Getting Started with VEPO CrossConnex
Version Date: 12/02/2022

Key Terms

Company	Business name. Tests are assigned at the company level.
Company Admin	Can manage tests, gauges, licenses and user accounts for all testers and the company
Tester	Can manage individual tests, gauges and licenses

Key Concepts

- All users should belong to a company, even if you are a sole proprietor with no other employees.
- All companies should have at least one user with the tester role and one with the admin role. The same user can have both roles. See chart below for details on admin and tester roles.
- A company admin can also be a tester if they have a current Certification License and calibrated gauge to perform tests.
- If you have more than one admin in your company, one admin should create their account and the company profile. Once this is done, they can create and add additional admins to the company.
- Admins may create all tester accounts on behalf of their company.
    - Testers: coordinate with your admins to determine who will create tester accounts.
    - Note: testers must login to VEPO to sign the Terms & Conditions before they can submit tests.
    - Note: admins created by another admin will also need to login to VEPO to sign the Terms & Conditions before they can perform admin tasks.
- If a tester creates their own account, the admin can link the tester to the company profile.
  See *How to Set-up a Company/Admin Account* instruction document.
- All tests must be submitted under the name of the tester who performed the test. Admins can submit tests on behalf of another tester within the company.
- If you test for more than one company, you will need a separate user account with different email addresses; one for each company you test for.

Tester	vs.	**Admin**
Manages individual tests, gauges, licenses		Can manage tests, gauges, licenses and user accounts for all testers and the company

Tester	**Admin**
• View tests that are assigned to you or the company • Submit your tests on web or mobile app • Schedule tests for yourself • View your completed and in progress tests • Manage your gauges • Manage your certifications and licenses	• View tests that are assigned to the company or testers • Submit tests on behalf of a tester • Edit/Delete tests • Schedule/assign tests for company or testers • View completed and in progress tests for your company • Export test data to xlsx or csv • Manage individual and company gauges • Manage tester certifications and licenses • Manage users for your company