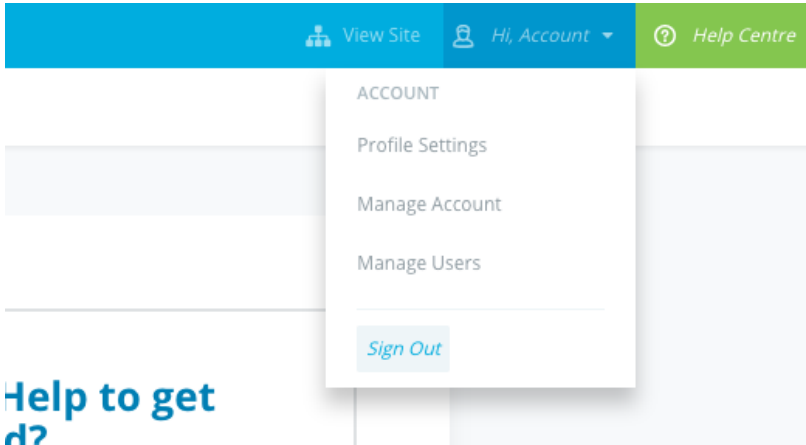
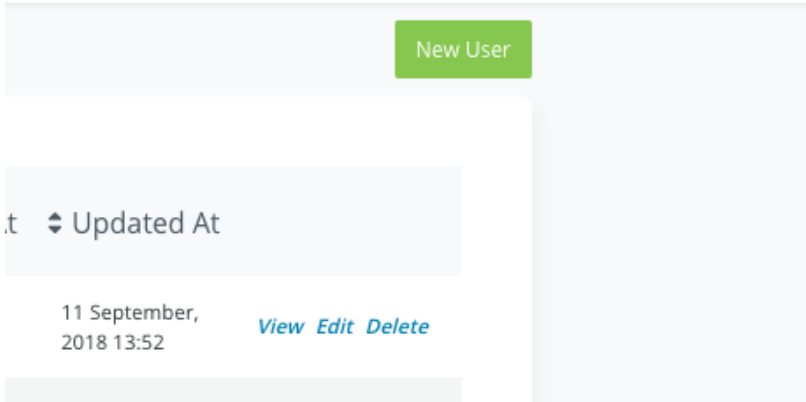
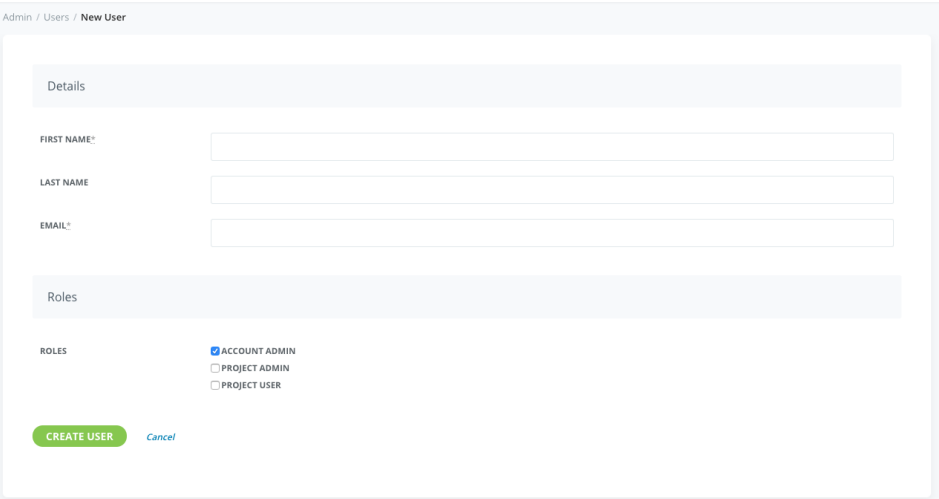


How do I change user permissions

If you are the administrator of an account you can add new users and change user permissions provided your license allows more admins to be added. Follow the steps below to add new users or change user project permissions.

Step-by-step guide

Steps	Click image to enlarge
Navigate to the 'Manage Users' menu	 A screenshot of a web application's top navigation bar. On the right side, there is a user profile dropdown menu. The menu is open, showing options: 'ACCOUNT', 'Profile Settings', 'Manage Account', 'Manage Users', and 'Sign Out'. The 'Manage Users' option is highlighted. The background shows a blurred view of the main content area with a 'Help to get started?' heading.
Select 'New User' from the top right of the screen	 A screenshot showing a 'New User' button in a green box at the top right. Below it, a user entry card is visible. The card shows a date and time '11 September, 2018 13:52' and three action links: 'View', 'Edit', and 'Delete'.
Enter the users First Name, Last Name and Email	 A screenshot of the 'New User' form. The form is titled 'Admin / Users / New User'. It has a 'Details' section with three input fields: 'FIRST NAME*', 'LAST NAME', and 'EMAIL*'. Below this is a 'Roles' section with three radio button options: 'ACCOUNT ADMIN' (which is selected), 'PROJECT ADMIN', and 'PROJECT USER'. At the bottom, there are two buttons: 'CREATE USER' and 'Cancel'.

Select the users role.

Account Admin: This profiles allows user full administrative access over the entire account including all projects.

Project Admin*: This profile allows the user full administrative access however only on selected projects.

Project User: This profile will allow the user to view selected projects however not make any changes

**A Project Admin on all projects will have the same access as Account Admin however will not be able to view archived projects*

***Not all subscription include Advanced Permissions, if you need project specific permissions, [Contact Us](#).*

Select 'Create User'.

The user will receive an email to **set their password** and you will be directed to a confirmation screen where you can review the users details.

To change a users permissions, you can **edit their profile** from the 'manage users' dashboard.

Name	Email	Roles	Projects	Sign In Count	Last Signed In At	Created At	Updated At	
Christopher W. Lane	chris@socialpinpoint.com	PROJECT_USER	ALL PROJECTS	3	February 20, 2018 13:54	29 January, 2018 14:04	20 February, 2018 13:54	View Edit Delete
Cole Doude	cole@socialpinpoint.com	PROJECT_ADMIN	MAP EDITOR WEBINAR LAND USE PLANNING DEMO	3	June 06, 2018 11:27	23 January, 2018 09:17	06 June, 2018 11:27	View Edit Delete
WP User	wp@socialpinpoint.com	ACCOUNT_ADMIN	ALL PROJECTS	1	May 15, 2017 13:34	15 May, 2017 13:32	07 June, 2017 22:03	View Edit Delete
Luca	luca@socialpinpoint.com	ACCOUNT_ADMIN	ALL PROJECTS	2	August 15, 2016 10:06	15 August, 2016 09:54	21 November, 2016 22:18	View Edit Delete
charles@socialpinpoint.com	charles@socialpinpoint.com	ACCOUNT_ADMIN	ALL PROJECTS	1	May 04, 2016 12:38	04 May, 2016 12:37	21 November, 2016 22:18	View Edit Delete
Janice	janice@socialpinpoint.com	ACCOUNT_ADMIN	ALL PROJECTS	14	February 02, 2017 09:45	26 April, 2016 09:59	02 February, 2017 09:45	View Edit Delete
Account Admin	admin@socialpinpoint.com	ACCOUNT_ADMIN SUPER_ADMIN	ALL PROJECTS	665	June 25, 2018 09:12	09 June, 2013 20:04	25 June, 2018 09:12	View Edit

Don't forget, if you get stuck you can click the **green Help Centre** on the top right or email support@socialpinpoint.com.



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There is no content with the specified labels

