



the **index**  
**PURCHASER GUIDE**

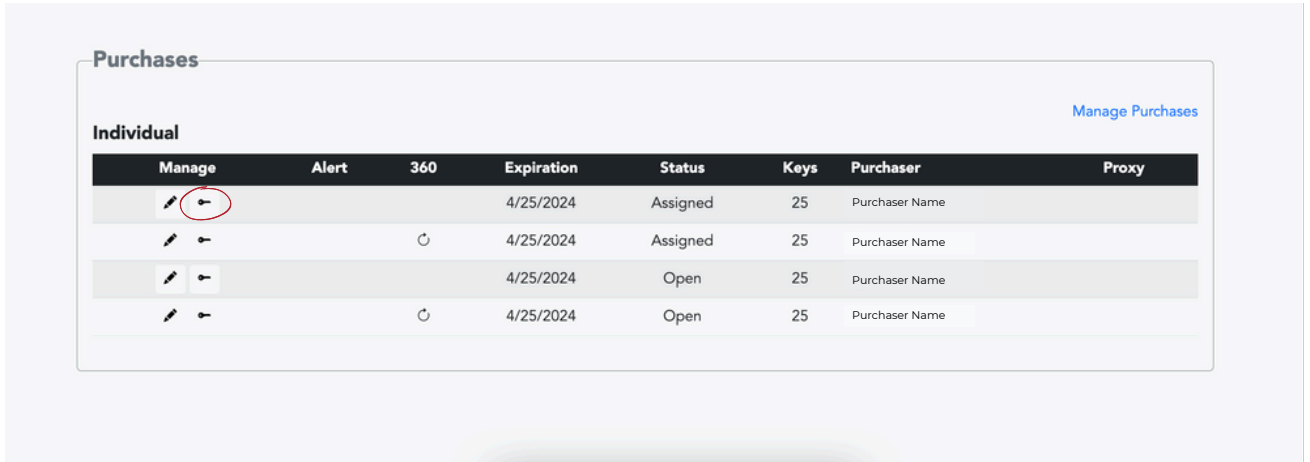


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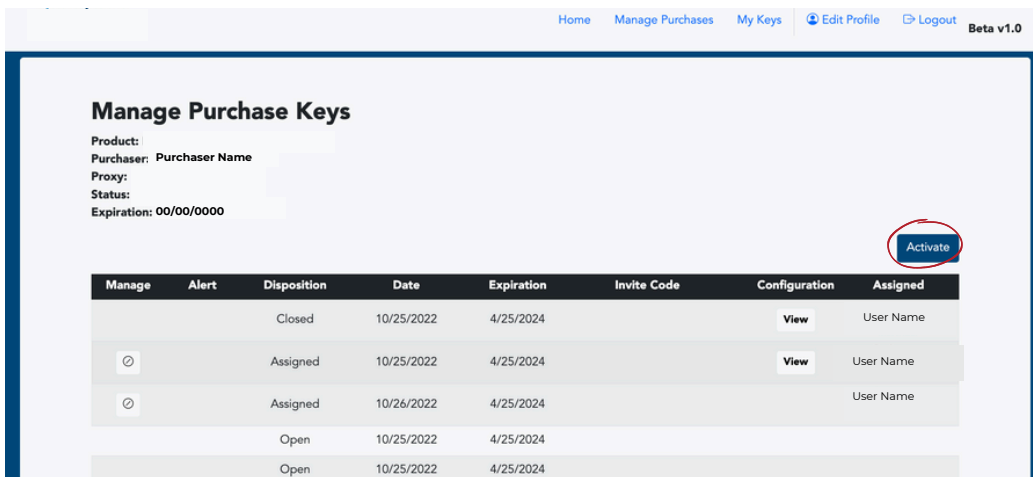
# INVITE USERS

1



Click the key icon to invite your user(s).

2



Click the "Activate" button.

# INVITE USERS

3

Home Manage Purchases My Keys Edit Profile Logout Beta v1.0

### Activate Keys

1 Configure 2 Assign 3 Activate 4 Confirmation

Do you want to configure capacities for the key(s) you want to assign?

#### Capacities

Please select the capacities and click next to continue.

