

Multi-user management

- [Introduction](#)
- [Administration](#)
 - [Company data](#)
 - [User management](#)
 - [Invite additional users, call user details](#)
 - [Lock user, select rolls](#)
 - [Delete company](#)
- [My Profile](#)
 - [Change password](#)
 - [Change login e-mail](#)
 - [Delete user account](#)

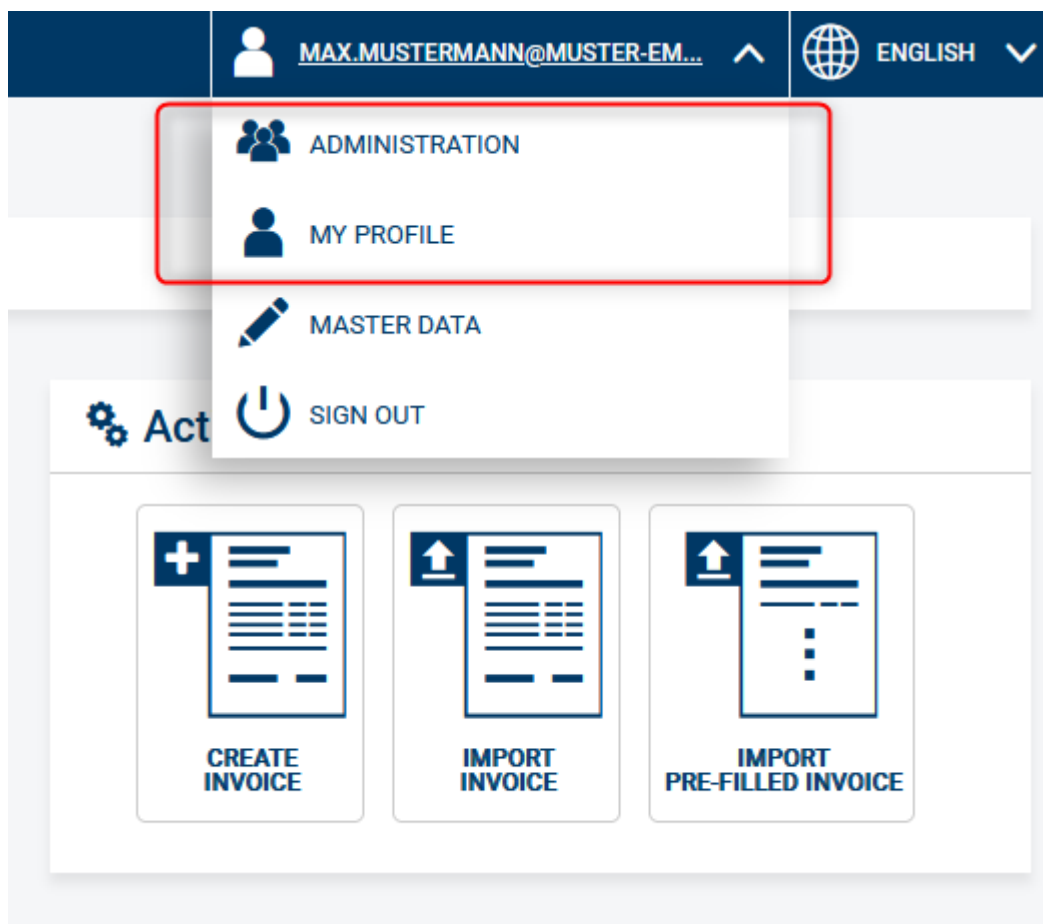
Introduction

Multi-user management allows billers to add additional users to their company and manage them. Thus, multiple users per company can use personal login accounts.

A distinction is made between managing the company and managing one's own profile.

The corresponding functions **Administration** and **My Profile** can be found in the header as a navigation entry under your user name.

Under the **Administration** item, users with the *Company Admin* role can update the company's contact details and invite new users. The first user who registers with a company is automatically assigned the *Company Admin* role. Only with this role, additional users can be invited. With the *Company User* role, only the functions under **My Profile** are accessible. The *Company Admin* role can be assigned to multiple users if, for example, a substitution is required. The *Company User* role applies to all users and cannot be removed.





- **Administration:** here you can update details of the company, invite new users and delete the company (and all associated users and documents)
- **My Profile:** click here if you want to change your password or login e-mail, or delete your user account


Administration

Company data

On this page you can update data of your company and the contact person.

