

## MANAGE USERS (screen)

> Open a web browser on your internet-connected computer or mobile device and login to ActionHub using your email address connected with it. From the “Hub Workspace”, click “Manage Users” from the Navigation Menu on the left side of the page.

The Manage Users screen lets you view the “Teamwork Dashboard” or email invitations to other people who you want to join the Hub. You can also manage “Users” and create or manage “Organizations” or “Teams” of stakeholders in the Hub.


The screenshot displays the SIMSI Manage Users interface. The top navigation bar includes the SIMSI logo, a notification bell, the current Hub name 'Greenville SC', and the user's name 'Joel Caplan'. A left-hand navigation menu lists various options, with 'Manage Users' highlighted. The main content area features a 'Teamwork Dashboard' with three summary cards: 'Total Users' (5), 'Total Teams' (0), and 'Total Organizations' (7). Below these is a 'User Breakdown' section containing a pie chart with three segments labeled 3, 2, and 2.

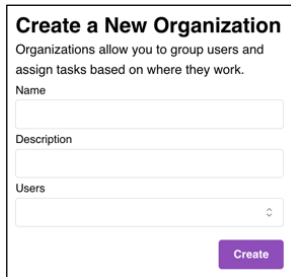
> Navigate to one of the five (5) user management windows by clicking the “Dashboard”, “Users”, “Organizations”, “Teams” or “Hub Invitations” tabs at the top of the screen. Where available, click the up/down ↑ arrow at the table’s column headings to sort the contents in ascending or descending order.

**DASHBOARD:** This tab summarizes the stakeholders that are part of the Hub.

**USERS:** This tab lets you see all the stakeholders in the Hub by name and email address. You can also see their “Roles”. The Role of “user” may have particular privileges in the Hub while a “useradmin” can manage other users in the Hub and take certain actions on individual user records. Click the “Invite New User” button to open the “Hub Invitations” tab.

**ORGANIZATIONS:** This tab lets you add and manage organizations in the Hub. Every User must be associated with a particular “Organization”; You must create the Organization before inviting new Users. Click the “Create New Organization” button to open a screen where you can type a new

Organization “Name” and “Description”, which are required fields. Optionally, you can also associate existing Users in the Hub to the newly created Organization. When you’re ready, click the “Create” button; your new Organization Name will appear in the list. As needed, use the arrows or page number buttons  to toggle between pages to view the full list.



**Create a New Organization**  
Organizations allow you to group users and assign tasks based on where they work.

Name

Description

Users

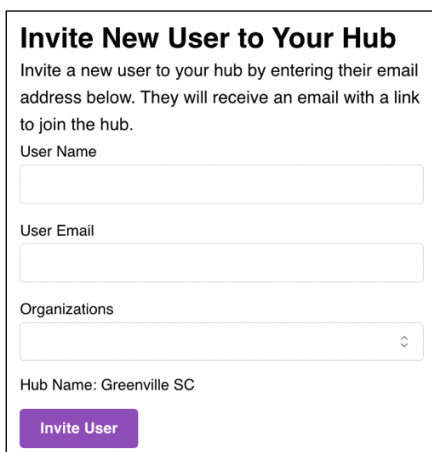
[Create](#)

“Organization” can be broadly defined. It is basically just a meaningful name for an entity that people can be associated with (e.g., based on where they work). For example, “Planning Department” and “Police Department” are two separate Organizations. But you could also create the “Traffic Unit” at the Police Department as a distinct Organization.

**TEAMS:** This tab lets you create and manage Teams in the Hub. “Teams” are groups of Users across different Organizations. Click the “Create New Team” button to open a screen where you can type the new Team “Name” and “Description”. When you’re ready, click the “Create Team” button; your new Team Name will appear in the list.

Like a “task force”, “committee” or “working group”, Teams can be temporary or long-lasting, and generally focus on a particular thing or issue. For example, an “economic development” Team might involve stakeholders from city council, the planning department, the business improvement district, and the land bank.

**HUB INVITATIONS:** This tab lets you invite new people to the Hub. You can also manage existing invites or check on their “Status”. See if your recent invites were “Accepted” so you can begin engaging with the User in ActionHub; or see if the invites are “Pending” or “Expired”. Click the “Resend Invite” button as needed. Click the “Create New Invite” button to open a screen where you can enter a new “User Name” and “User Email”, then associate the new User with an existing “Organization” by selecting it from the dropdown menu. The User will only be invited to the Hub that you are currently logged in to when you send the invitation. When you’re ready, click the “Invite User” button; the invitation will be sent to the person by email (give them a heads-up so they can be on the lookout for it, or check their spam folder!).



**Invite New User to Your Hub**  
Invite a new user to your hub by entering their email address below. They will receive an email with a link to join the hub.

User Name

User Email

Organizations

Hub Name: Greenville SC

[Invite User](#)