1 Select capacity 2 Select capacity 3 Select capacity 4 Select capacity 5 Select capacity 6 Select capacity

NEXT >> Cancel

## Option 1:

If you would like to pre-determine the [capacities](#) for your user(s), toggle the switch next to "Do you want to configure capacities for the key(s) you want to assign?"

Once you have selected your capacities, click the "Next" button.

## Option 2:

If you would like your user(s) to select their own capacities upon receiving their key, simply click the "Next" button.

# INVITE USERS

4

**Activate Keys**

1 Configure      2 Assign      3 Activate      4 Confirmation

**Configuration Settings**

No configuration options have been set so once assigned, these keys will be configured by their owners.

**Option 1 - Send a Single Key**  
Provide an email address to assign a key and send an invitation to access the assigned key  
**Assign this key to:**  
E-mail Address

**Option 2 - Download Key(s)**  
Directly download keys to personally distribute to others  
Number of keys to download: 22

**Option 3 - Send Multiple Keys**  
Provide email addresses to assign keys and send invitations to access individually assigned keys  
**Email Addresses (max 22 emails). Remaining: 22**  
email1@domain1.com  
email2@domain2.com  
email3@domain2.com

**Upload Text (.TXT) File Instead (One email per line, max 22 emails)**  
Choose File    No file chosen

<< Previous    **Next >>**    Cancel

There are four options to invite your users:

- **Option 1:** Send a single key to one user.
- **Option 2:** Download keys / codes to send to user(s).
- **Option 3:** Send multiple keys at one time by inputting multiple user emails OR uploading a .TXT file with user emails.

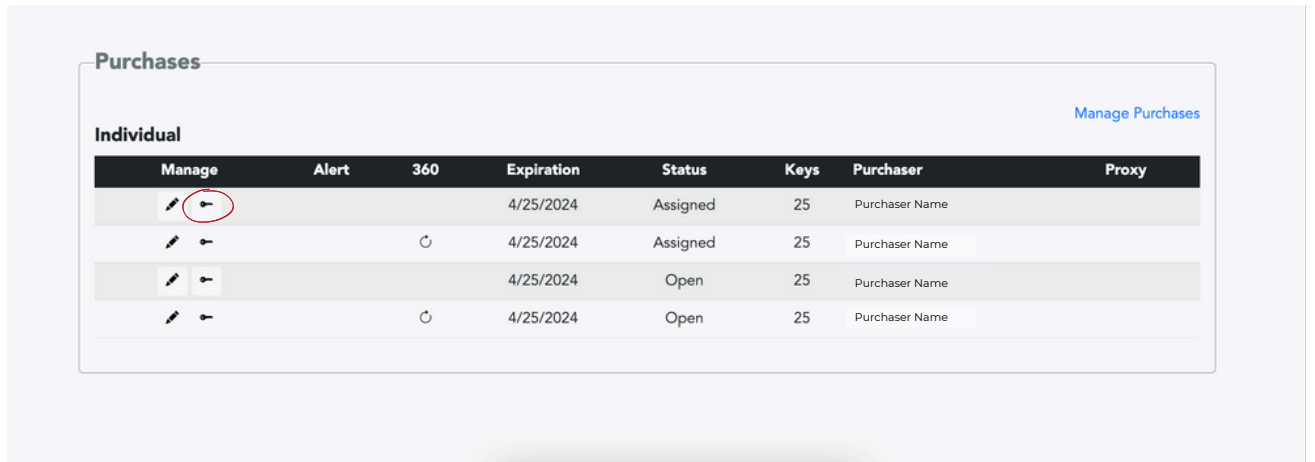
Click the "Next" button.

5 Review that your selections are reflected in the "Activate" step and "Confirmation" step, then click the "Done" button.

