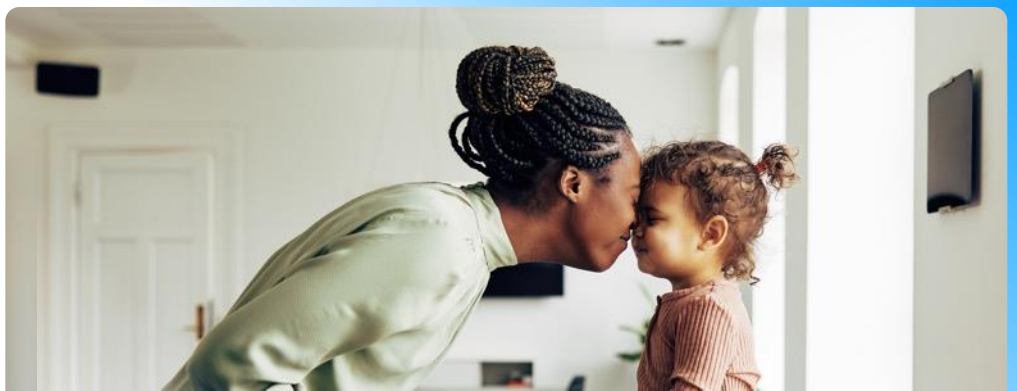
CSUK User Guide

Assigning a New User

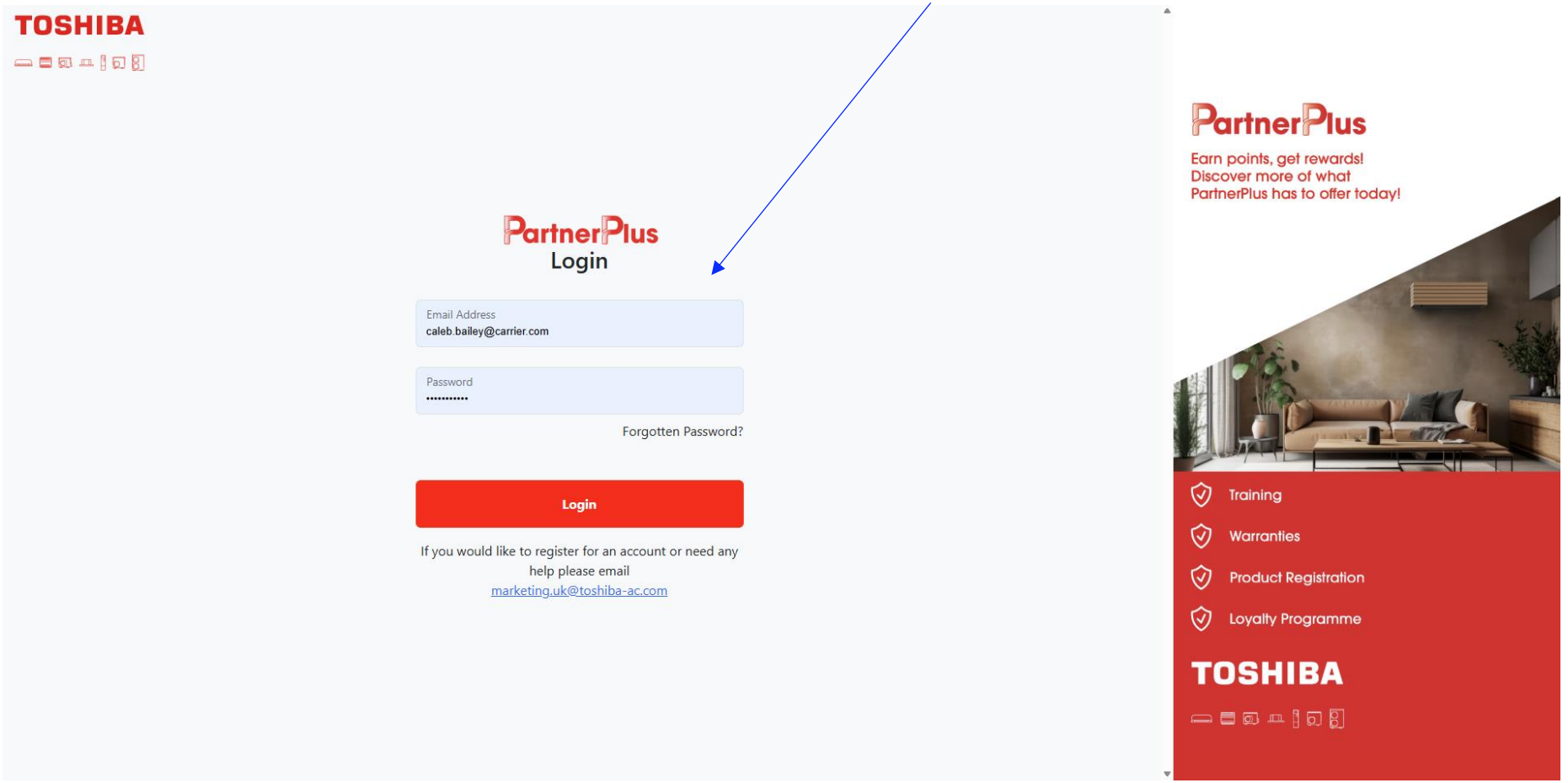
A step-by-step walk through the creation of a new user in the CSUK PartnerPlus Portal.



