



<https://eprovide.mapi-trust.org/>

Administrator Guide

4th Edition

December 8, 2017

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1. How do I get started with my subscription?

As a designated account administrator, your profile has already been created by Mapi Research Trust. Please follow the instructions below to set a new password and invite other users.

1st step: Reset your password

1. Go to: <https://eprovide.mapi-trust.org/>
2. Click on the **login icon** in the website header
3. Click on **Forgot your password?**

The screenshot shows the ePROVIDE website interface. At the top left is the ePROVIDE logo. A search bar contains the text "COA, disease, drug, health topic, author...". To the right of the search bar are icons for "Login" (a person icon) and "Cart" (a shopping cart icon). A blue button labeled "SUBSCRIBE NOW" is in the top right. Below the search bar is a navigation menu with links: PROQOLID, PROLABELS, PROINSIGHT, PROVIDE, ABOUT, and OUR CATALOG. A dark blue button labeled "SUBMIT A REQUEST" is on the right. The main content area has two sections: "ALREADY HAVE AN ACCOUNT" and "NOT REGISTERED YET". Under "ALREADY HAVE AN ACCOUNT", there are input fields for "Email address" and "Password". Below the password field is the text "Maximum 5 attempts" and a link "Forgot Your Password?". A dark blue button labeled "LOGIN >" is at the bottom. Three purple callout boxes with numbers 1, 2, and 3 point to the ePROVIDE logo, the Login icon, and the "Forgot Your Password?" link, respectively.

