



Sending Login Credentials to Users

Published on 06/03/2017

As an administrator, you can send login credentials to multiple or individual users.

To send login credentials to multiple users:

1. Go to **Account > Account Settings > Users/Groups**.
2. Select the users you want to send login credentials to by clicking the checkbox in the top left corner of their user record.

Open the **'Batch Action'** dropdown menu and click the **'Send New User Email'** option. Click **'Go'** to send.

To send login credentials to an individual user:

1. Go to **Account > Account Settings > Users/Groups**.
2. Click on the applicable user record.
3. Click on the **'Resend Credentials'** button near the top of the Edit Existing User screen.

My Account

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Edit Existing User

[Resend Credentials](#)
[Delete User](#)

Edit user information in the fields below then select save.

Name:
 Title:
 Email:
 User Name:

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](#)