Logging In

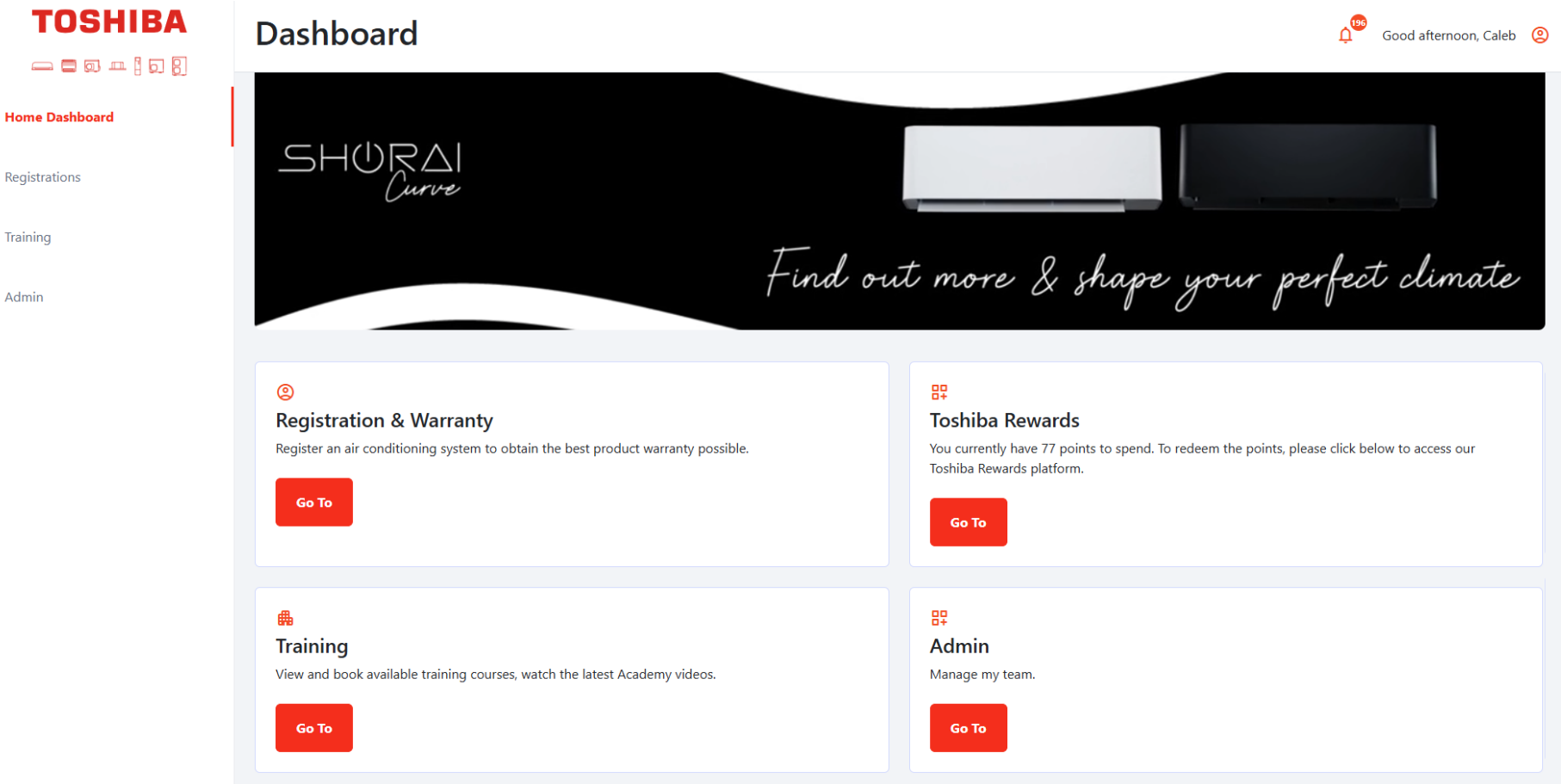
On the landing page, enter your Email and Password.