4. Enter your email address and click on **Send**

Reset Your Password

Send reset link to *

Email address

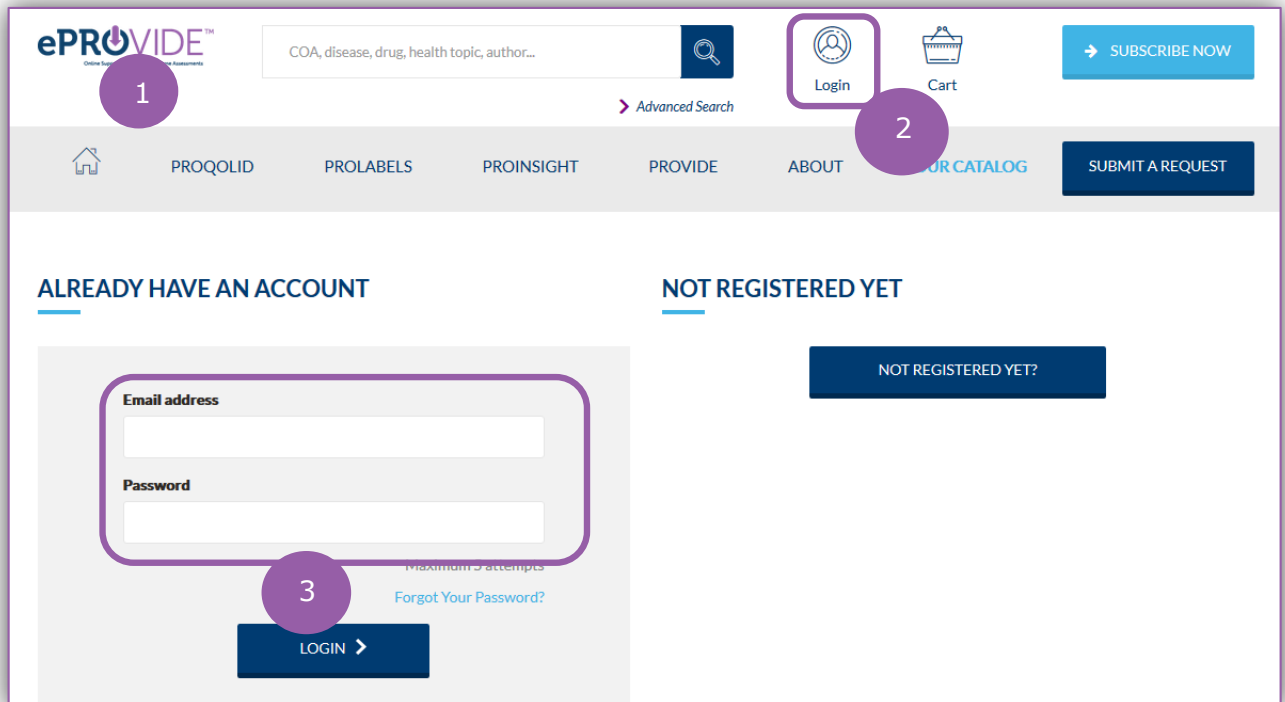
4

SEND >

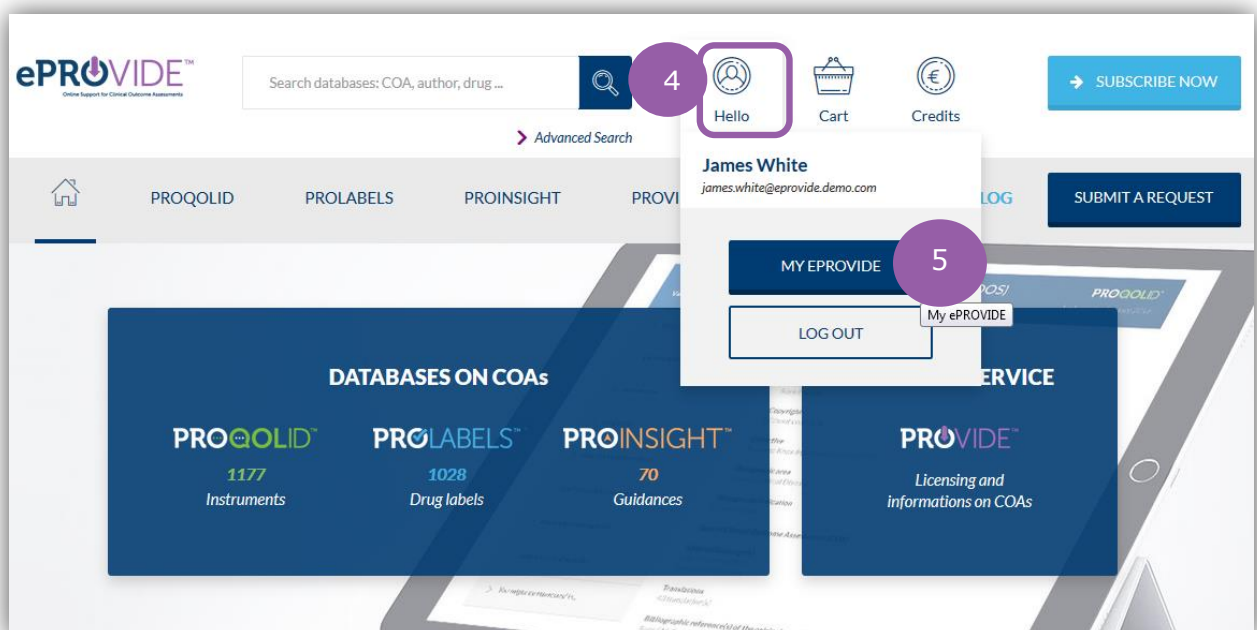
5. A reset link will be sent to you by e-mail. Once your password has been reset, please log in with your new password.

2nd step: Invite other users

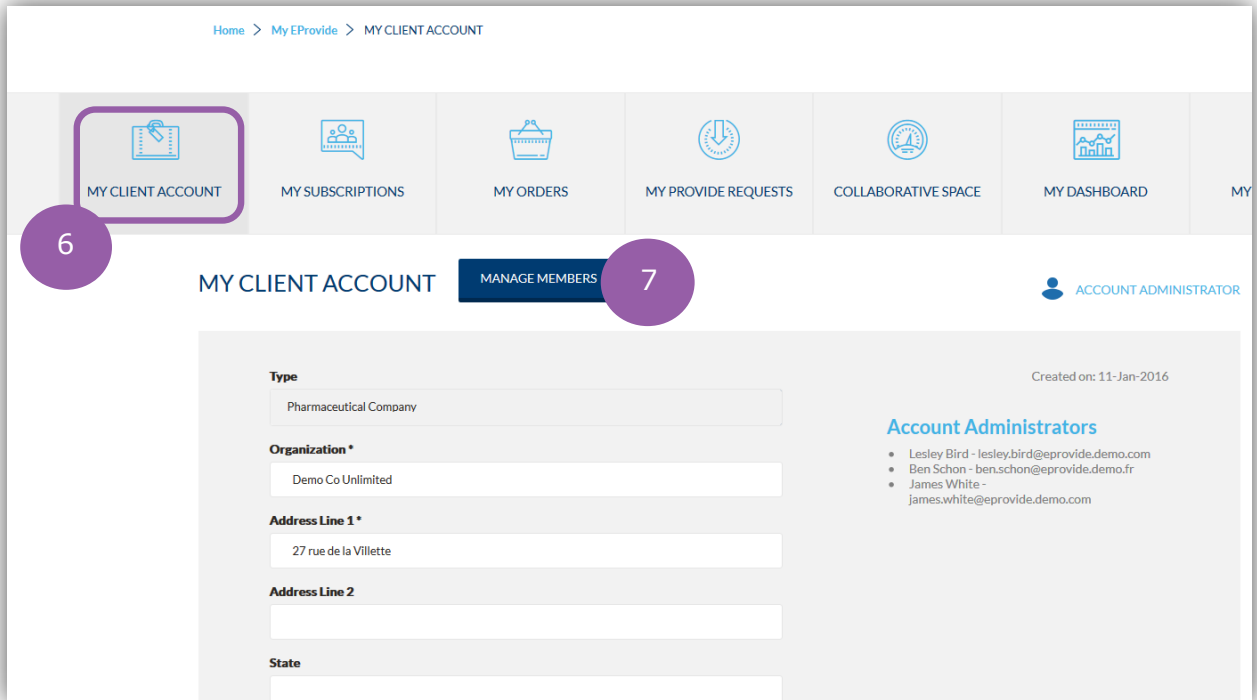
1. Go to: <https://eprovide.mapi-trust.org/>
2. Click on the **login icon** in the website header
3. Enter your 'Email address' and 'Password' and click on **Login**



