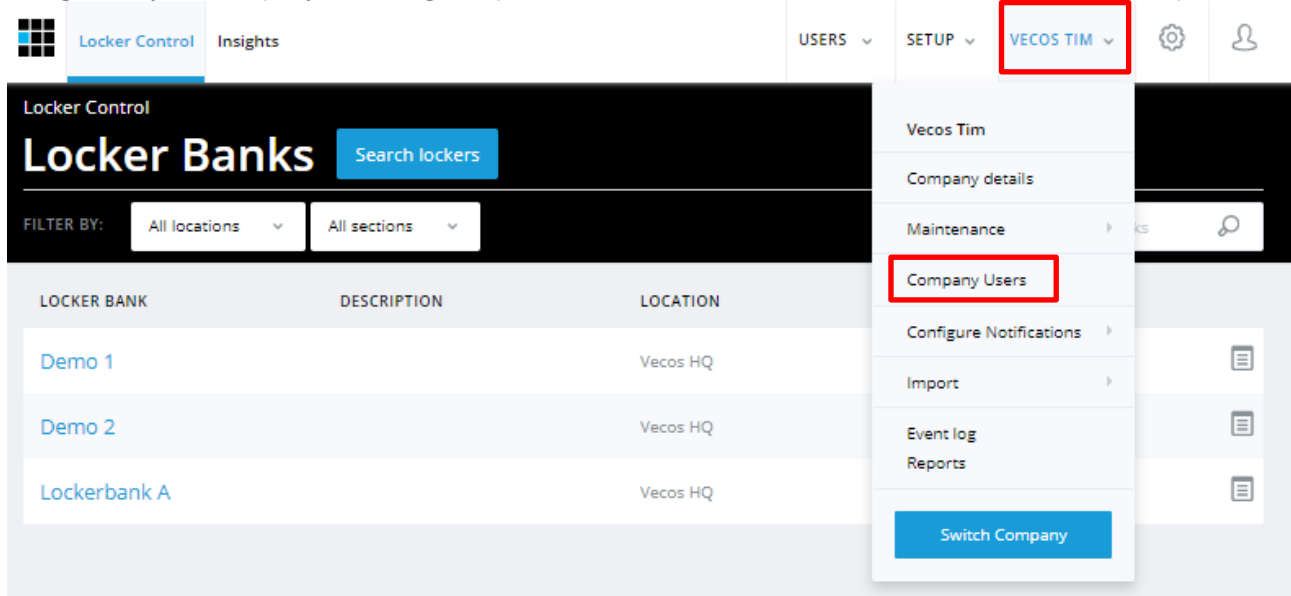


Creating company users in Releezme

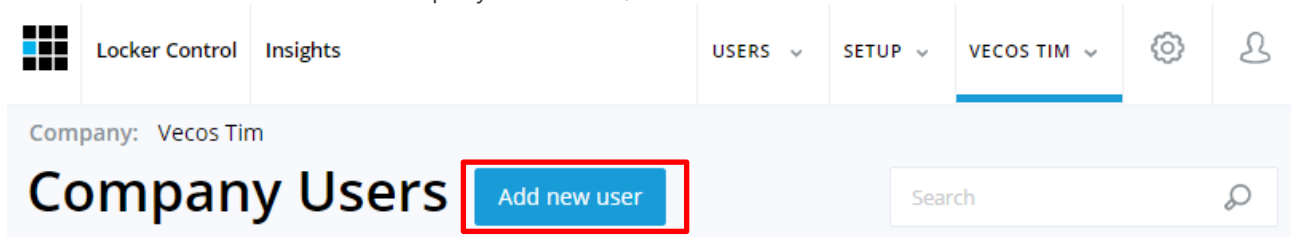
Step 1:

Navigate to your company name (right top corner in Releezme). Next, select the "Company users" option:



Step 2:

You now see a list of all current company users. Next, select "Add user":



Step 3:

You can now fill in the required information to create a new company user. The used mail address shall be the login name for that particular user.

Next, you can select a particular role for that user. Each role has its own standard fixed rights in Releezme, which are described in the Authorisation matrix document.

Finally, select "Register user" to save the profile.



Company: [Company Users](#) > Add new

Add new user

FIRST NAME

John

LAST NAME

Johnson

PHONE NUMBER

EMAIL ADDRESS

John.Johnson@vecos.com

RECEIVE RELEASE NOTES EMAILS



TWO FACTOR AUTHENTICATION



SELECT USER ROLE

- Service desk
- Service desk+
- Facility manager
- Facility manager+
- Administrator

SYSTEM USER ACCESS

Whole company ▾

TIMEZONE

(UTC+01:00) Amsterdam, Berlin, Bern, Ror ▾

LANGUAGE

English (United Kingdom) ▾

Register user

Step 4:

You can now return to the overview of company users. Select "Send" in the column of the new company user. This user will now receive an activation mail in their inbox, which needs to be confirmed within 24 hours. Please repeat this step in case this step has not been taken within the 24 hour timeframe.




The company user can now log in.

Company: Vecos Tim

Company Users

Add new user

Search

FIRST NAME	LAST NAME	EMAIL ADDRESS	EMAIL CONFIRMED	ACTIVE	ROLE	
John	Johnson	john.johnson123@vecos.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility manager+	RESEND   

Step 5:

You can only assign roles to newly created company users that are at least one level below your one role. E.g., if you have the Facility Manager+ role, you can only create company users with Facility Manager roles, or below (ServiceDesk+/Servicedesk).

In case you'd like to create a company user profile with a role that is of a similar or higher level than your own, you can send this request to servicedesk@vecos.com. This request should be sent by a company user that has (at least) Facility Manager+ rights.

In case you work with the on-premise variant of our Releezme software, please contact your internal Releezme administrator.