# RECLAIM KEY(S)

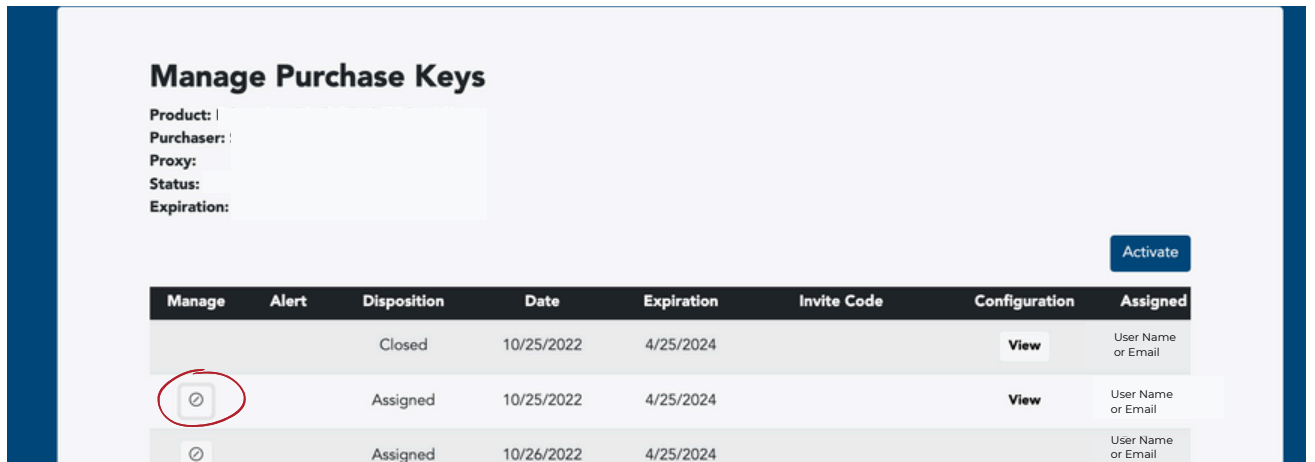
If, for some reason, you would like to reclaim a key (e.g., sent to the wrong email address, user has not opened invitation), please take the following steps to reclaim and reconfigure:

1



Click the key icon to invite your user(s).

2



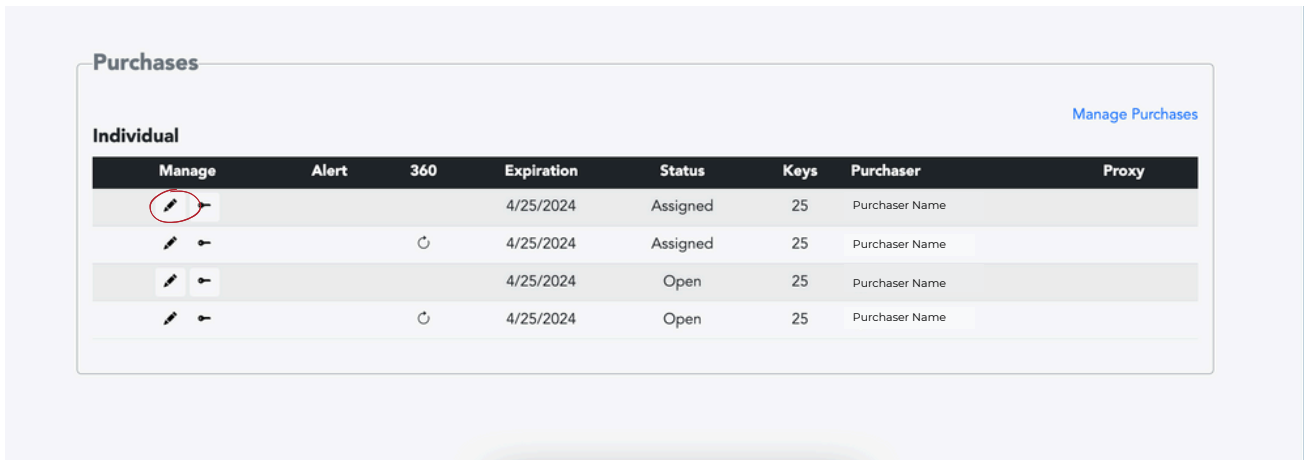
Click the circle icon to reclaim the key.

Click "Yes" when it asks you to confirm. The key will then be able to be reactivated.

