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Service Guide for TAMM portal

Firm Users Management





This procedure aims to manage the data of current users by the administrative user , which includes activating or disabling the current users and defining a new identity number for a Public Relations Officer (PRO) to enable him to open an account on the firm registry.

Service Link : [Firm Users Management](#)



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Firm Users Management

Configurations - Users

Configurations - Users

On this page, the data of users registered in the firm register is displayed as shown on the screen. These data include:

Activity code where the engineer is registered at.

The engineer's practicing license number

Engineer's name, Email and phone number

Engineer License Category: Practicing - Trainee - Temporary

Engineer's Specialty

For more details about the engineer, click on **the side arrow** as shown on the screen and you will be able to see additional details.

Actions: the user can modify his data by clicking on the three dots under "Actions" and click **"Edit"** and it will take him to **"Edit User"** screen as we will see in the next page.

For more details about the engineer, click on **the side arrow** as shown on the screen and you will be able to see additional details.

If the current user is defined as an administrative or Admin user, he can add other users by clicking on the **"User Management"** button as we will see.

Configurations
View the configuration details below by navigating through the tabs.

ACTIVITIES INDIVIDUAL PARTNERS CORPORATE PARTNERS ENGINEERS **USERS** BRANCHES

FILTERS

User Name	Email	Role	Status	Actions
> ASHGAN ASHGAN SHALWANA SHALWANA	aiswaryaa.xavier@pwc.com	Office Owner	Active	
▼ FARHAN FARHAN AGA AGA	persona.adoss55@gmail.com	Office Representative	Active	⋮ Edit
Emirates ID		XXXXXXXXXXXX80536		
Preferred Communication Language		English		
System Admin?		Yes		
> AZZAN AZZAN KHOWAYTEM KHOWAYTEM	ahmed.amrr@itworx.com	Office Representative	Active	
> IBRAHIM IBRAHIM HAMAD HAMAD	businessadu5@gmail.com	Office Technical Manager	Active	
> Ali Ali Abdallah Abdallah	roohi.shahi1@digital14.com	Activity Owner	Active	
> ABDUL-SATTAR ABDUL-SATTAR RAMMAH RAMMAH	autot470@gmail.com	Staff Engineer	Active	
> Saja Saja Tantawi Tantawi	ali122521@gmail.com	Office Representative	Active	
> XIAOPING XIAOPING MEI MEI	ali120120@gmail.com	Office Representative	Active	
> Saeed Hada Saeed Hada Gooda Lhita Gooda Lhita	testnorhan@gmail.com	Office Representative	Active	
> RASHED RASHED JABER JABER	adubusiness1@yopmail.com	Office Representative	Active	

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USER MANAGEMENT



Configurations - Users - Edit User

On this page, the current user's data is displayed, and the user can modify the following data:

Preferred communication language:
(Arabic/English)

Telephone number

E-mail

After completing the modifications, press **"Save"** to store the updated data.

← BACK

Edit User

Modify the details of the selected user below, as applicable and confirm changes by clicking on 'Save'.

Name	FARHAN FARHAN AGA AGA
Emirates ID	XXXXXXXXXX80536

PREFERRED LANGUAGE: English

PHONE NUMBER: +971 589004742

EMAIL: persona.adoss55@gmail.com

← BACK **SAVE** [Cancel](#)



Configurations - Users - User Management

On this page, the data of the current users is displayed along with the data of the people whose identities are identified in the firm record to enable them to create an account through list **No (1)**. (i.e. authorized PROs to open an account in this firm).

If the current user is an administrative or main user (Admin user), he can add a new identity number through the system feature shown in **No (2)** "Add PRO" in which he should specify the following:

- 1- Valid Emirates ID number
- 2- Select if the new delegate System administrator or not.

After completing the data filling and verifying the validity of the ID number, press "Add" button to store and display the data within the list of delegates with known identities.

Next step, the delegate with the Emirates ID who was added must enter "Tamm" platform with his Emirates ID number and open an account for him through the "Open an Engineering Firm Account" service to create an account for him at the concerned firm and complete his work.

Firm Users Management

Manage Users

You can find the existing users associated with your Economic Licence in the table below. You may choose to edit, deactivate, delegate, or delete delegation for your active users. Deactivation will prevent a user from availing associated DMT services on behalf of this Economic Licence. You can also activate the deactivated users at any point of time in the table below.

Relevant Entity

دائرة البلديات والنقل
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

ADDRESS
Al Mamoura (B) Building, 7th Floor, Al Muroor Street, Abu Dhabi

PHONE NUMBER
800 555

WEBSITE
<https://www.dom.gov.ae/en>

EMAIL
info@dom.gov.abudhabi

OFFICE HOURS
Closed Opens tomorrow

SERVICE HOURS
Open 24/7

[Hide details](#)

Name	Email	Role	Status	Actions
> ASHGAN ASHGAN SHALWANA SHALWANA	aiswaryaa.xavier@pwc.com	Office Owner	Active	
> FARHAN FARHAN AGA AGA	persona.adoss5@gmail.com	Office Representative	Active	1
> AZZAN AZZAN KHOWAYTEM KHOWAYTEM	ahmed.amr@twork.com	Office Representative	Active	
> IBRAHIM IBRAHIM HAMAD HAMAD	businessadu5@gmail.com	Office Technical Manager	Active	
> Ali Ali Abdallah Abdallah	roohi.shah1@digital14.com	Activity Owner	Active	

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Authorized PROs to open an account in this firm ← 1

PRO Emirates ID	System Admin?	Actions
784197473980536	Yes	
784199072739594	Yes	
784197483732711	Yes	
784198198526943	Yes	
784197625763509	Yes	
784199754173641	Yes	
784201326962079	Yes	
784198505249585	Yes	
784198663285181	Yes	1

Add PRO ← 2

System Admin?

ADD

The user defined as a PRO and administrator can define an ID number for an additional PRO to enable him to open an account. He will not be able to modify the roles of other users

THANK YOU



هيئة أبوظبي للرقمية
ABU DHABI DIGITAL AUTHORITY