 COMPANY DATA

 COMPANY USER

 DELETE COMPANY

GO TO HOME PAGE

Administration / Edit company details

Company data

Company name

Muster GmbH inh. Max Mustermann

Street

Musterstraße

House number

1

Zip code

11111

City

Musterstadt

Language

German

Country

Germany

Contact person

Contact e-mail address

info@muster-email.de

First name

Max

Last name

Mustermann

SAVE

User management

Users with the *Company Admin* role can invite, block or delete other users.

Invite additional users, call user details

To invite a user, enter the new user's e-mail address under "User accounts" (1). Then click on the "Register" button (2). The system will then send an e-mail with an activation link to the entered e-mail address. To finish the registration process, the new user must click on the activation link and enter a password.

Select the magnifying glass icon (3) to access more details about a user.

COMPANY DATA

COMPANY USER

DELETE COMPANY

GO TO HOME PAGE

Administration / User management

User accounts

Here you can add more user accounts to your company and manage the existing ones.

Login e-mail

example@domain.com

+ REGISTER

Login e-mail	Creation date	Locked	Action
Erika.Mustermann@muster-email.de	02/22/2023, 11:56 AM	<input type="checkbox"/>	<div><div></div><div></div></div>
Max.Mustermann@muster-email.de	02/20/2023, 1:20 PM	<input type="checkbox"/>	

Lock user, select rolls

To lock a user, select the "Locked" checkbox (1) and then click the "Save" button (2). A locked user can no longer log in until he is unlocked again.

You can assign the *Company Admin* role to other users if, for example, a substitution is required. To do this, select the company admin role under "Select role" (3) and then click the "Assign new user role" button (4).

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Seite 3 von 6

COMPANY DATA

COMPANY USER

DELETE COMPANY

GO TO HOME PAGE

Administration / User account details

General information

Login e-mail: Erika.Mustermann@muster-email.de

Configuration

☒ Registration completed
 ☐ Registration expired
 ☐ Locked

SAVE

Select role:

Please choose

+ ASSIGN NEW USER ROLE

Role	Time of assignment	Action
Company user	02/22/2023, 11:56:33 AM	

Delete company

The right to erasure is one of the central tools for enforcing self-determination under data protection law. Our application therefore fully supports the complete deletion of both company and user data.

In the administration area it is possible to delete the company and all associated users and documents..

COMPANY DATA

COMPANY USER

DELETE COMPANY

GO TO HOME PAGE

Administration / Delete company

Here you can delete your company.

Attention:

This will also irretrievably delete all users assigned to the company, as well as all stored invoices.

For security reasons, please enter your login e-mail **Max.Mustermann@muster-email.de** to unlock this function.


Login e-mail


DELETE OWN COMPANY


My Profile

Every logged-in user can change his password, login e-mail, or delete his user account under the **My Profile** item.

Change password


 CHANGE PASSWORD

 CHANGE LOGIN E-MAIL

 DELETE USER ACCOUNT

GO TO HOME PAGE


My Profile / Change password




Please set a new password for your user account.
It must be between **12 and 255 characters** long.
It must also contain at least **one uppercase letter, one lowercase letter, one number and one special character**.

New password

Repeat new password


 Mandatory information


 Mandatory information


SAVE

Change login e-mail

After changing the login e-mail, the system sends an e-mail with an activation link. For the changes to take effect, the user must click the activation link from the e-mail.


 CHANGE PASSWORD

 CHANGE LOGIN E-MAIL

 DELETE USER ACCOUNT

GO TO HOME PAGE


My profile / change login e-mail




Please set a new login e-mail for your user account.
For security reasons, we will then send you an e-mail with a link that you must use to confirm the change.

New login e-mail

Repeat new login e-mail

 Mandatory information

 Mandatory information

SAVE

Delete user account

Any user can delete his own user account. In this case, the invoices created by this user will be preserved.

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Seite 5 von 6

 CHANGE PASSWORD

 CHANGE LOGIN E-MAIL

 DELETE USER ACCOUNT

 GO TO HOME PAGE

My profile / delete user account



Here you can delete your user account.
This only affects your access data. No stored invoices will be deleted.



DELETE OWN ACCOUNT