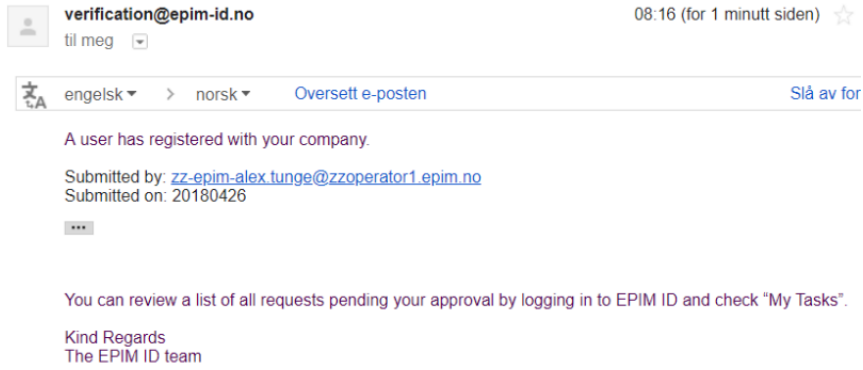
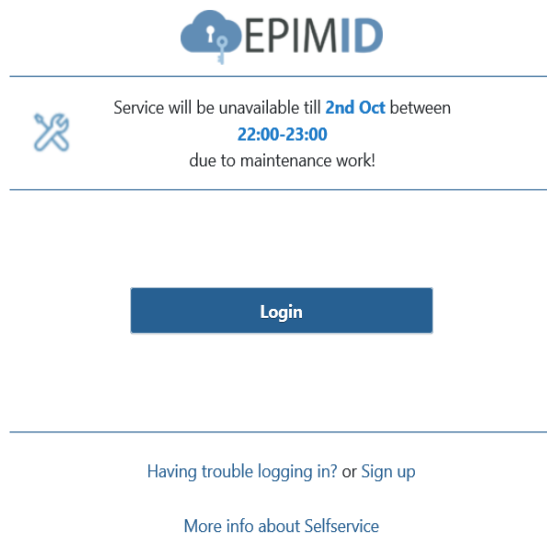


## EPIM ID Admin How TO

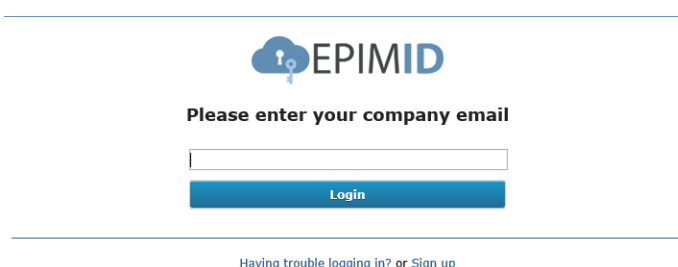
### Step 1: you will receive an email when a user in your organization signs up in EPIM ID



