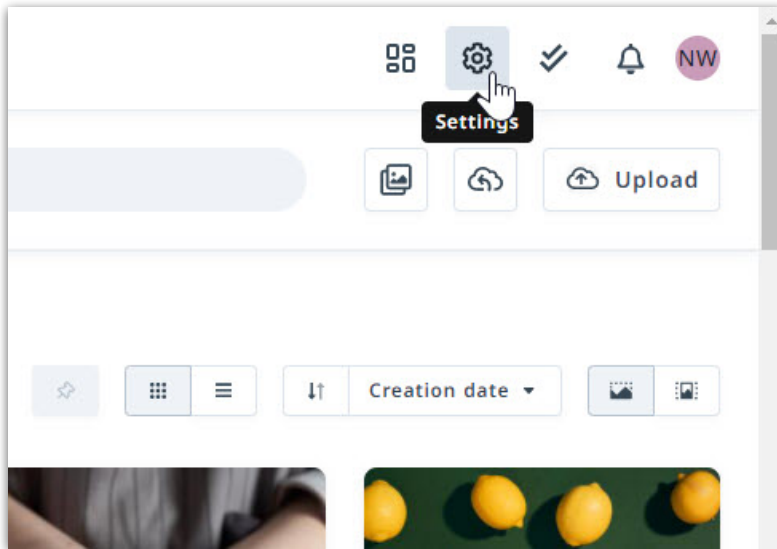


Managing User Accounts

Published on 03/21/2022

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

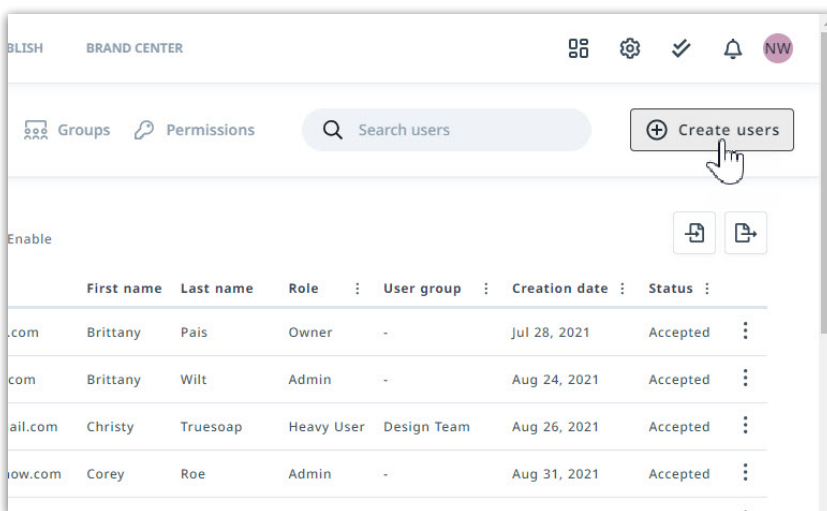


Adding New Users



Before adding a new user, make sure the [Role](https://lytho.knowledgeowl.com/help/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.



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**.

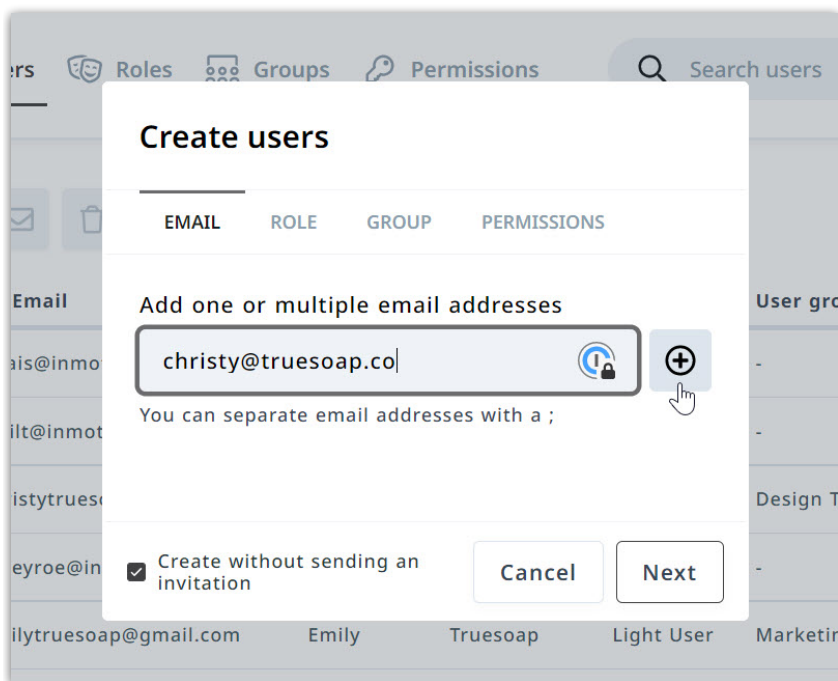
When creating new users, you will be prompted to input the following:

