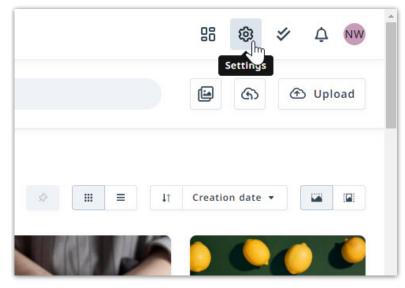


Managing User Accounts

Published on 03/21/2022

Access your user settings by clicking the settings icon in the top right are of your screen.



Adding New Users

Before adding a new user, make sure the Role (https://guide.lytho.com/help/creating-roles) that will be assigned to the new user has already been created. Note that roles are mandatory for every user.

From the User Settings sub navigation page in Settings, click the**+ Create Users** button toward the top right of the screen.

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nable	First name	Last name	Role :	User group :		Ð	P
						 Status 	
com	Brittany	Pais	Owner	-	Creation date	: Status : Accepted	:
com .om	Brittany Brittany						:
om		Pais	Owner		Jul 28, 2021	Accepted	
	Brittany	Pais Wilt	Owner Admin		Jul 28, 2021 Aug 24, 2021	Accepted Accepted	:

Pro tip: Use the user search bar to check if a user has already been created. If the user has been created but they have not yet accepted the new user invitation, you can resend the invitation email by selecting the actions menu on the far right and selecting **Resend Invitation**.



When creating new users, you will be prompted to input the following:

- (Required) Email address
- (Required) Role
- (Optional) Group
- (Optional) Permissions

Begin adding new users by typing in their email address and clicking the plus icon or hitting the**Enter** key.

When adding multiple Users at once, ensure they have the same Role, Group, and Permissions as these selections will apply to each user added.

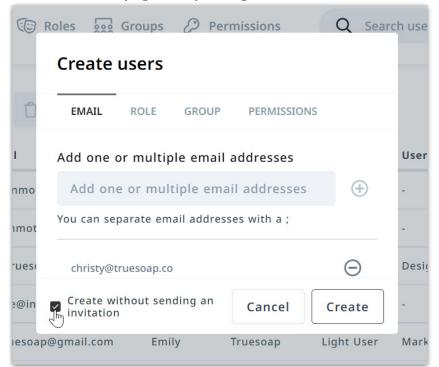
irs 💿	Roles Groups 🖉 Permissions 🛛 Q Searc	h users
	Create users	
	EMAIL ROLE GROUP PERMISSIONS	
Email	Add one or multiple email addresses	User gro
ais@inmo	christy@truesoap.co	-
ilt@inmot	You can separate email addresses with a ;	-
istytrues		Design T
eyroe@in	Create without sending an invitation	-
ilytruesoa	p@gmail.com Emily Truesoap Light User	Marketir

Select **ROLE** or **Next** to assign your User(s) a role



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	Create use	ers			
Ū	EMAIL RC	OLE GROUP	PERMISSIO	NS	
nail	Select the rol	e for these ι	user(s)		User (
@inmo	O Admin				-
⊉inmot ytrues	• Heavy User	r Im			- Desig
roe@in	Create withou invitation	ıt sending an	Cancel	Create	-
truesoap	@gmail.com	Emily	Truesoap	Light User	Marke

You can assign your User(s) a group and permissions in the additional menu options if applicable. Once the necessary information has been added, you'll see the option to click **Create**. proactively create new users without notifying them by clicking the checkbox for **Create without sending an invitation**.



Importing Users

If you have many users that you would like to create or update all at once, you can use the **Import** button to upload a .xlsx file.



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			🕀 Cre	eate users
			C	mport
:	Created	:	Status	:
	Aug 29, 2022		Migrated	:

Using the Import User Template @ (https://dyzz9obi78pm5.cloudfront.net/app/image/id/643d9a320c079658b4746d13/n/lytho-damuser-import-template.xlsx) an uploader would populate the following fields in order to create new users or update existing users:

- Email address Required
- First Name
- Last Name
- Locale
- Role Required, Validated
- Group Validated
- Permissions Validated
- Automatically applied permissions Validated

For all items that are validated, the system will check the import value against what is already set up in your account. If an item fails validation, a message will be returned communicating the issue.



Result	
Total processed rows:	1
Total skipped:	1
Permissions not recognized:	1
Error rows	
Permission not found	
Row 1	Print;Digital

The columns in this template are locked. Rather than deleting a column, please leave a value blank if you do not need it.

Invitations

Users who have not accepted or not been sent an invite will appear at the top of your user list in gray when sorting by status. Use the check box to the right of the email to select one or more users. Once selected click the envelope icon at the top of your list to send invitations.

true	ASSET MANAGER CREATE AND PUBLISH BRAND CENTER
Settings	Q Sear
	Resend invitation
USER SETTINGS	🖉 🖾 🛈 Enable
ORGANIZE	Email First name Last name Role :
TRANSLATE	🖬 maurice.meloen@lytho.com Admin
PRESETS	Christy@truesoap.co Light User
ADVANCED	emily@truesoap.co Light User
THEME DESIGN	☐ grace@truesoap.co Light User

You can also send an invitation by clicking the actions menu to the right of a user and selecting**Resend** invitation.



