

How do I start using eIntranet.net?

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1. Registration to the application

Registration for the application takes place on the <https://www.eintranet.net/cs/registrace> website.

In this section, you will fill in the following information: **ID, e-mail, subscription type and name of your company intranet**. Subsequently, you will receive access data to your company intranet at the specified e-mail address.

2. Log in to the app and enter your name

Enter the address of your company intranet into your web browser (preferably Chrome) – you entered it during registration. On the website displayed, enter your **e-mail address and the password that you received by e-mail**. In the Settings -> Users section, fill in your details (pencil icon), Your account is an administrator account – it has access to the settings section.

3. In Settings, you only allow the modules you want to use

In the **Settings section of the left menu**, in the **Allowed Modules tab**, tick the modules that you want to have accessible within your company intranet. The accessibility of individual modules can be modified at any time.

You can set up the modules by checking the checkbox next to the name of each module.

By enabling the module, you will see the name of the module in the upper section for its use and at the same time in the settings section, where you set everything you need to know about the module.

4. Create access for your colleagues and allow them access to individual modules

Subsequently, you will create access for your colleagues in the **Settings section, the Users tab**. For more information about the modules and their settings, please refer to the manual available at <https://www.eintranet.net/cs/napoveda>