

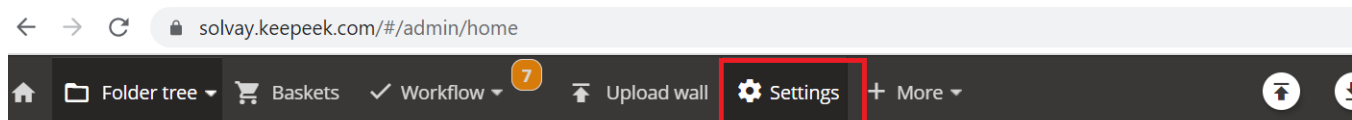
How to create account in Keepeek

Pre requisites: Before providing access to Keepeek, user needs to register for training request in You Grow. Only after been trained to the application, access should be granted.

Step 1: Access to Keepeek

<https://solvy.keepeek.com/>

Step 2: Navigate to Setting tab



Access management



Media



Extraction

Step 3: Search for the user to find if user already exists

Scenario 1: If user exists check if the roles assigned is correct. If not assign with the proper role.

Also check if user account is active, if not activate it.

Scenario 2: If user is not available, click on Create a new user

Provide the following details(Shown with Example)

First name:Anurekha

Sur name:Vijayaraghavan

Acronym:AV

Email address:anurekha.vijayaraghavan-ext@solvy.com

Login: anurekha.vijayaraghavan-ext@solvy.com

Note: Email & Login is same. Acronym can be short form of your name

Identity

First name *

Surname *

Acronym *

Email address *

Login *

Logins are required for users to access the application. By default, the user email address is used as login. However, it may be changed if need be. Logins are unique.

Cancel

Save

Step 3: Select the Language and add the Groups

3A-External library contributor

3B-Internal library contributor

We mostly should give access to 3B-Internal library contributor

Step 4: And click on Save option.