### Step 2: Go to your Application providers URL or <https://epim-id.no> and click on Login

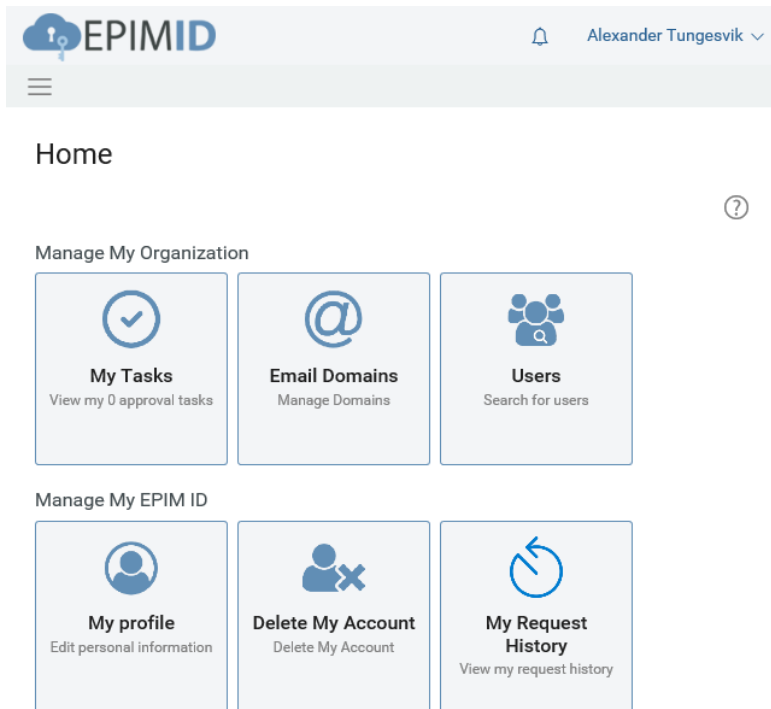


### Step 3: Enter Your Personal Company e-mail address and click Login



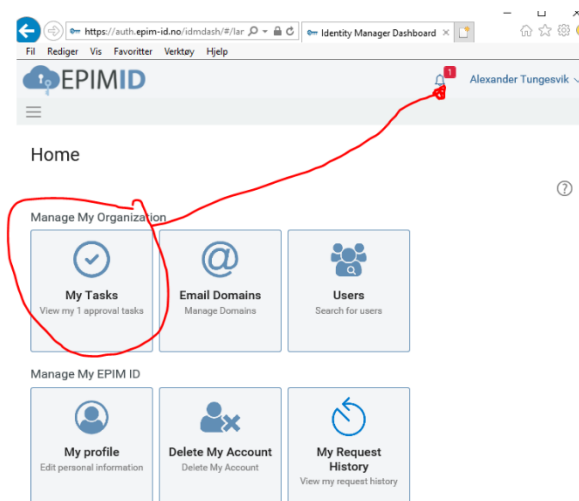
If you are a federated user you will be logged in from here, otherwise choose the method you signed-up with ie: Bank ID (token or mobile) or Bypass Code.

Once logged in you will see the screen below:

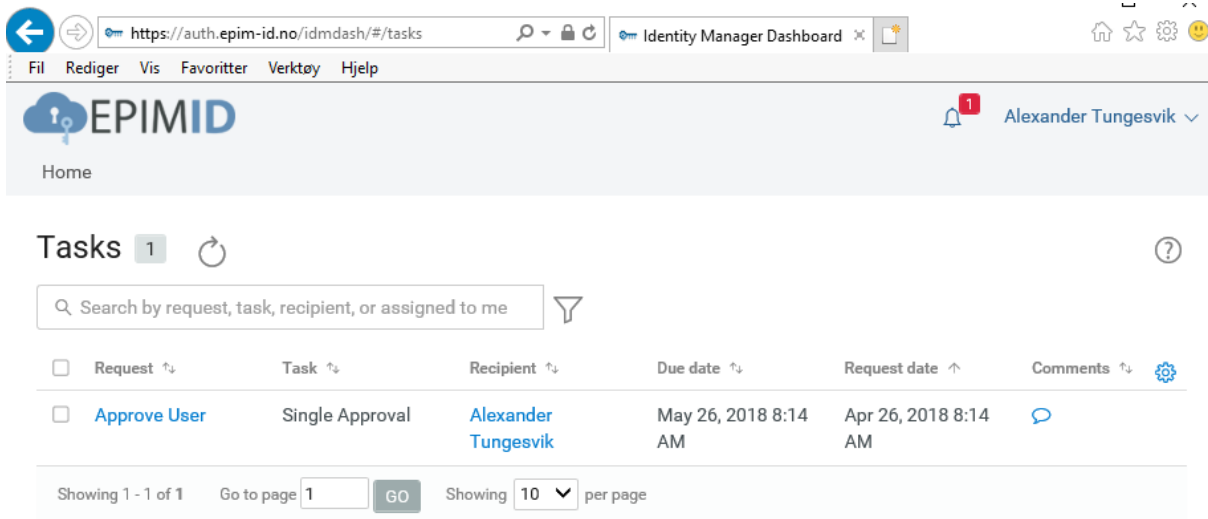


#### Step 4: My Tasks

This gives you access to pending tasks in your organization by you and your other EPIM ID Administrators in your company.

