

A GUIDE TO MANAGING USER ACCOUNTS

EACH USER IN YOUR COMPANY SHOULD HAVE THEIR OWN ACCOUNT, USING A COMPANY EMAIL ADDRESS

	Cetopo Resources		Mana
			Invite Users
	Search Projects	×	
ve	Trial area: London, Isle of Dogs	Leave	
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STEP 1: The 'Invite Users' tab

Once logged into Cetopo, navigate to the 'Invite Users' tab, found in the top ribbon.

This can also be found in the manage tab, under Company.

Dashboard	Company Information		Manage Users (4)						
Profile & Settings			-						
Password	Company Name		User	1 Role		Status	Uses	Actions	
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Silb	Only the account manager can change the account manager. Demo			Admin	×	Active	0	Delete	
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Plugins					_	_			
Report a bug				owni	cad Use	rUst			
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STEP 2 : Add new users

In the **Company** tab, click **Create user accounts** on the right. This takes you to a user invite form.

Names or Emails	Cetopo's interpretation
John Smith	john smith@your domain.com
Role	
User	~
Send Invitations	

STEP 3 : Add user information

To add a new user, you'll need to input their email, with your company domain, and assign them a role.

User roles can be changed once the user accepts the invite so don't worry if you're not sure which to choose!



STEP 4: User accepts invite

The new user will now get an email from support@cetopo.com prompting them to accept the invite to join Cetopo.

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Dashboard	Company Information	Manage Us	sers (4)			
Profile & Settings						
Password	Company Name	[User	Role			
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STEP 5: Edit user roles (optional)

If you want to edit a user's role, i.e. change them from 'user' to 'admin', this is done in the **Company** tab of the **Manage** page.