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8	Users 😳 Roles 👧 G	roups 🖉	Permissions	Q	Search users		🕀 Creat	e users
0	D Enable						Ð	₽
	Email	First name	Last name	Role :	User group	Creation date	↓† Status :	
	maurice.meloen@lytho.com			Admin		Mar 16, 2022		:
	emily@truesoap.co			Light User		Mar 21, 2022		:
	christy@truesoap.co			Light User		Mar 21, 2022	Resend invitat	ion
	mhorn@inmotionnow.com	Michael	Horn	Owner		Jul 26, 2021	Delete	
	bpais@inmotionnow.com	Brittany	Pais	Owner		Jul 28, 2021	Accepted	:
	jowen@inmotionnow.com	Jennifer	Owen	Owner	-	Aug 9, 2021	Accepted	:

Editing User Accounts

From the **USER SETTINGS** sub navigation in Settings you will see a list of all users and their information such as email, name, role, user group, and status. Click the three-dot icon to the far right of a name and select **Edit** to update.

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Settings	🙎 Users 🔞 Roles 👧 Gro	oups 🖉 Permissions	Q Search users		Create us	sers
USER SETTINGS	🖉 🖾 🗂 🛛 Enable				Ð	₽
ORGANIZE	□ ↓† Email	First name Last name	Role : User group :	Creation date	Status :	
TRANSLATE	bpais@inmotionnow.com	Brittany Pais	Owner -	Jul 28, 2021	Accepted	:
PRESETS	bwilt@inmotionnow.com	Brittany Wilt	Admin -	Aug 24, 2021	Edit Delete	
ADVANCED	christytruesoap@gmail.com	Christy Truesoap	Heavy User Design Team	Aug 26, 2021	Accepted	Ŧ
THEME DESIGN	coreyroe@inmotionnow.com	Corey Roe	Admin -	Aug 31, 2021	Accepted	÷
SHARED LINKS	emilytruesoap@gmail.com	Emily Truesoap	Light User Marketing Team	Aug 26, 2021	Accepted	÷
	hhedrick@inmotionnow.com	Hannah Hedrick	Admin -	Aug 24, 2021	Accepted	:
	iowen@inmotionnow.com	lennifer Owen	Owner -	Aug 9 2021	Accepted	:

Multiple Users can be edited at once by selecting the checkbox next to each email and selecting the edit icon at the top of the user list.

There are four sections in user accounts that can be edited from here:

- 1. Account allows you to edit Email, First Name, Last Name, and if they are an 'Enabled' user.
- 2. **Role** allows you to assign that user to a different role type (see Roles (https://support.lytho.com/whatare-roles) article to learn more).
- 3. **Group** allows you to determine if that user should be included in a select group of other users, such as Marketing Team, Design Team, etc.



4. **Permissions** – allows you to alter the assets that can be accessed by this user based on permission tags.

	Edit Account			
First	ACCOUNT ROLE GROUP	PERMISSIONS	:	User
Britt	ACCOUNT ROLE GROUP	PERMISSIONS		
Britt	Email			
Chri	christytruesoap@gmail.com			Desig
	First name			
Core	Christy			-
Emil	Last name			Mark
Hani	Truesoap			
Jenn	Enabled			-
Keitl				
Mati				
				-
Mich	C	Cancel Update		
Nik	Nepomuceno	Admin		

Select **Update** to save your changed.

Deleting Users

Delete a User by selecting the actions menu to the right of the user and selecting **Delete.**

0	🖸 🛈 Enable					윤 (
	11 Email	First name	Last name	Role :	User group :	Creation date
	bpais@inmotionnow.com	Brittany	Pais	Owner	•	Jul 28, 2021
	bwilt@inmotionnow.com	Brittany	Wilt	Admin		Aug 24, 2021
	christy@truesoap.co			Light User		Mar 21, 2022
	christytruesoap@gmail.com	Christy	Truesoap	Heavy User	Design Team	Resend invitation
	coreyroe@inmotionnow.com	Corey	Roe	Admin		Delete



You can also delete a user or multiple users by selecting the box to the left of the appropriate user(s) and clicking the trash icon towards the top of your list.

ă	Users 🕞 Roles 👧 Gi	roups 🖉	Permissions	Q	Search users	
0	Delete Enable	First name	Last name	Role :	User group :	L.
	bpais@inmotionnow.com	Brittany	Pais	Owner		Jul 28, 2021
	bpais@inmotionnow.com	Brittany	Pais	Owner	-	JUI 28, 2021
~	bwilt@inmotionnow.com	Brittany	Wilt	Admin		Aug 24, 2021
	christy@truesoap.co	5	-	Light User	121	Mar 21, 2022
~	christytruesoap@gmail.com	Christy	Truesoap	Heavy User	Design Team	Aug 26, 2021
~	coreyroe@inmotionnow.com	Corey	Roe	Admin	101	Aug 31, 2021
	emily@truesoap.co	i.	-	Light User		Mar 21, 2022
	emilytruesoap@gmail.com	Emily	Truesoap	Light	Marketing	Aug 26, 2021

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