If you have forgotten your login details, please select ‘Forgotten Password’ or, contact marketing.uk@toshiba-ac.com.



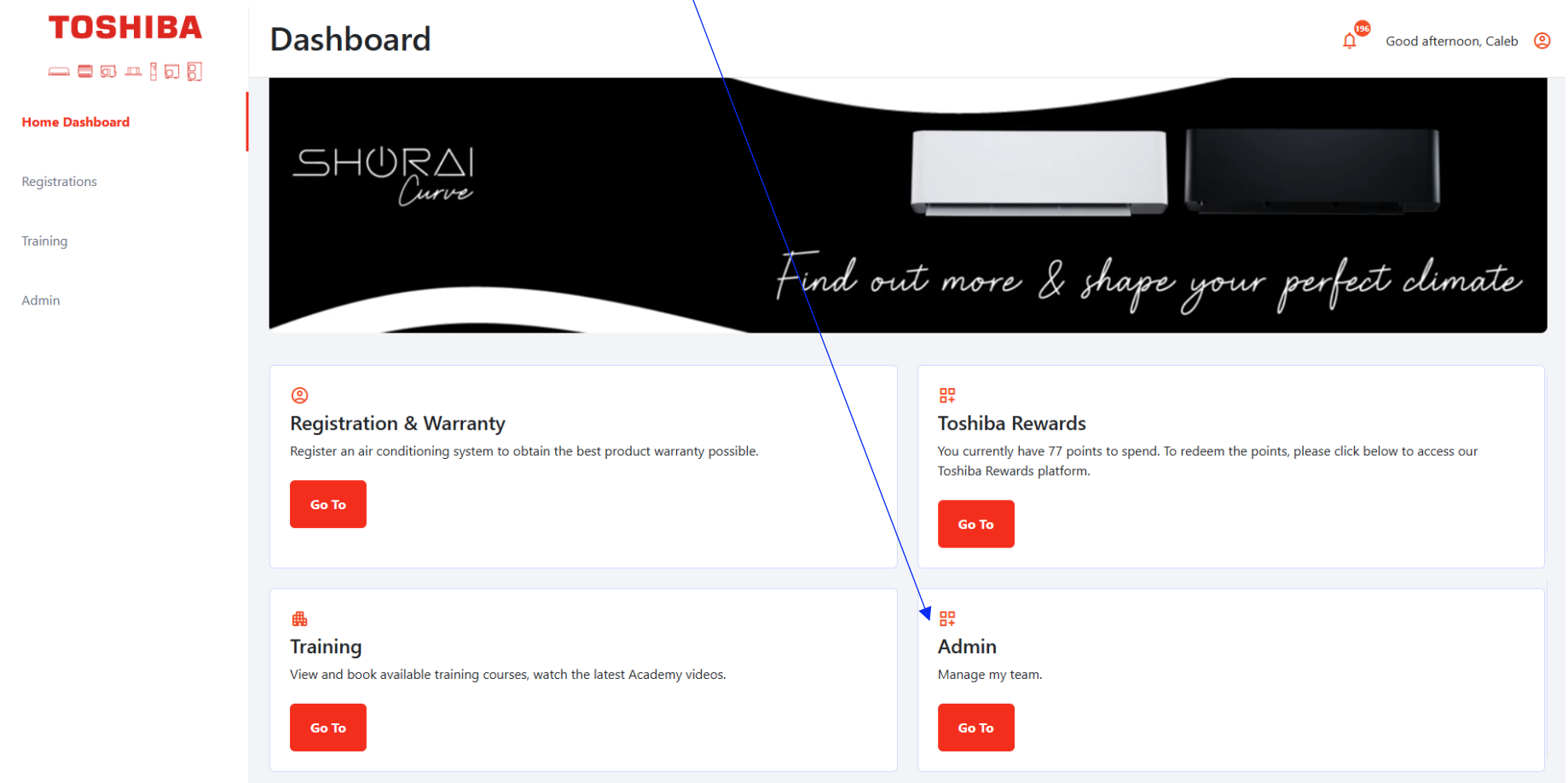
Dashboard

Once logged in, you will be taken to the