



# Intelex User Instructions

## Intelex Registration and login

Any Questions?

Contact information is located at the  
end of this presentation.



# Intelex User Instructions

Intelex: Create Password

Inbox x



noreply@intelex.com

11:02 AM (6 minutes ago) ☆



to me ▾

Congratulations, your Intelex account has been created. Please use the system with the following account:

client name : AviationSuppliersTest

username : ~~ccapadocast@gmail.com~~

You must click on the link below within 30 days of receipt of this message to set your password:

<https://clients.intelex.com/Login3//CreatePassword/ResetPassword.aspx?h=+X0TfzOEeNdwJwr5IWtgeSbmoW75vIhUixtz1tTH1vGBEsNR+TZyzR3ekacfk35&wrealm=https%3a%2f%2fclients.intelex.com%2fLogin3%2fAviationSuppliersTest>

You may also copy and paste the URL into your browser address line to go directly to the web page.

Once your password is set you can start using the system via this URL:

<https://clients.intelex.com/Login3/AviationSuppliersTest>

Thank you,  
The System Administrator

You will receive an email like the one  
pictured above.



# Intelex User Instructions

Intelex: Create Password

Inbox x



noreply@intelex.com

to me

11:02 AM (6 minutes ago) ☆



Congratulations, your Intelex account has been created. Please use the system with the following account:

client name : AviationSuppliersTest

username : ~~sepp.daniel@gmail.com~~

You must click on the link below within 30 days of receipt of this message to set your password:

<https://clients.intelex.com/Login3//CreatePassword/ResetPassword.aspx?h=+X0TfzOEeNdwJwr5lWtgeSbmoW75vlhUixtz1tTH1vGBEsNR+TZyzR3ekacfjk35&wrealm=https%3a%2f%2fclients.intelex.com%2fLogin3%2fAviationSuppliersTest>

You may also copy and paste the URL into your browser address line to go directly to the web page.

Once your password is set you can start using the system via this URL:

<https://clients.intelex.com/Login3/AviationSuppliersTest>

Thank you,  
The System Administrator

Click on or copy/paste this link to set up your password.



# Intelex User Instructions

**ASA**

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**Create a new password.**

Please enter a new password below, then click the 'Reset Password' button to change your password.

**Please enter your new password:**

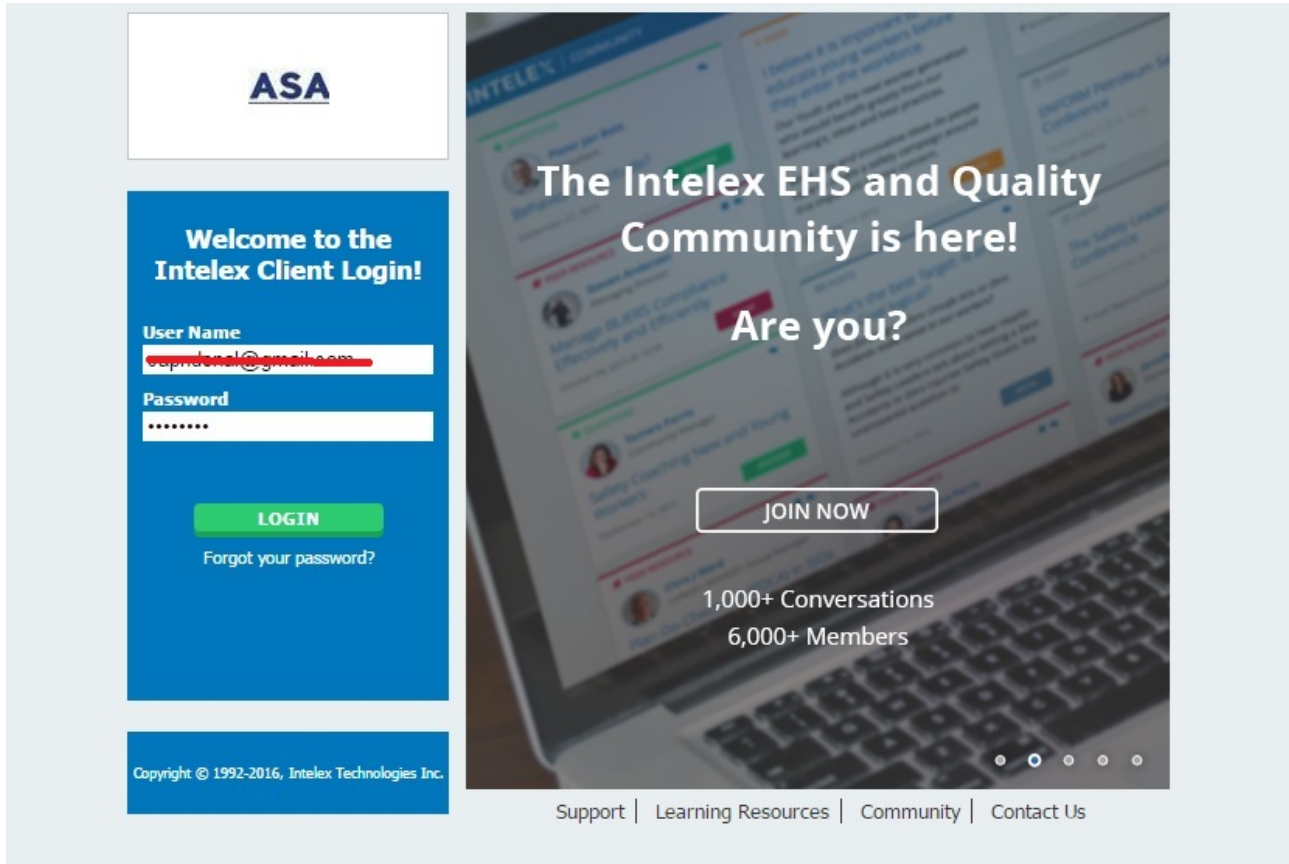
**Confirm by re-entering your new password:**