- (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.

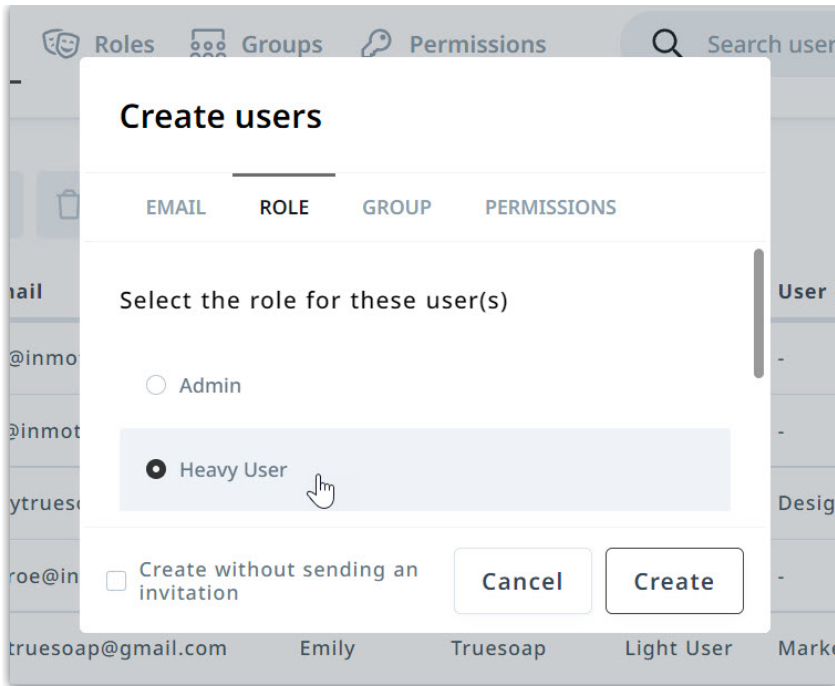


When adding multiple Users at once, ensure they have the same Role, Group, and Permissions as these selections will apply to each user added.