user dashboard. On this screen, you will see the four categories which are linked **directly to your company**.



Dashboard

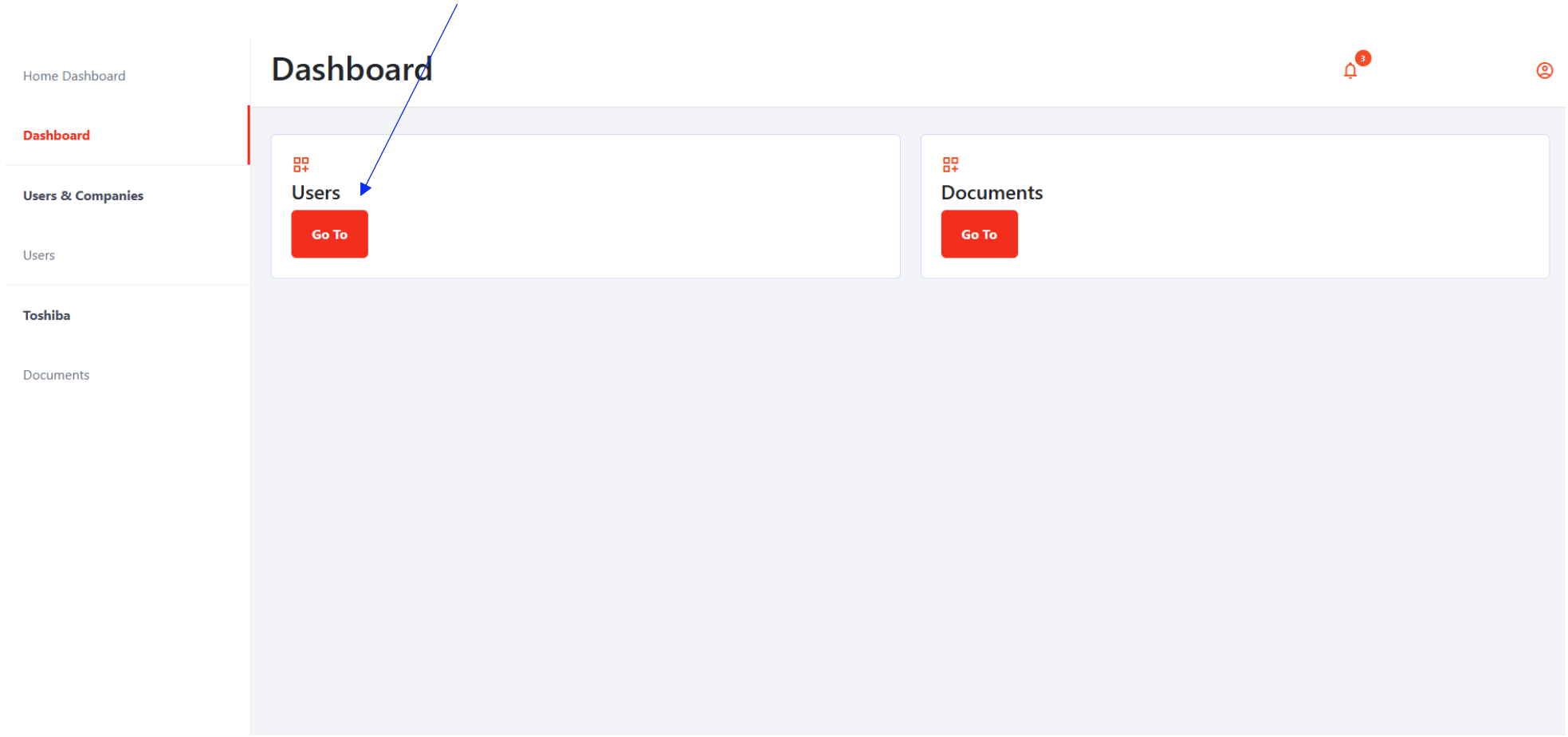
To Manage your team, please select '**Admin**'.