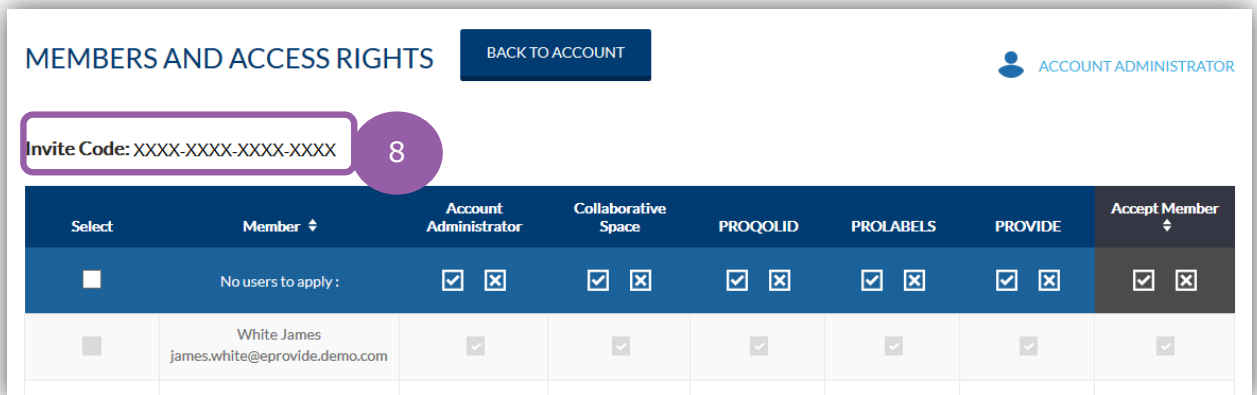
4. Click again on the **login icon** in the website header
5. Click on **My ePROVIDE**



6. Click on **My Client Account**
7. Once in **My Client Account**, click on **Manage Members**



8. An invite code is displayed
9. Please share it with other members of your organization for whom you want to give access so they can register and get affiliated to your subscription

