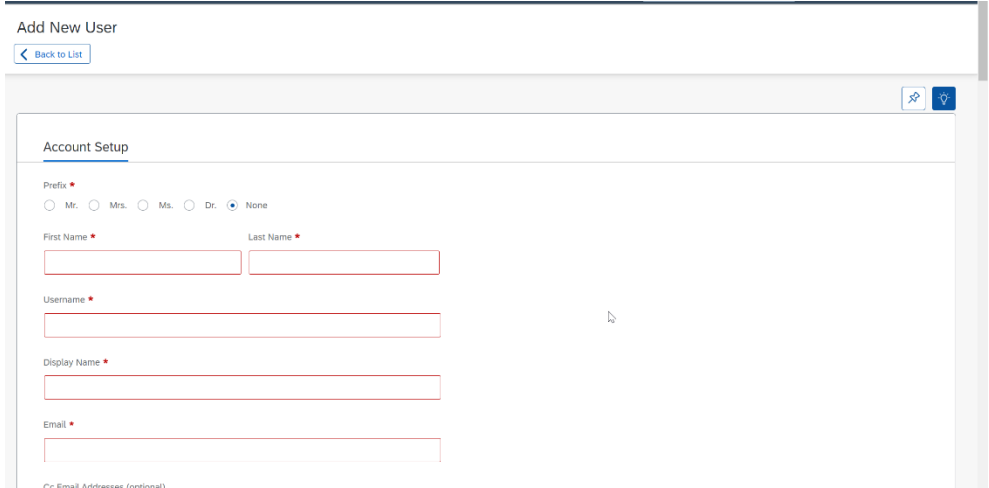Log into Fieldglass https://www.fieldglass.eu/

Click the Admin icon.

Click the User link in the User Section
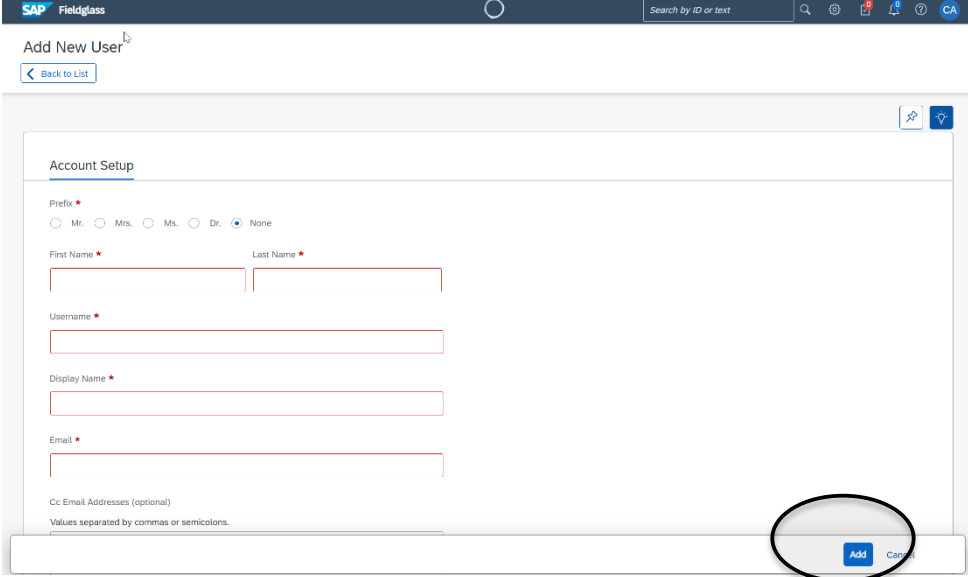

Click New

Enter information into all the required fields for each section on this page. When you get to Role Selection, it is recommend that you create everyone as an Administrator.

When the user information is complete, click Add

The new user has been saved in the SAP Fieldglass application.

The new user will receive two invitation emails (one containing a link to the registration page, the other a temporary password) to start using SAP Fieldglass.

Adding a Proxy User to your Fieldglass Account

A proxy is a person who can act upon another user's work items in the SAP Fieldglass system (for example, accepting a Fieldglass SOW or requesting billing).