Admin

Once you have selected the '**Admin**' button, you will be taken to the screen displayed below.

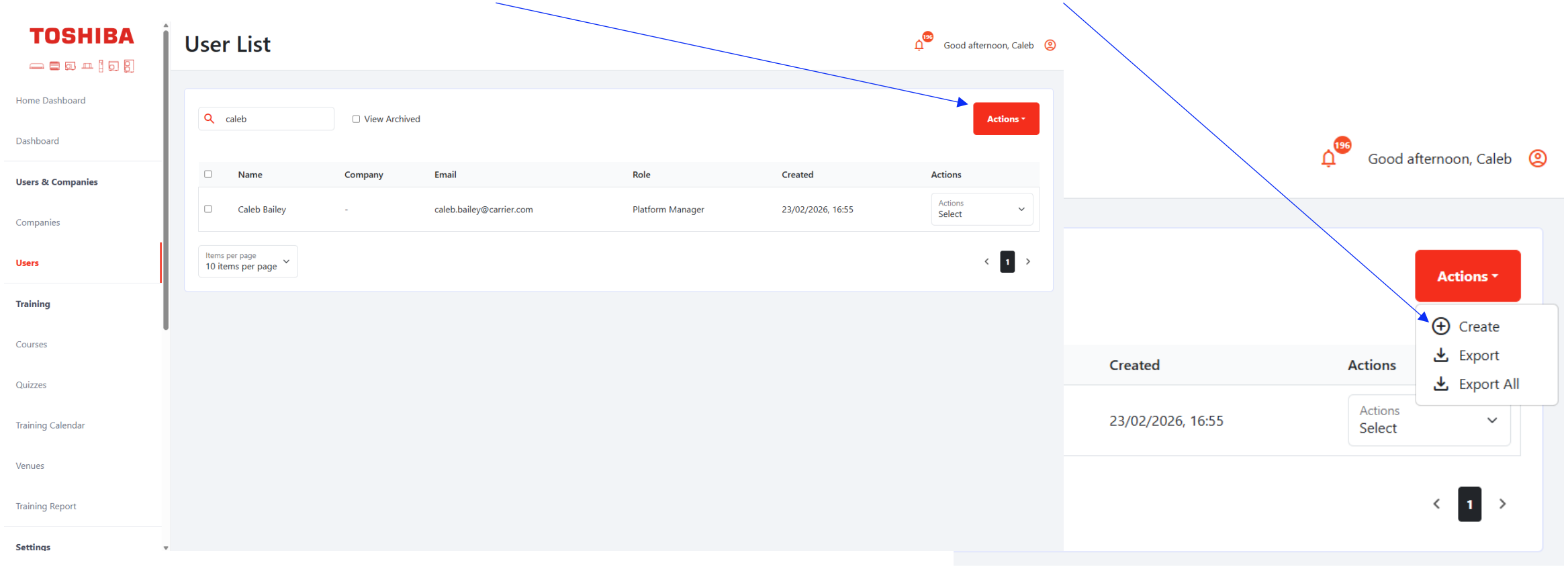
Once here, please select '**Users**'



User List

Once you have selected the '**Users**' button, you will be taken to the screen displayed below, showing all employees listed under your company.