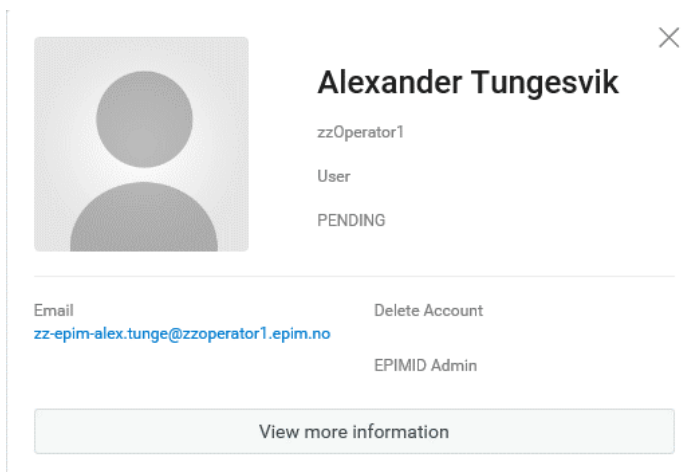


**Step 5: By clicking on My Tasks you will see a list of all pending jobs, where you can approve, decline or view details on each request.**



The screenshot shows a web browser window with the URL <https://auth.epim-id.no/idmdash/#/tasks>. The page header includes the EPIMID logo, a home button, and the user's name "Alexander Tungesvik" with a notification badge. The main content area is titled "Tasks" and contains a search bar with the placeholder text "Search by request, task, recipient, or assigned to me". Below the search bar is a table with the following columns: Request, Task, Recipient, Due date, Request date, and Comments. The table contains one row with the following data: Request: Approve User, Task: Single Approval, Recipient: Alexander Tungesvik, Due date: May 26, 2018 8:14 AM, Request date: Apr 26, 2018 8:14 AM, Comments: (empty). At the bottom of the table, there is a pagination control showing "Showing 1 - 1 of 1" and "Showing 10 per page".

**Step 6: Clicking on the Recipient name, gives you a detailed view, displaying Users name, email, organization, role and status.**



The screenshot shows a detailed user profile for Alexander Tungesvik. The profile includes a placeholder for a profile picture, the user's name "Alexander Tungesvik", and the following information: "zzOperator1", "User", and "PENDING". Below this information, there are two links: "Email" with the address "zz-epim-alex.tunge@zzoperator1.epim.no" and "Delete Account". At the bottom of the profile, there is a button labeled "View more information".

**Step 7: Clicking on “Approve User” gives you access to the window below, displaying: requestors “Name”, “User sign-up IDP” (BankID/Signicat ID Paper/Federation), “Request date”, “Reason” for user to request the account and you can enter your “Comment” (highlighted in yellow below).**

