Getting Started As An Administrator with Husky Quick Connect

Logging in as an Administrator

If you have been designated as primary contact for your organization, click **Administration** on your Home page to open the *User Administration* page.

Note: The Administration tab will not be available to you if you are not a primary contact for your organization.

Understanding User Administration

On the *User Administration* page you can manage your existing user accounts as well as send a request to the Husky QuickConnect team to add a new user.

Viewing User Details

Click **View** for the user to open the *View User* page.

You can **View**, **Edit** or **Delete** the user details.

Click **User Administration** to exit without making any changes.

Requesting a New User

Click **Request New User** to open the New User Request page where you can advise the Husky QuickConnect team that you want another user in your organization to also be a QuickConnect user.

User Administration

Users

View	Last Name	First Name	Email Address
●	Ballantyne	Scott	scott.ballantyne@lawtonenergy.com
●	Barton	Jennifer	jennifer.barton@lawtonenergy.com
●	Jake	Folton	jake.folton@lawtonenergy.com
●	Lawton	Patrick	patrick.lawton@lawtonenergy.com
●	Saunders	Nick	nick.saunders@lawtonenergy.com

Pending User Requests

There are currently no pending requests.

[Request New User]

Complete the New User Request form with your user's details. Click **Submit Request** to send the request to the Husky QuickConnect team. The fields marked with a red asterisk are mandatory.

New User Request

First Name*	Davin
Last Name*	McCloud
Email Address*	davin.mccloud@lawtonenergy.com
Job Title	Scheduler
Department Name	Scheduling
Business Phone Number	403-982-5619
Ext.	
Other Phone Number	
Cell Phone	
IM Id	
Companies*	Lawton Energy ☑

[Submit Request] [Cancel]

Your request is displayed in Pending User Requests while it is being approved by the Husky QuickConnect team.

Pending User Requests

View	Request Type	Last Name	First Name	Email Address
●	New	McCloud	Davin	davin.mccloud@lawtonener...

[Request New User]

Updating User Details

Click **View** for the user to open the *View User* page.

Click **Edit User** to open the *Request Edit User* form.

Click **Submit Request** when you have finished making your edits to send the request to the Husky QuickConnect team.


Your request is displayed in *Pending User Requests* until it is processed by the Husky QuickConnect team.

Deleting a User

Click **View** for the user to open the *View User* page.

Click **Delete User** to open the *User Deletion Request Confirmation* page.

Click **Request Deletion** to send the request to the Husky QuickConnect team.

Your request is displayed in *Pending User Requests* until it is processed by the Husky QuickConnect team.