



HOW TO SETUP GENERIC USER ACCESS

Instructional Guide

The following instructions outline how to set up generic user access for your team members to use at each of your sites. The access is associated with your site pin so each general user account will be site-specific, and the link will need to be updated if there are any changes to your site pin.



1 Create the generic user for your location:

Create an employee account for a specific site.

1. The employee number (**employee num**) should be unique to this generic user.
2. Any permissions added, or changes made to the generic users account will prevent the link from working.

2 Create the link for your desktop shortcut:

1. Start with this URL: **https://basicsafe.blr.com/login.php?site_pin=(sitepin)&employeeID=(employee num)**
2. Enter the site pin for the location you would like to link to in the URL where you see (**sitepin**)
 - a. Site pin must be for the same site that the generic user was added to
 - b. Site pin can be viewed for a site by entering the "**Site Settings**" area
 - Ask your site administrator for this number if you are unable to view the "**Site Settings**" area.
3. Enter the employee ID number for the generic user account you create in the URL where you see (**employee num**)

3 Add the shortcut to your desktop (instructions for WINDOWS users):

1. Right Click on a blank spot on the Windows Desktop and hover over "**New**"
2. Select "**Shortcut**" from the opened list
3. In the popup window, enter the link URL you created above into the "**Type the location of the item**" field and hit "**Next**"
4. Enter desired name into the "**Type a name for this shortcut**" text box. For example, type "**EHSHeroGenericLogin**" and click "**Finish**"
5. To change icon image of created link, right click on the link and select "**Properties**"
6. Click on "**Change Icon**"
7. Browse for an appropriate icon or use the provided icon image, then select "**OK**"
 - a. **Icon image**