**You have the option of “Approv” or “Deny” the request from here.**

Approve User

Recipient: Alexander Tungevik

Name: \* Alexander Tungevik

User IDP Type: BankID

Request Date: 4/25/2018

Reason: Test Bank ID mobil

Comment: Søktjenest. A1ewanded

View Comment History

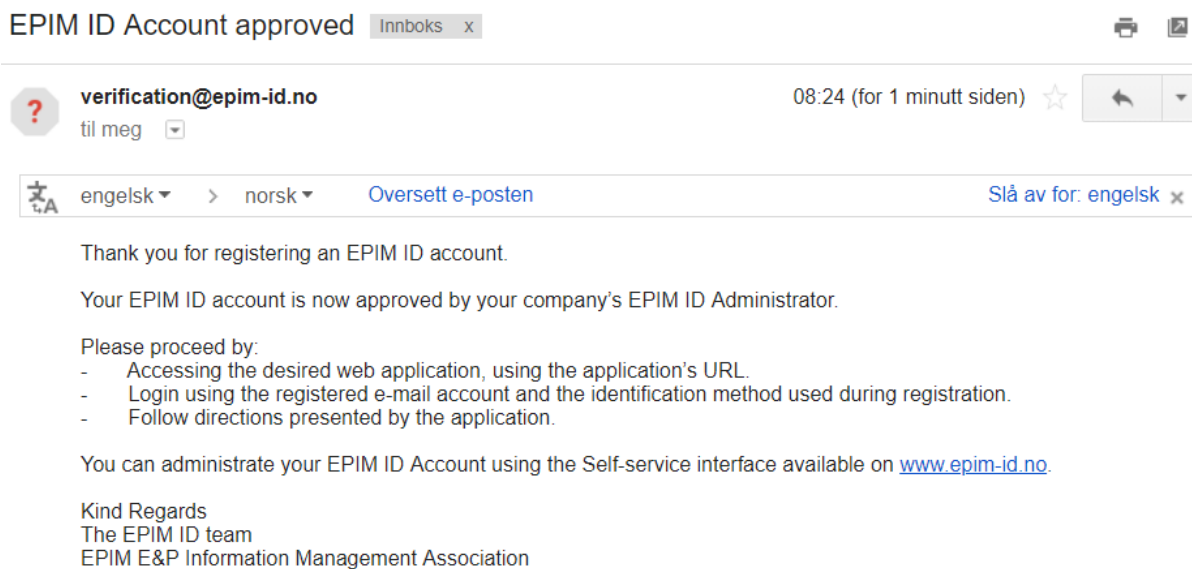
Deny Approve

Comments User

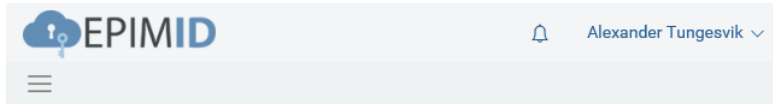
Apr 26, 2018

User task assigned to reviewer zzOperator1-Admins 8 minutes ago

**Step 8: When you have “Approved” the request, an email is automatically sent to the requestor as shown below:**



**Step 9: "Email Domains" Gives you the option to add and remove "Email Domains" if your organization have more than one email domain.**



Home



Manage My Organization

 <b>My Tasks</b> View my 0 approval tasks	 <b>Email Domains</b> Manage Domains	 <b>Users</b> Search for users
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Manage My EPIM ID

 <b>My profile</b> Edit personal information	 <b>Delete My Account</b> Delete My Account	 <b>My Request History</b> View my request history
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# Email Domains

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- Manage Domains

## Your company domains

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Company: EPIM EP Information Management Association

Current domains:



Add or remove a domain:

### Add a domain

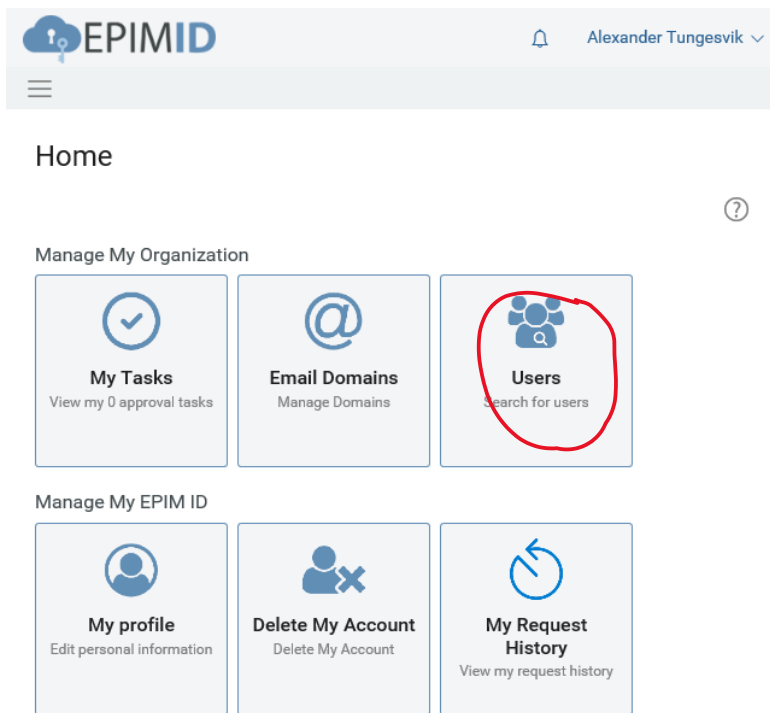
NewDomain:

company:

