Multi-user management

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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.



	🔦 GO TO HOME PAGE			
Administration / Edit company details				
Company data				
Company name				
Muster GmbH inh. Max Mustermann				
Street	House number			
Musterstraße	1			
Zip code	City			
11111	Musterstadt			
Language	Country			
German	▼ Germany ▼			
Contact person				
Contact e-mail address				
info@muster-email.de				
First name	Last name			
Мах	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				GO TO HOME PAGE
COMPANY USER				
DELETE COMPANY	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	2	3
1	Login e-mail	Creation date	Locked	Action
	Erika.Mustermann@muster-email.de	02/22/2023, 11:56 AM		1
	Max.Mustermann@muster-email.de	02/20/2023, 1:20 PM		

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).

COMPANY DATA			GO TO HOME PAGE	
COMPANY USER	Administration / Us	er account details		
	General information			
	Login e-mail: Erika.Mustermann@muster-email.de			
	Configuration			
	Registration completed	Registration expired	Locked	
			2 SAVE	
	Select role:			
	Please choose		NEW USER ROLE	
3	Role Company user	Time of assignment 02/22/2023, 11:56:33 AM	Action	
			4	

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	GO TO HOME PAGE	
COMPANY USER	Administration / Delete company	
	Here you can delete your 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 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		GO TO HOME PAGE
CHANGE LOGIN E-MAIL	Munrofilo (obongo login (a mail
DELETE USER ACCOUNT	My profile / change login e	e-maii
	Please set a new login e-mail for your For security reasons, we will then send New login e-mail Mandatory information	user account. d you an e-mail with a link that you must use to confirm the change. Repeat new login e-mail 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.