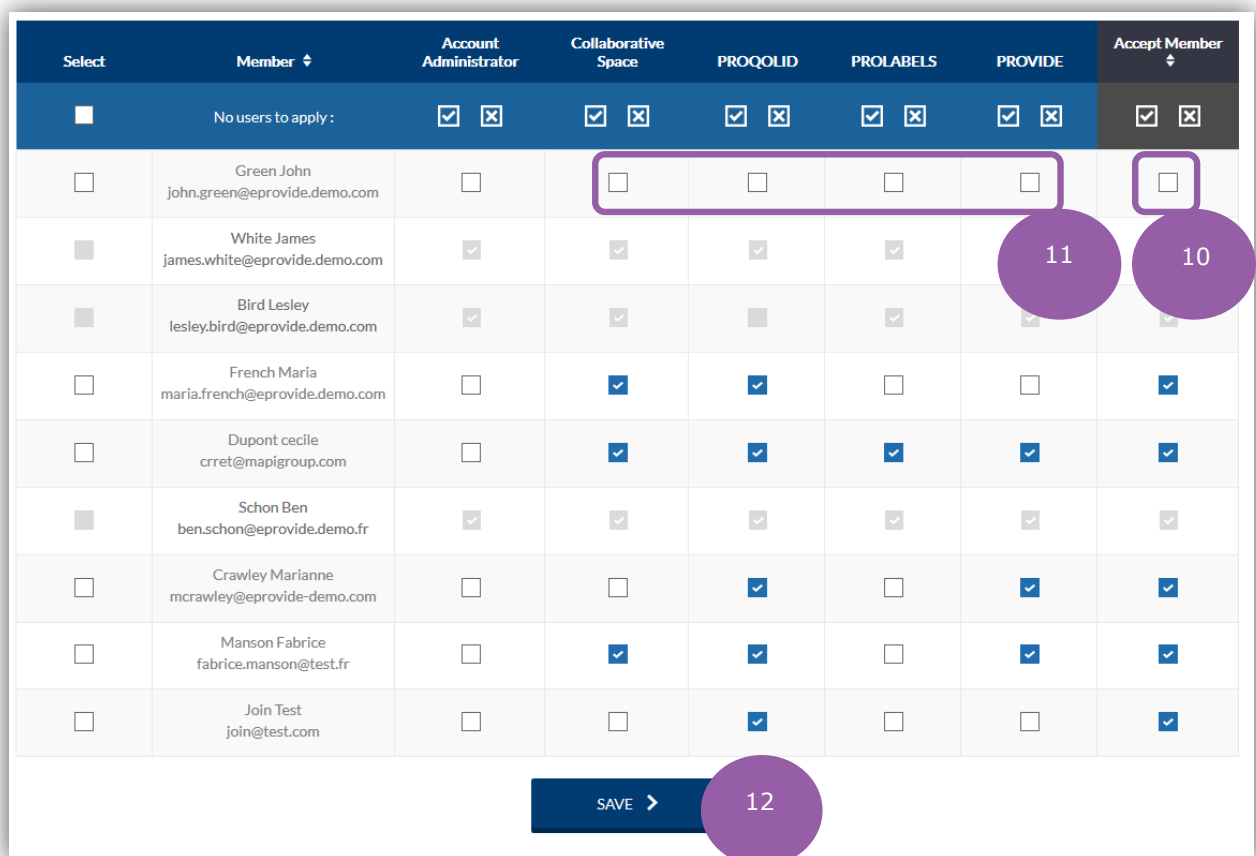


3rd step: How to validate and customize access for different users

You will be notified by email once a user has used the invite code to join in.
Please go back to your online account (click on **Manage Members** available from the section **My Client Account**).

In the list of members, for each user, you can:

10. Tick the box in the column **Accept Member**
11. Customize their access to different services by clicking the appropriate checkboxes
12. Click on **Save** at the end of the page to validate your choices



Select	Member	Account Administrator	Collaborative Space	PROQOLID	PROLABELS	PROVIDE	Accept Member
<input type="checkbox"/>	No users to apply :	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Green John john.green@eprovide.demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	White James james.white@eprovide.demo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bird Lesley lesley.bird@eprovide.demo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	French Maria maria.french@eprovide.demo.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dupont cecile crrret@mapigroup.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Schon Ben ben.schon@eprovide.demo.fr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Crawley Marianne mcrawley@eprovide-demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Manson Fabrice fabrice.manson@test.fr	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Join Test join@test.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE >

13. The approved users are then notified that they can start using the website

Important note: the above invitation process is valid throughout the subscription period.

2. How do I update accesses of users during the subscription?

During the subscription, you may need to modify or to deactivate the access of a user.

As the administrator, you can do this using the table available in the section **Manage Members**. To access this table, please go to your online account (click on **Manage Members** available from the section **My Client Account**).

To modify the access of a user: In the list of members, for each user whose access you wish to modify:

14. Tick or untick the checkboxes of your choice
15. Click on **Save** at the end of the page to validate your update

Select	Member	Account Administrator	Collaborative Space	PROQOLID	PROLABELS	PROVIDE	Accept Member
<input type="checkbox"/>	No users to apply :	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Green John john.green@eprovide.demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	White James james.white@eprovide.demo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bird Lesley lesley.bird@eprovide.demo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	French Maria maria.french@eprovide.demo.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dupont cecile crret@mapigroup.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Schon Ben ben.schon@eprovide.demo.fr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Crawley Marianne mcrawley@eprovide-demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Manson Fabrice fabrice.manson@test.fr	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Join Test join@test.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE > 15

To deactivate the access of a user: In the list of members, for each user you wish to deactivate:

16. Untick the box in the column **Accept Member** and validate by clicking on **Save** at the end of the page

3. Technical Support

For any technical issue (connections, passwords etc...) regarding ePROVIDE[™], please contact our help desk at:

eprovidetechnicalsupport@mapi-trust.org