Confirm change

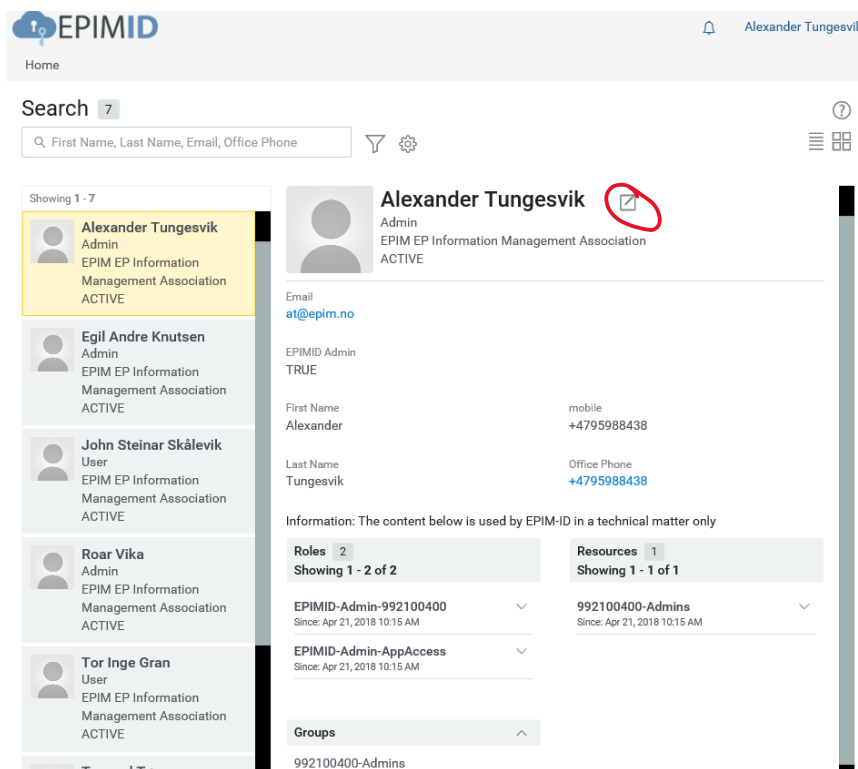
Cancel

## Step 10: You may view the list of users in your Organization by clicking on the "Users" tab



The screenshot shows the EPIMID Home page. At the top, there is a navigation bar with the EPIMID logo on the left and a user profile for Alexander Tungesvik on the right. Below the navigation bar, the word "Home" is displayed. A help icon (?) is visible to the right of "Home". Under the heading "Manage My Organization", there are three cards: "My Tasks" (with a checkmark icon), "Email Domains" (with an @ icon), and "Users" (with a group of people icon). The "Users" card is circled in red. Below this, under the heading "Manage My EPIM ID", there are three cards: "My profile" (with a person icon), "Delete My Account" (with a person and X icon), and "My Request History" (with a circular arrow icon).

## Step 11: View of the "Users" window, displays all users in your Organizations. By clicking on the details box illustrated below for a given user.



The screenshot shows the EPIMID "Users" window. At the top, there is a search bar with the text "Search 7" and a search icon. Below the search bar, there is a list of users. The first user, Alexander Tungesvik, is highlighted in yellow. To the right of the list, there is a detailed view for Alexander Tungesvik. The "Users" tab in the top navigation bar is circled in red. The detailed view for Alexander Tungesvik includes the following information:

- Name:** Alexander Tungesvik
- Role:** Admin
- Organization:** EPIM EP Information Management Association
- Status:** ACTIVE
- Email:** at@epim.no
- EPIMID Admin:** TRUE
- First Name:** Alexander
- Last Name:** Tungesvik
- Mobile Phone:** +4795988438
- Office Phone:** +4795988438


Information: The content below is used by EPIM-ID in a technical matter only

Roles 2	Resources 1
Showing 1 - 2 of 2	Showing 1 - 1 of 1
EPIMID-Admin-992100400 Since: Apr 21, 2018 10:15 AM	992100400-Admins Since: Apr 21, 2018 10:15 AM
EPIMID-Admin-AppAccess Since: Apr 21, 2018 10:15 AM	

**Groups**

- 992100400-Admins

Step 12: You get to the window below, where you can "Suspend", "Delete Account" or promote/demote a user "EPIMID Admin".






Alexander Tung


Home

Search 7

🔍 ⚙️☰

Showing 1 - 7

- **Alexander Tunesvik**  
Admin  
EPIM EP Information  
Management Association  
ACTIVE
- **Egil Andre Knutsen**  
Admin  
EPIM EP Information  
Management Association  
ACTIVE
- **John Steinar Skålevik**  
User  
EPIM EP Information  
Management Association  
ACTIVE
- **Roar Vika**  
Admin  
EPIM EP Information  
Management Association  
ACTIVE
- **Tor Inge Gran**  
User  
EPIM EP Information  
Management Association  
ACTIVE



## Alexander Tunesvik

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Suspend

Delete Account

EPIMID Admin

mobile

First Name\*

Last Name\*

Office Phone

---

Save

Cancel