

Populate Your Shared Workspace

In order for your team to orchestrate and collaborate with your Partners, you need to:

- Add them to TraceLink.
- Assign administrators.
- Give them access to the Process Network (the shared workspace).



To Add a User

To perform these steps you must be a System Administrator.


1. Log in to *opus.tracelink.com*.
2. Select **Administration** from the **Main Menu** ☰.
3. In the side menu, select **Users**.
4. Select the **All** tab.
5. Click **+** and select **Add User**.
6. Enter the **Email Address** of the user.
7. Enter the user's first and last name, if you wish.
8. Click **Add**.

Once the user has been added, you give the user access to Networks and Administration based on roles.



To Assign a User as a System Administrator

1. Log in to *opus.tracelink.com*.
2. Select **Administration** from the **Main Menu** ☰.
3. In the side menu, select **Users**.



4. Select the **All** tab.
5. Find the user in the list or search on the email address and click **Apply**.
6. Click  and select **Assign to Administrator Role**.
7. Select **System Administrator** from the **Role** drop-down.
8. Click **Assign**.

The System Administrator role gives full administrator access to all networks. To assign a user a role to administer specific applications, assign the Application Administrator role to that user for the network you wish them to administer.



To Assign a User to a Network

To perform these steps you must be a System Administrator.

1. Log in to *opus.tracelink.com*.
2. Select **Administration** from the **Main Menu** .
3. In the side menu, select **Users**.
4. Select the **All** tab.
5. Find the user in the list or search on the email address and click **Apply**.
6. Click the action icon  and select **Assign to Network**.
7. Select a **Network**.
8. Select a role from the **Roles** drop-down.
9. Click **Assign**.

Adding a user to a network gives them access to that network.



To Assign a User to a Network via the Network tab

To perform these steps you must be either an Application Administrator or a System Administrator.

1. Log in to *opus.tracelink.com*.
2. Select **Administration** from the **Main Menu** ☰.
3. In the side menu, select **Users**.
4. Select the **Networks** tab.
5. Select a **Application - Network (Owner)**.

Note that this includes Networks to which you are linked as well as the Networks you own.

6. Click **Apply**.
7. Click the add icon **+**.
8. Select a **User**.
9. Select a **Role**.

Roles provide access in the context of the Application. Click the add icon **+** to give the user additional roles.

10. Click **Assign**.