Typically, users will add proxies for themselves to cover vacations for example. However, administrators can add a proxy to a user's profile so the proxy can perform the user's SAP Fieldglass duties if the user is unavailable to do so. Follow the steps below.
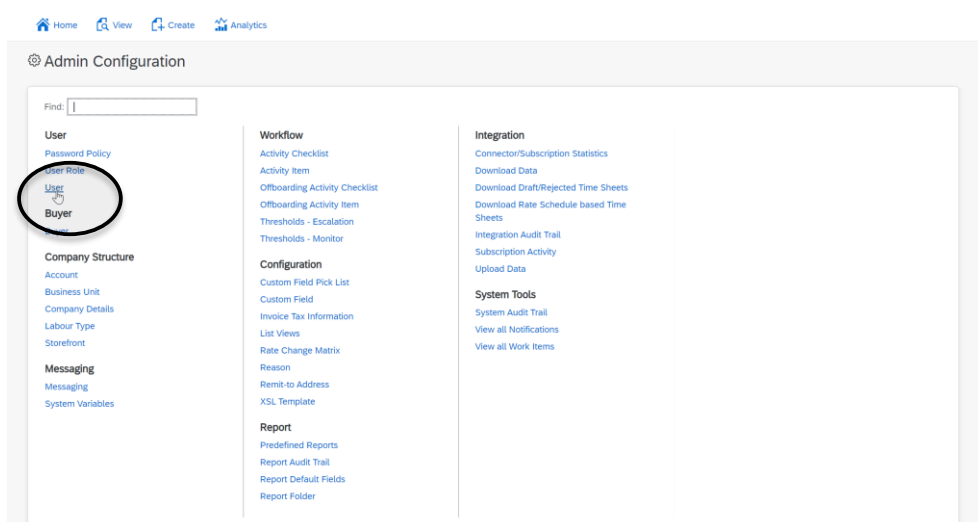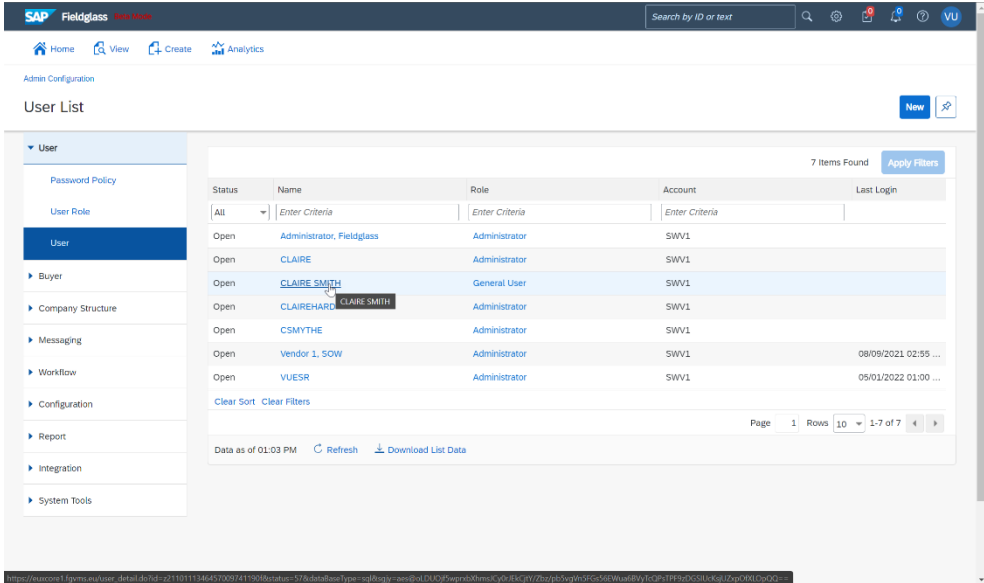
Log into Fieldglass: https://www.fieldglass.eu/
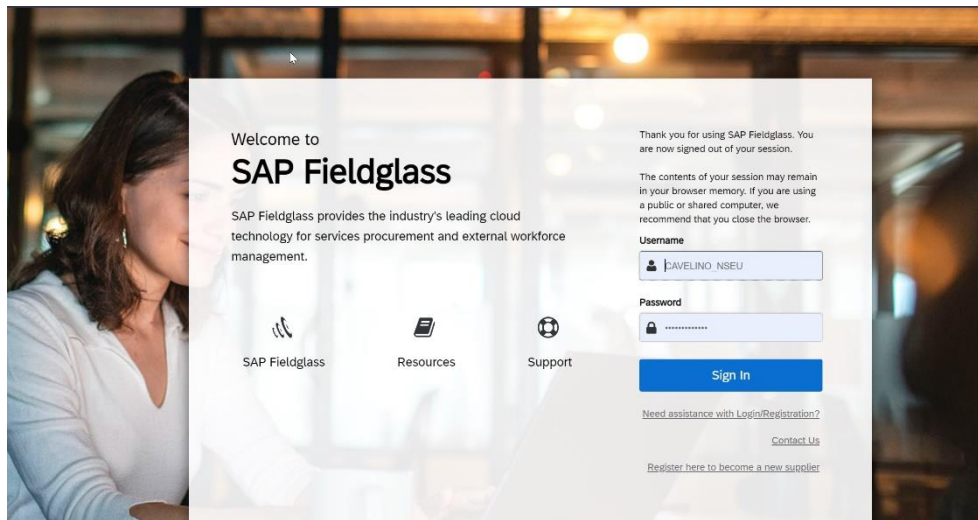
Click the Admin icon.
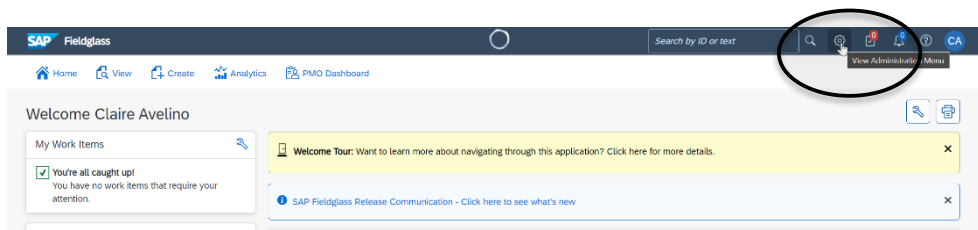
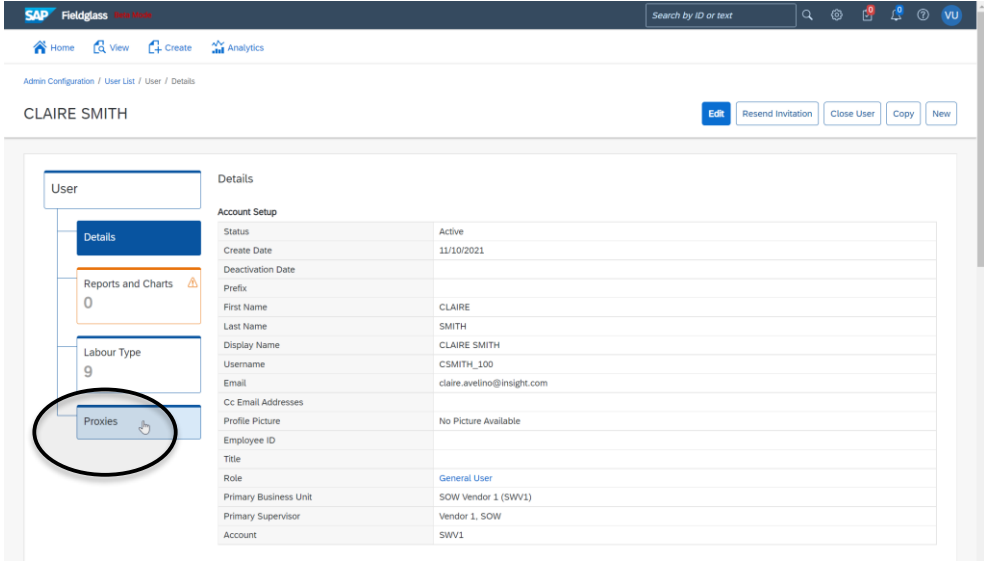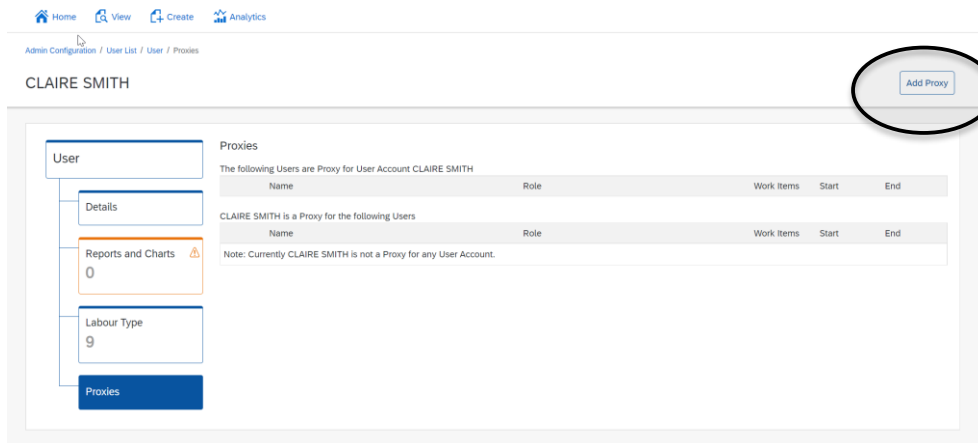Click the User link in the User section.

In the Name column, click the name of the user for whom you want to select a proxy.

To view the user's proxy information, click the Proxies link on the left side of the page.

The Proxies page displays any proxies that are currently assigned to the user. To add a proxy, click Add Proxy.

Enter the requested information about the user's new proxy. Select the user you want to add as proxy from the drop-down menu. Select a Start Date, if you don't select an End Date, that user will be able to act as proxy indefinitely. When all selections have been made, click Add.