# OPTIONAL: PROVIDE A PROXY ADMINISTRATOR

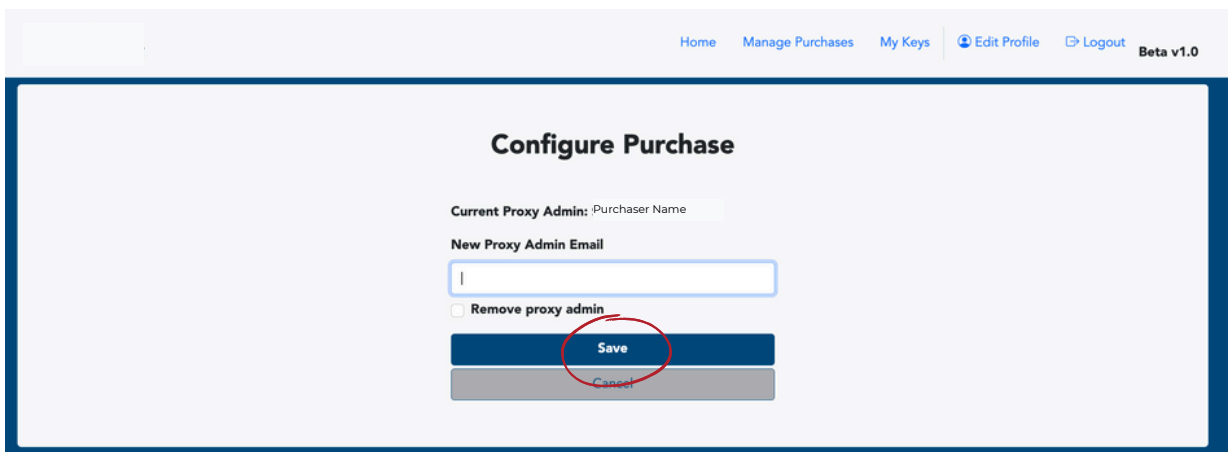
If you have an additional representative that you would like to add as a proxy (additional) administrator, take the following steps:

1



Click the pencil icon to invite your proxy administrator.

2

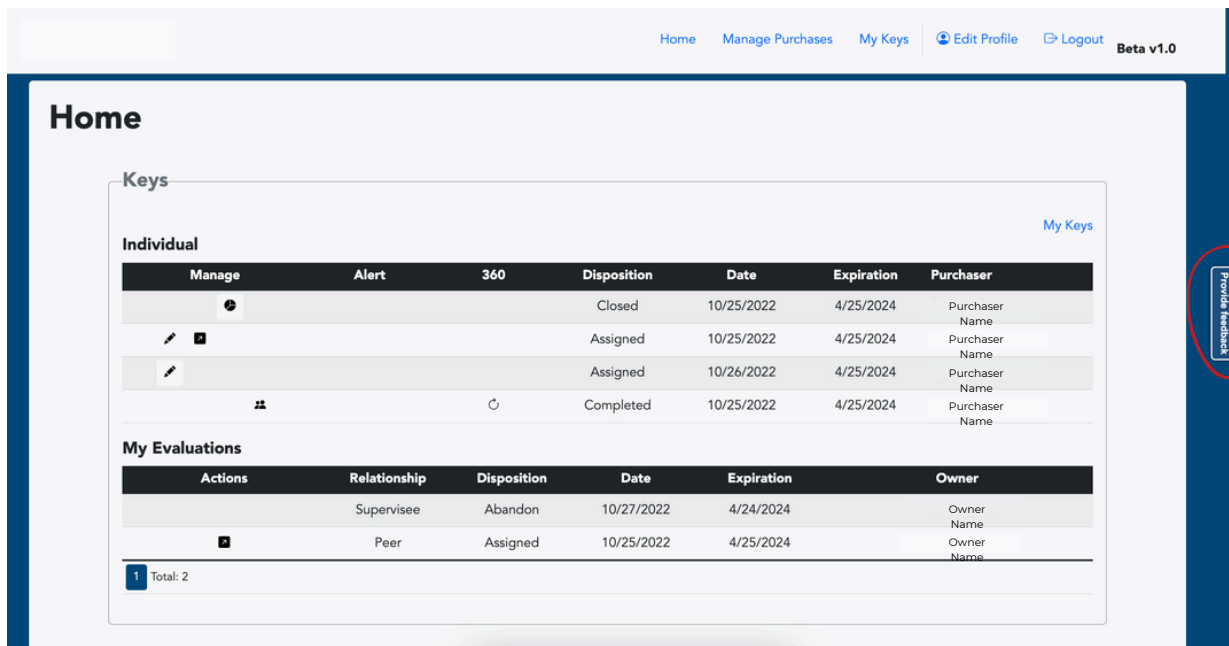


Add your proxy administrator's preferred contact email, and click the "Save" button.

