



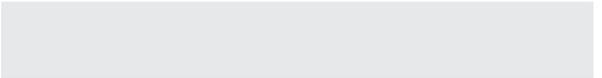
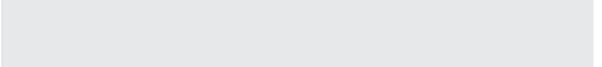
# USER GUIDE

<https://connect.bt-modular.com/>

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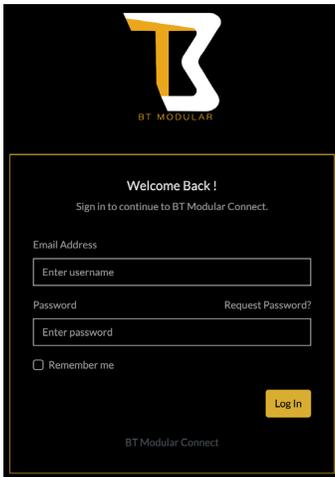
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# Changing Your Password

## STEP 1

Go to <https://connect.bt-modular.com/>, enter your email and password, and log in.

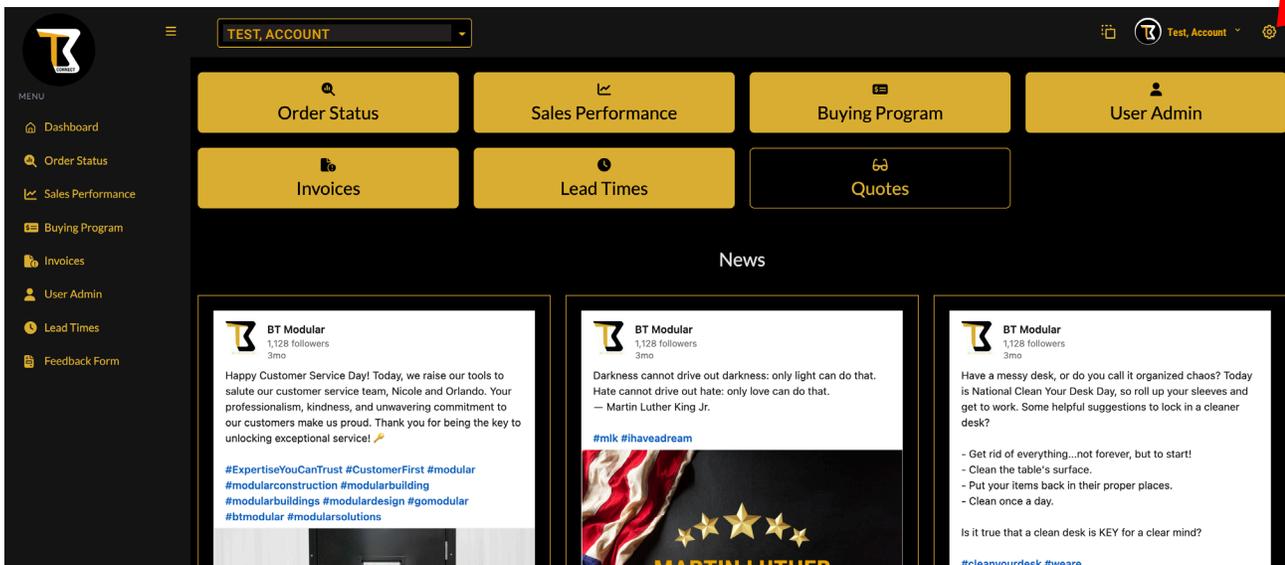


The screenshot shows the BT Modular Connect login interface. At the top is the BT Modular logo. Below it, a 'Welcome Back!' message says 'Sign in to continue to BT Modular Connect.' There are two input fields: 'Email Address' with a placeholder 'Enter username' and 'Password' with a placeholder 'Enter password'. A 'Request Password?' link is next to the password field. A 'Remember me' checkbox is below the password field. A yellow 'Log In' button is at the bottom right. The text 'BT Modular Connect' is at the bottom left.

## STEP 2

Click on the settings button at the top right of the screen.

