

Managing Users

Your company joined your partner's Process Orchestration for Empowered Teams (POET) Compliance Exceptions network. As an administrator, you add team members to the network and assign them roles so they can work on the Compliance Exceptions.

For **Application - Network (Owner)**, be sure to select your Partner's Process Orchestration for Empowered Teams (POET) network. For **Role**, select **Partner Member - Compliance Exception Access**.



To Assign Access to Users in Your Company 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 an **Application - Network (Owner)**.

In this case, select the **Process Orchestration for Empowered Teams** where your Partner is the Owner.

6. Click **Apply**.
7. Click the add icon **+**.
8. In the **Internal User** section, select a **User**.
9. For **Team**, select your company.
10. Select a **Role**.

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

11. Click **Assign**.