*The added administrator should receive an email invitation. Once they click the link in the invitation, they will be able to support in administering keys using the Index Manager system.*

# OPTIONAL: PROVIDE SYSTEM FEEDBACK

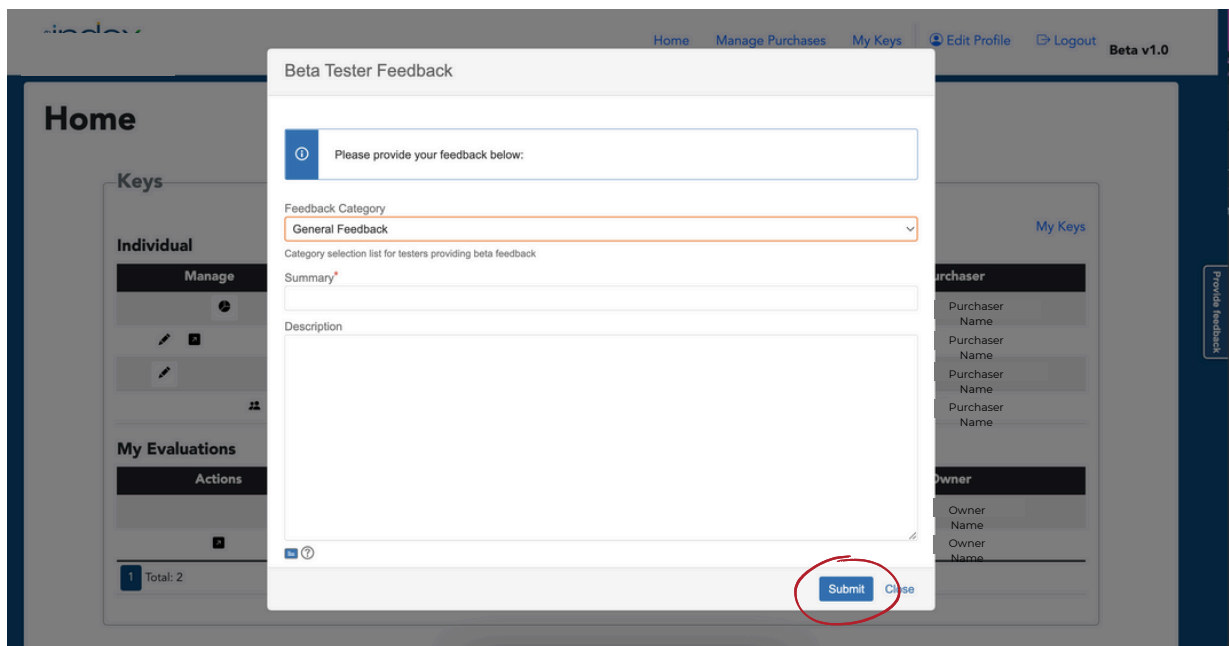
1



The screenshot shows the Home dashboard with a navigation bar at the top containing 'Home', 'Manage Purchases', 'My Keys', 'Edit Profile', 'Logout', and 'Beta v1.0'. The main content area is titled 'Home' and contains two tables. The first table, 'Keys', has columns for 'Manage', 'Alert', '360', 'Disposition', 'Date', 'Expiration', and 'Purchaser'. The second table, 'My Evaluations', has columns for 'Actions', 'Relationship', 'Disposition', 'Date', 'Expiration', and 'Owner'. On the right side of the dashboard, there is a vertical tab labeled 'Provide Feedback' which is circled in red.

To provide feedback on the Index, click on the right side tab "Provide Feedback."

2



The screenshot shows the 'Beta Tester Feedback' form overlaid on the Home dashboard. The form has a title bar 'Beta Tester Feedback' and a text input field with the placeholder 'Please provide your feedback below:'. Below this is a 'Feedback Category' dropdown menu with 'General Feedback' selected. Underneath the dropdown is the text 'Category selection list for testers providing beta feedback'. The form also includes a 'Summary\*' text input field and a larger 'Description' text input field. At the bottom right of the form, there are two buttons: 'Submit' and 'Close', with the 'Submit' button circled in red.

Select the category for your feedback, provide a short summary, include a description of your feedback, and click "Submit."



