

Sending Login Credentials to Users

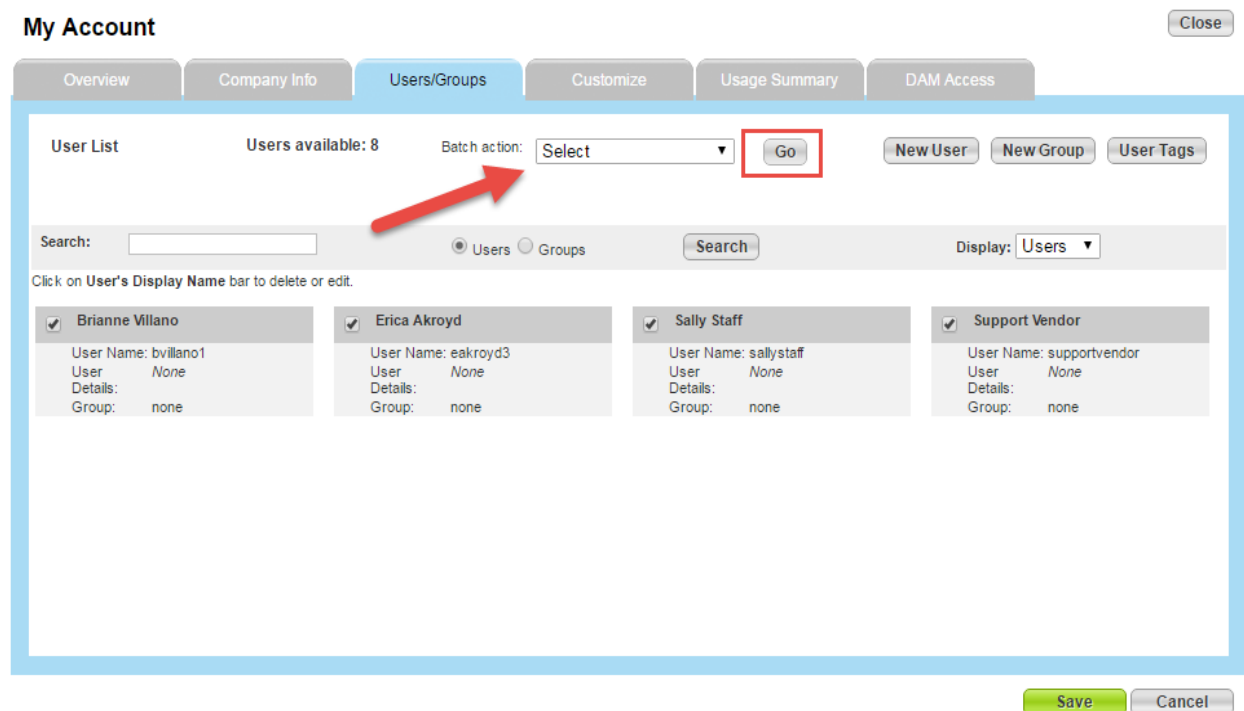
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As an administrator, you can send login credentials to multiple or individual users.

To send login credentials to multiple users:

1. Go to **Account > Account Settings > Users/Groups**.
2. Select the users you want to send login credentials to by clicking the checkbox in the top left corner of their user record.

Open the '**Batch Action**' dropdown menu and click the '**Send New User Email**' option. Click '**Go**' to send.



My Account Close

Overview Company Info **Users/Groups** Customize Usage Summary DAM Access

User List Users available: 8 Batch action: Select Go New User New Group User Tags

Search: ☒ Users ☐ Groups Search Display: Users ▼

Click on User's Display Name bar to delete or edit.

<input checked="" type="checkbox"/> Brianne Villano User Name: bvillano1 User: None Details: Group: none	<input checked="" type="checkbox"/> Erica Akroyd User Name: eakroyd3 User: None Details: Group: none	<input checked="" type="checkbox"/> Sally Staff User Name: sallystaff User: None Details: Group: none	<input checked="" type="checkbox"/> Support Vendor User Name: supportvendor User: None Details: Group: none
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Save Cancel

To send login credentials to an individual user:

1. Go to **Account > Account Settings > Users/Groups**.
2. Click on the applicable user record.
3. Click on the '**Resend Credentials**' button near the top of the Edit Existing User screen.

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Edit Existing User

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Edit user information in the fields below then select save.

Name:

Title:

Email:

User Name:

Additional Return Notification Recipients:

These emails will receive notifications when your Reviews are completed.
Separate email addresses with a comma (email@home.com,email2@home2.com)

RESET PASSWORD

Password:

(Password criteria: should be at least 5 characters)

Re-type Password:

USER TYPE

☐ Admin

Full access to all features of the application including global administrator features.
(Admin access should be limited to only key personnel)

☒ Staff

Provides access to upload, sort, search and edit proof details as well as manage contacts and view reports. (Most common User Type)

☐ CSR

Similar access as the Staff User Type but upload capabilities have been removed.
(Recommended for sales and customer service users)

☐ Vendor

Provides streamline upload access. (inVite feature)

PERMISSIONS

☒ **Reviewer Permissions**

Allow this user to access and review pending proofs they have been invited to participate on as a reviewer from their workspace.

☐ **Public Contact Access**

Allow access to public contacts
If unchecked, this user will only be able to view contacts, review teams and workflow teams that they have created or have access through as a contact filter group (restriction does not apply to administrators).

☐ **Job Launch Manager**

Allow this user to access, manage and review pending Job Launch.
Includes the ability to migrate Job Launch into Project.

☐ Allow this user to use an enhanced Job Launch workspace.

☒ **Job Launch Submitter**

Allow this user to submit Job Launch.
Select accessible form(s) for this user:

☒ Best of Dynamic Demo ☒ Best of Email

CONTACT FILTER GROUPS ACCESS

Select: all / none

USER GROUPS

None

TAGS

There are not any [Tag Lists & Tags](#) to be displayed.

[Save](#)
[Cancel](#)