Create additional users
for your own client

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Create additional users for your own client

To receive user accounts for your employees, a new registration of the client is not necessary.

After successful registration, additional users can be created in the extranet by the client's manager.

Open the file tab "**User**" within the GRM-CLOUD.
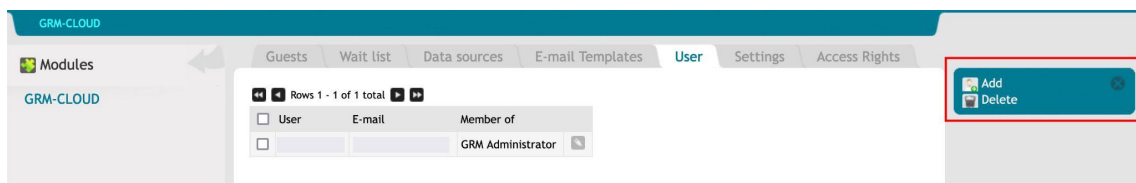
Above "**Add**" you can create a new user.

Fill in the required information about the new user.

You must also create a login and password for this account.

Please make sure not to use spaces in the login or password. We recommend using the email address for logging in.

The requirements for the password are at least 8 characters in length and the use a capital letter, a number and a special character.

Specify which permission group the new user should have.

Group	✓ GRM Operator
E-mail*	GRM Administrator

- GRM Operator - if the user should only have access to guest emailing.

- GRM Administrator - if the user has full access to "**Data sources**", "**User**", "**Settings**" and "**Access rights**" should receive.

About the function "**Save and close**" in the right function box, complete the creation of the new user.

If the account is no longer needed, you have the option to close the account using the Check Mark "**Active account**" to deactivate by removing the check mark.

Account active	☑