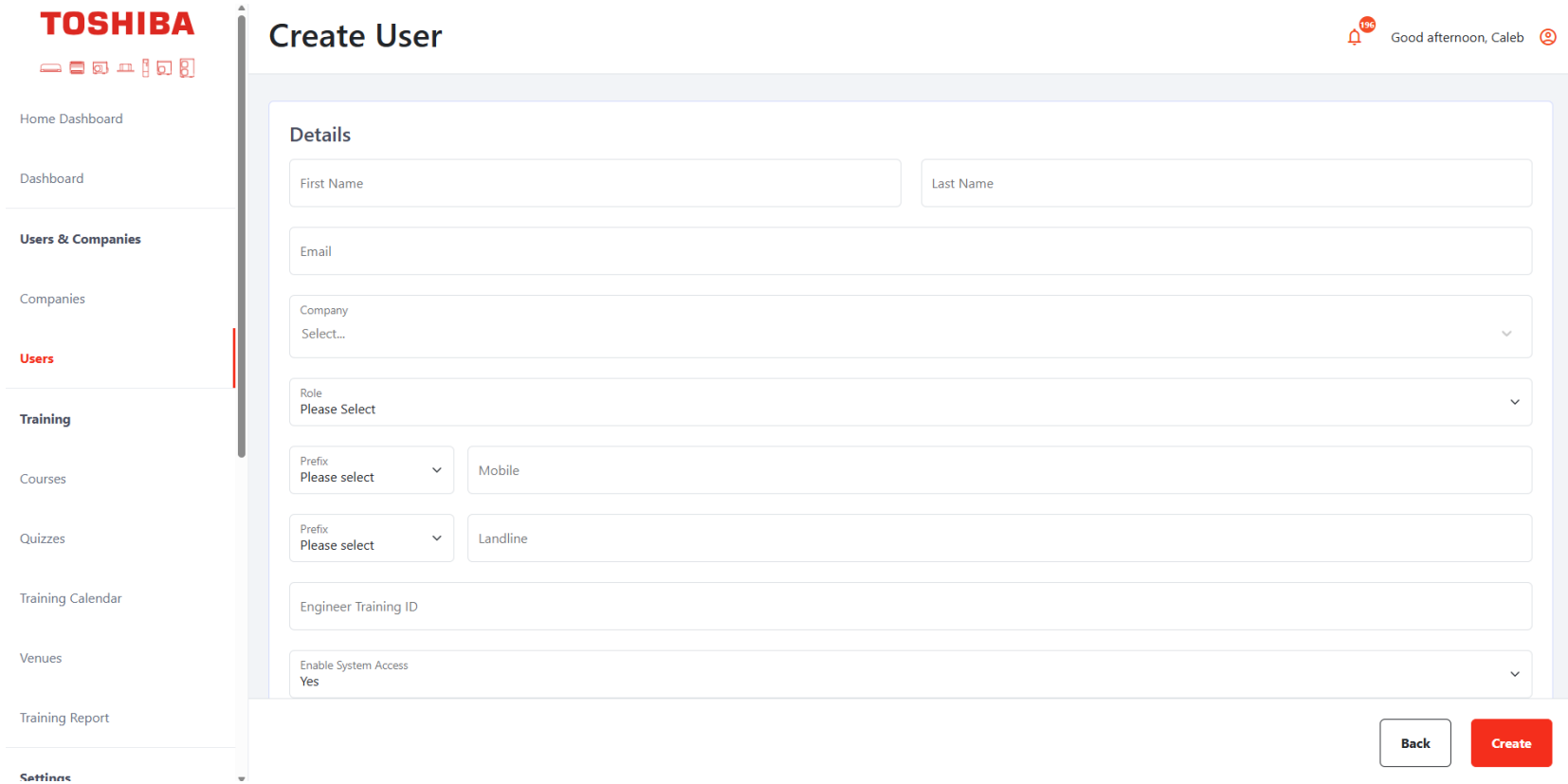
Once here, please select the red '**Actions**' in the top right corner, and then click '**Create**'.



Create User

Now you can create your user. Please fill out all required boxes.

Once completed, please click '**Create**' in the bottom-left corner.



Please note, when choosing a user's role, permissions and access to company-sensitive information varies depending on the role – making it important the correct role is chosen.