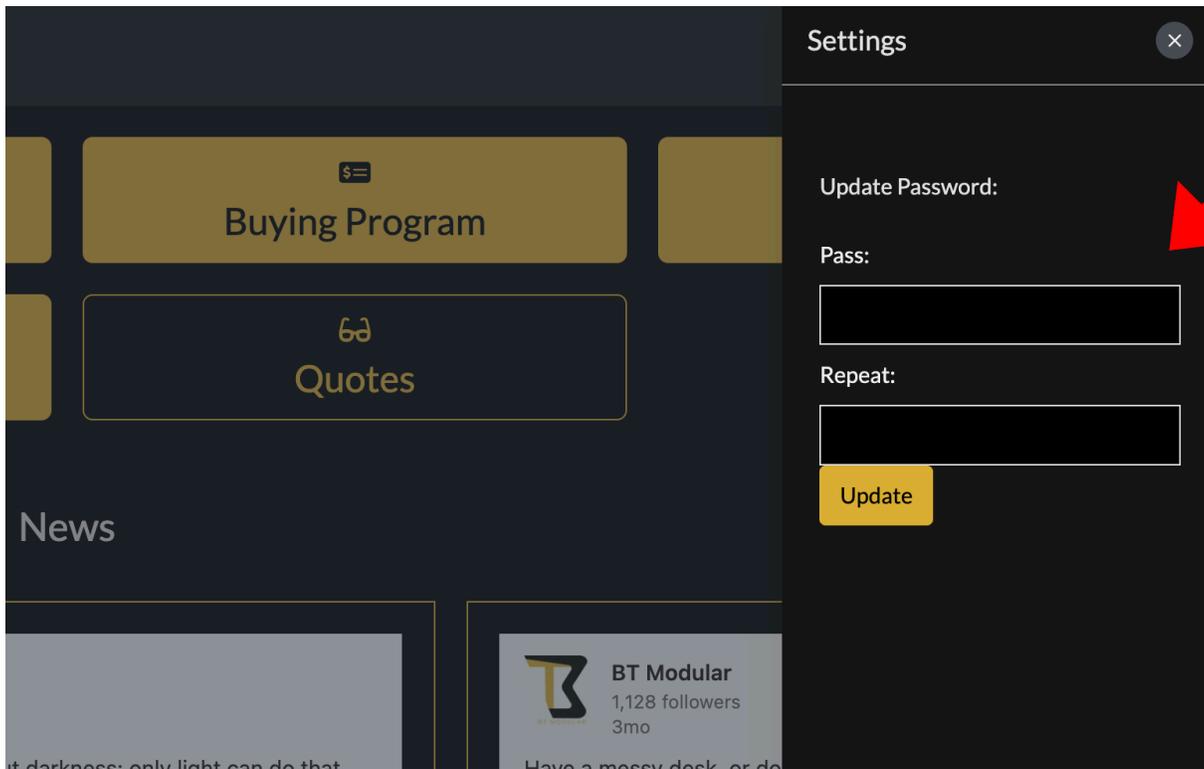
*\*You must be on the Dashboard to access your settings\**



The screenshot shows the BT Modular dashboard. At the top left is the BT Modular logo and a menu icon. The top navigation bar includes a dropdown menu for 'TEST, ACCOUNT' and a settings icon (a gear) on the right. A red arrow points to this settings icon. Below the navigation bar are several dashboard widgets: 'Order Status', 'Sales Performance', 'Buying Program', 'User Admin', 'Invoices', 'Lead Times', and 'Quotes'. The main content area is titled 'News' and features three social media posts from BT Modular. The first post is a text-based announcement about customer service. The second post is a quote by Martin Luther King Jr. with an image of the American flag. The third post is a text-based announcement about National Clean Your Desk Day with a list of instructions.

## STEP 3

Update your password.

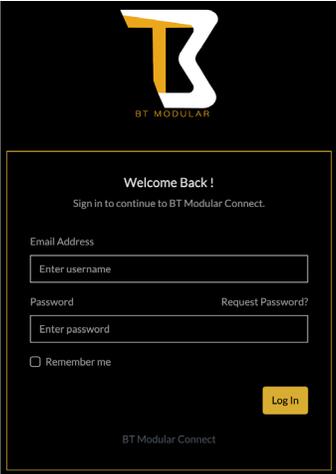


The screenshot shows a mobile application interface with a dark theme. On the left, there are several menu items: 'Buying Program' with a dollar sign icon, 'Quotes' with a double arrow icon, and 'News'. Below these are some blurred content cards, one of which shows 'BT Modular' with '1,128 followers' and '3mo'. On the right, a 'Settings' modal is open, featuring a close button (an 'x' in a circle) in the top right corner. The modal contains the following elements: the text 'Update Password:', a 'Pass:' label followed by a text input field, a 'Repeat:' label followed by another text input field, and a yellow 'Update' button at the bottom. A red arrow points from the right side of the screen towards the 'Update Password:' text.

