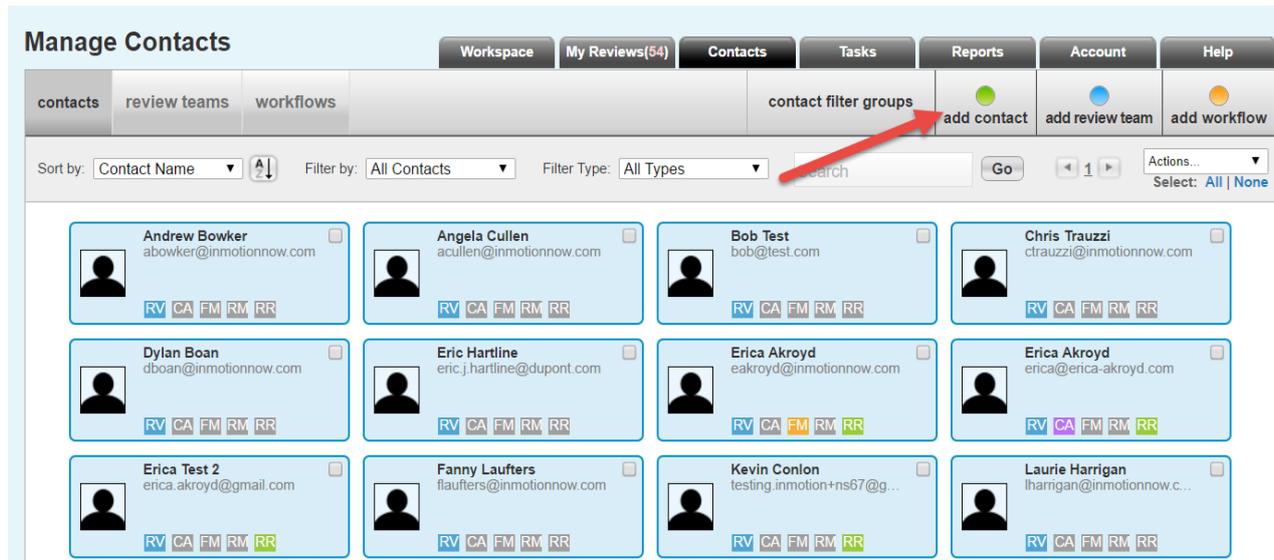# Adding a User as a Contact

Published on 11/03/2016

In order for a User to participate in proof reviews, they also need to be added as a Contact in your account. To add an existing User as a Contact, navigate to the Contacts tab and click Add Contact in the top left.

Add the User's name and email address, and enable the Feedback Manager permission when applicable. Click Save to continue.

> ℹ️ The email address must match the user email record in order for the user login to be associated with the applicable proof reviews, otherwise this will create confusion in the review process.

Note: Do not give an existing user any further permissions from the Add Contact page. Routing Manager, Collective Access, or Job Launch Submitter permissions require the creation of new login credentials in the Add Contact page. If you attempt to do this, you will get the error message below.
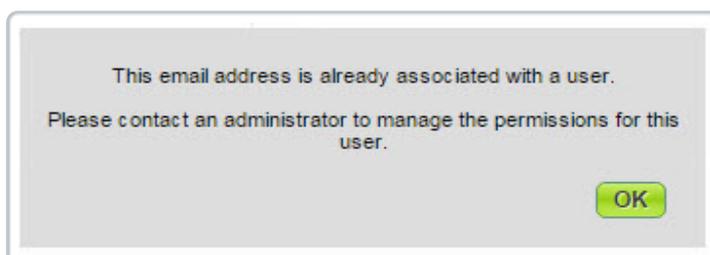
For users, Job Launch Submitter permissions are applied by an Admin in the User record by going to Account > Account Settings > Users/Groups. Routing Manager and Collective Access permissions do not apply to users because they inherently receive a login and the ability to enable Job Launch Manager permissions.

My Account

Overview	Company Info	Users/Groups	Customize	DAM Access

Edit Existing User

Resend Credentials

Delete User

Edit user information in the fields below then select save.

Name: Megan Diaz
Title: Marketing Director
Email: megan@truesoap.com
User Name: megan_diaz

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)

TAGS

There are not any **Tag Lists & Tags** to be displayed.

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

Save   Cancel