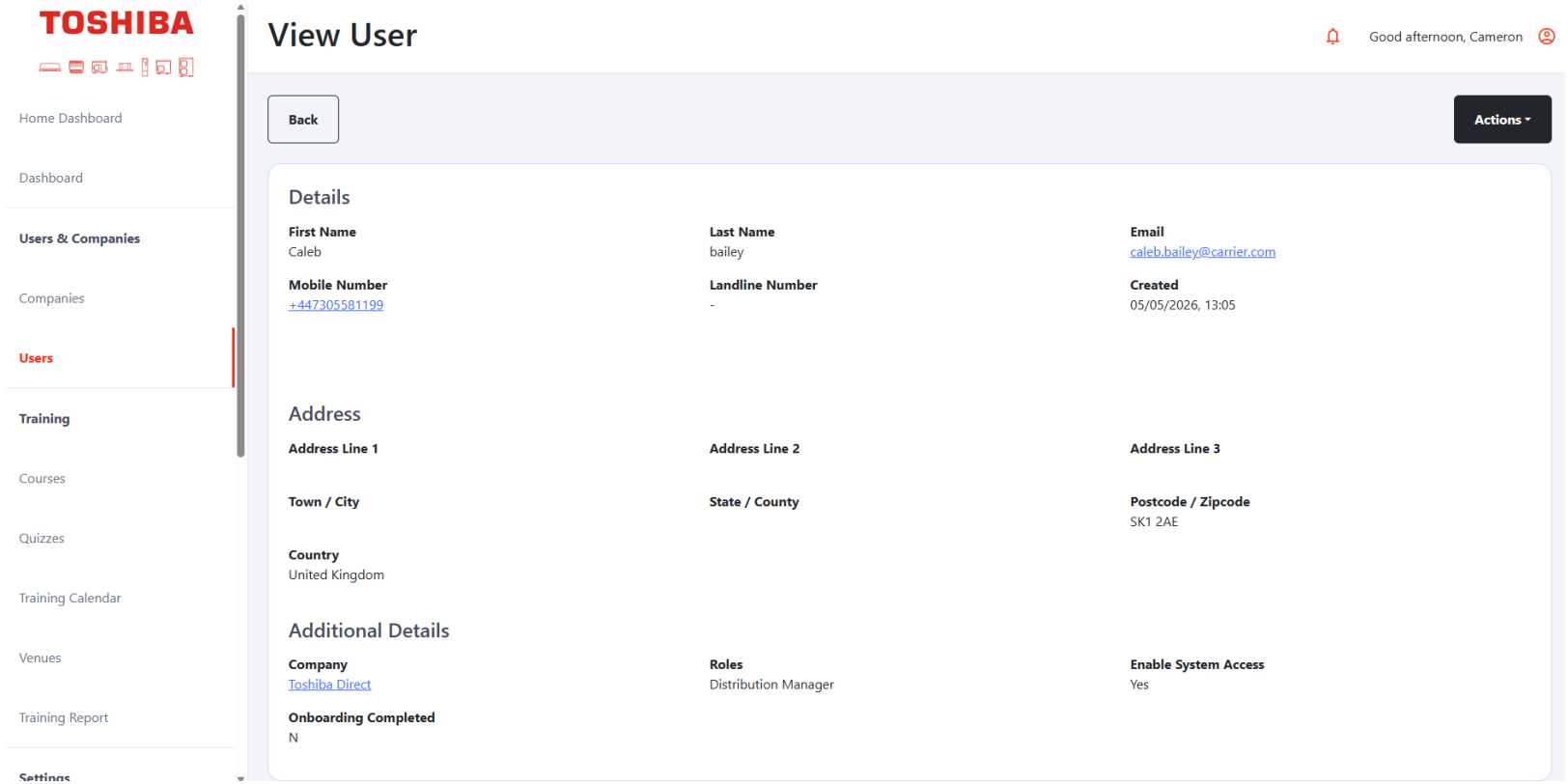
'Company manager' will grant the user admin access to your company's account.

'Engineer' will allow users to access the portal for:
Submitting commissioning sheets,
Submitting warranty claims,
Completing online training,
Booking onto in-person training courses and more.

User Details

Now that your user has been created, you can view the users' details and ensure everything has been input correctly.

The new user will now appear under your list of users within your account.



Thank You

Hopefully you found this helpful!

For any problems, contact: Commissioning.uk@toshiba-ac.com

Thank you for watching,

Carrier Solutions UK LTD