# Adding Users

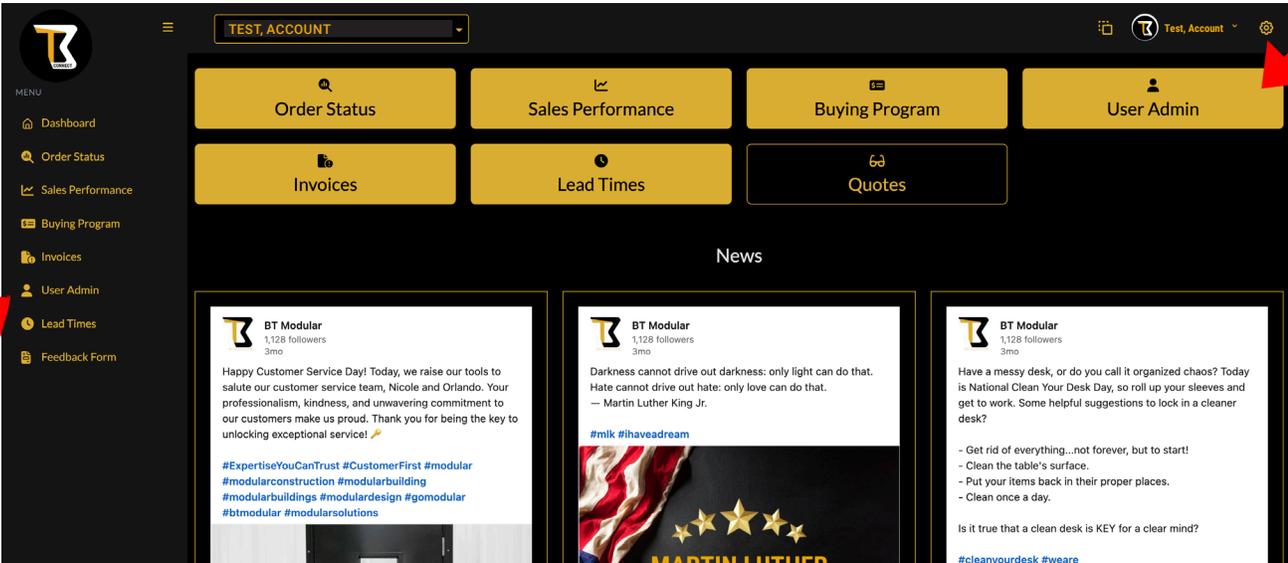
## STEP 1

Go to <https://connect.bt-modular.com/>, enter your email and password, and log in.



## STEP 2

Click on User Admin. Either button works.



## STEP 3

### Add New

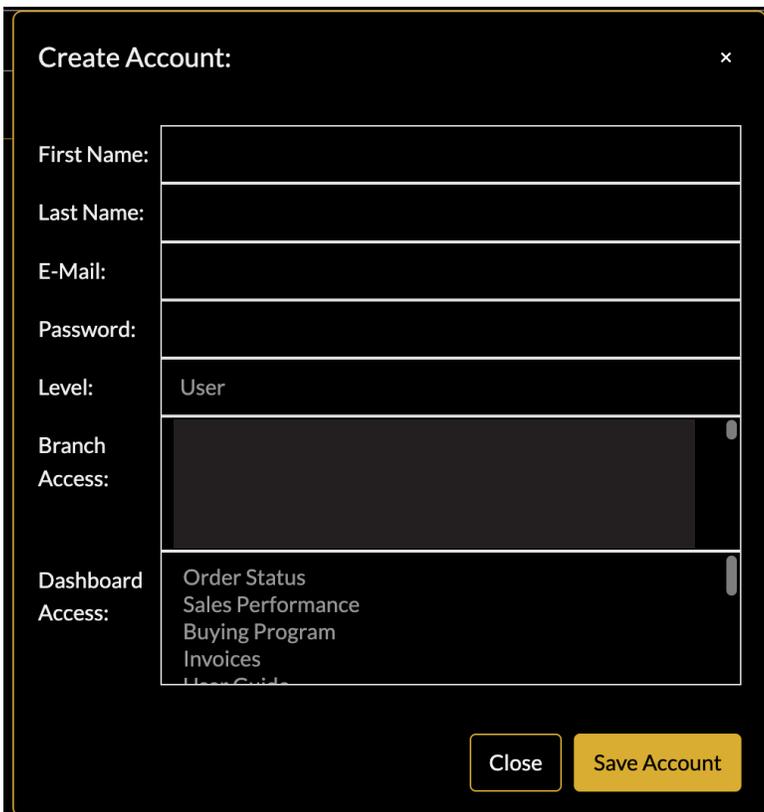


A screenshot of a dark-themed interface. At the top left, there is a yellow button with a plus sign and the text '+ Add New'. A red arrow points to this button. Below the button is a table with a header row containing three columns: 'Name', 'E-Mail', and 'Action'. The table body is currently empty.

## STEP 4

Enter their full name, email, and password.

Then select what you'd like them to have access to view. If you'd like to select more than one thing, hold SHIFT while you click. Then press Save Account.



A screenshot of a 'Create Account' dialog box. The title bar says 'Create Account:' with a close button (x) on the right. The form contains the following fields:

- First Name: [Text Input]
- Last Name: [Text Input]
- E-Mail: [Text Input]
- Password: [Text Input]
- Level: [Dropdown menu showing 'User']
- Branch Access: [List box with a scrollbar, currently empty]
- Dashboard Access: [List box with a scrollbar containing 'Order Status', 'Sales Performance', 'Buying Program', 'Invoices', and 'User Guide']

At the bottom of the dialog, there are two buttons: 'Close' and 'Save Account'.