**RESET PASSWORD**

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Enter and confirm whatever you would like as a password.

# Intelex User Instructions



The image shows a composite of two screenshots. On the left is the login page, and on the right is a community interface.

**ASA**

**Welcome to the Intelex Client Login!**

User Name

Password

**LOGIN**

[Forgot your password?](#)

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**The Intelex EHS and Quality Community is here!**

**Are you?**

**JOIN NOW**

1,000+ Conversations  
6,000+ Members

[Support](#) | [Learning Resources](#) | [Community](#) | [Contact Us](#)

Login with your username (email address) and new password.



# Intelex User Instructions

The screenshot displays the ASA Intelex user interface. At the top, there is a navigation bar with links for NOTIFICATIONS, HELP, MARKETPLACE, and COMMUNITY. Below this is a dark blue header with the ASA logo and a menu icon, followed by navigation options: HOME, MY TASKS, CALENDAR, DASHBOARD VIEWER, REPORTS, and MY EMAIL. The user's name, Anthony Brigham, is visible in the top right corner. The main content area is titled 'Audits' and includes a dropdown menu for 'Test Aviation'. Below this, there are four tabs: 'Client Profiles', 'Open Audits (Client View)' (which is circled in red), 'Completed Audits (Client View)', and 'Nonconformances'. The 'Open Audits (Client View)' tab is active, showing a breadcrumb trail 'Home > Open Audits (Client View)' and a 'Custom Inventory' dropdown menu. Below the breadcrumb, there are options for 'List All', 'Advanced Search', and 'Actions'. A status bar indicates 'Selected View: Kenrick Test' and 'Selected Filter: Audits Due within Last 3 Months [clear]'. A table of audit records is displayed with columns for Client Contact, Project Number, Auditor Checklist, Due Date, Audit Type, Status, Person Responsible, and Date Created. The first record is highlighted in yellow, showing a due date of 7/19/2015. The table footer indicates 'Viewing 1 - 1 of 1 Records' and 'Items Displayed 20'.

Select your upcoming audit from the list. Make sure you are in the Open Audits (Client View) tab. You will only see your company's audits.



# Intelex User Instructions

ASA is here to support you!

If you have any questions, contact us  
by phone at 202-347-6893 or by  
email at  
[tony.brigham@aviationsuppliers.org](mailto:tony.brigham@aviationsuppliers.org)