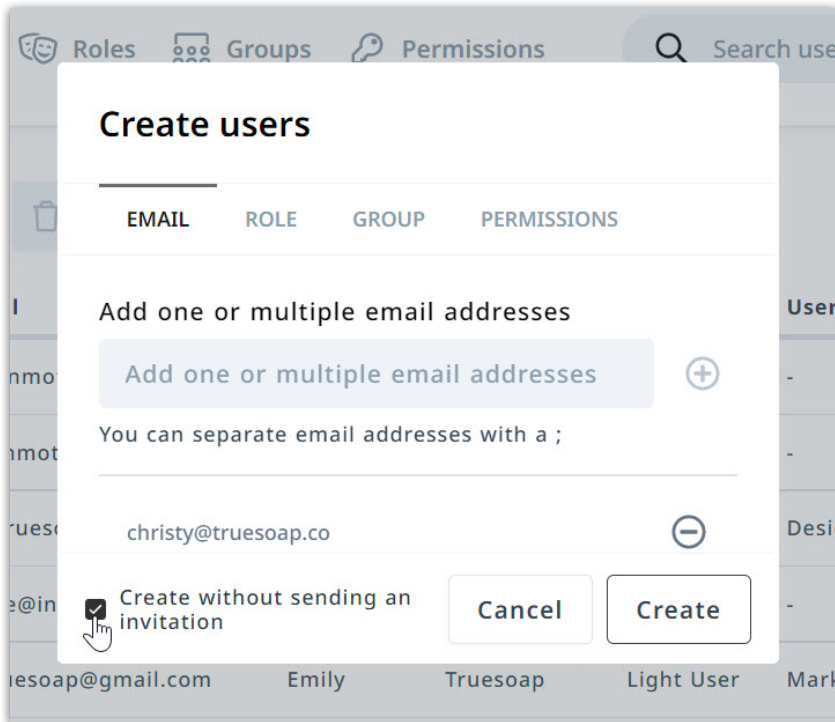


The screenshot shows a 'Create users' modal window. At the top, there are tabs for 'EMAIL', 'ROLE', 'GROUP', and 'PERMISSIONS'. The 'EMAIL' tab is selected. Below the tabs, there is a text input field containing 'christy@truesoap.co|' and a plus icon to the right. Below the input field, it says 'You can separate email addresses with a ;'. At the bottom of the modal, there is a checkbox labeled 'Create without sending an invitation' which is checked, and two buttons: 'Cancel' and 'Next'.

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

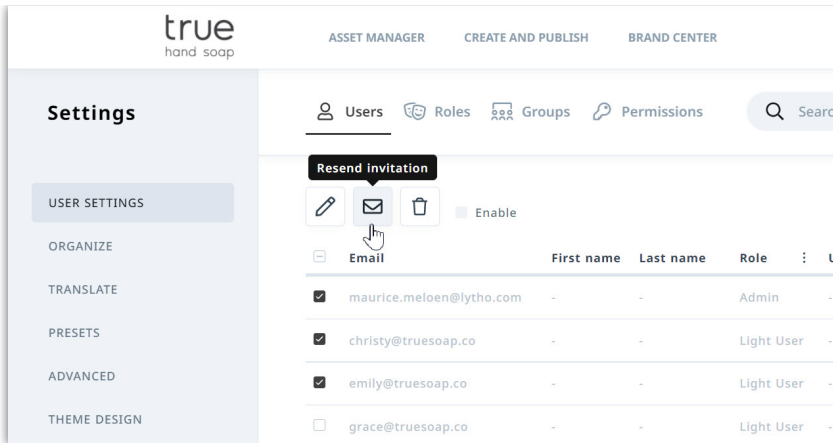


You can assign your User(s) a group and permissions in the additional menu options if applicable. Once the necessary information has been added, you'll see the option to click **Create**. proactively create new users without notifying them by clicking the checkbox for **Create without sending an invitation**.

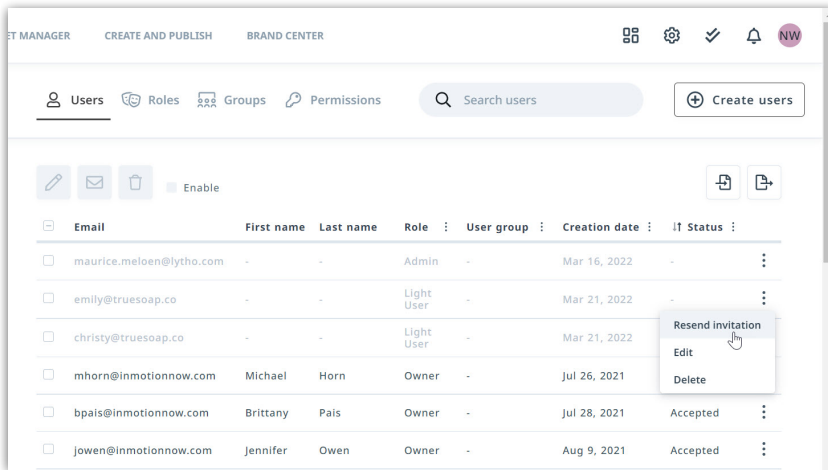


Invitations

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.



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



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.

Settings

ASSET MANAGER CREATE AND PUBLISH BRAND CENTER

Users Roles Groups Permissions Search users Create users

USER SETTINGS

ORGANIZE TRANSLATE PRESETS ADVANCED THEME DESIGN SHARED LINKS

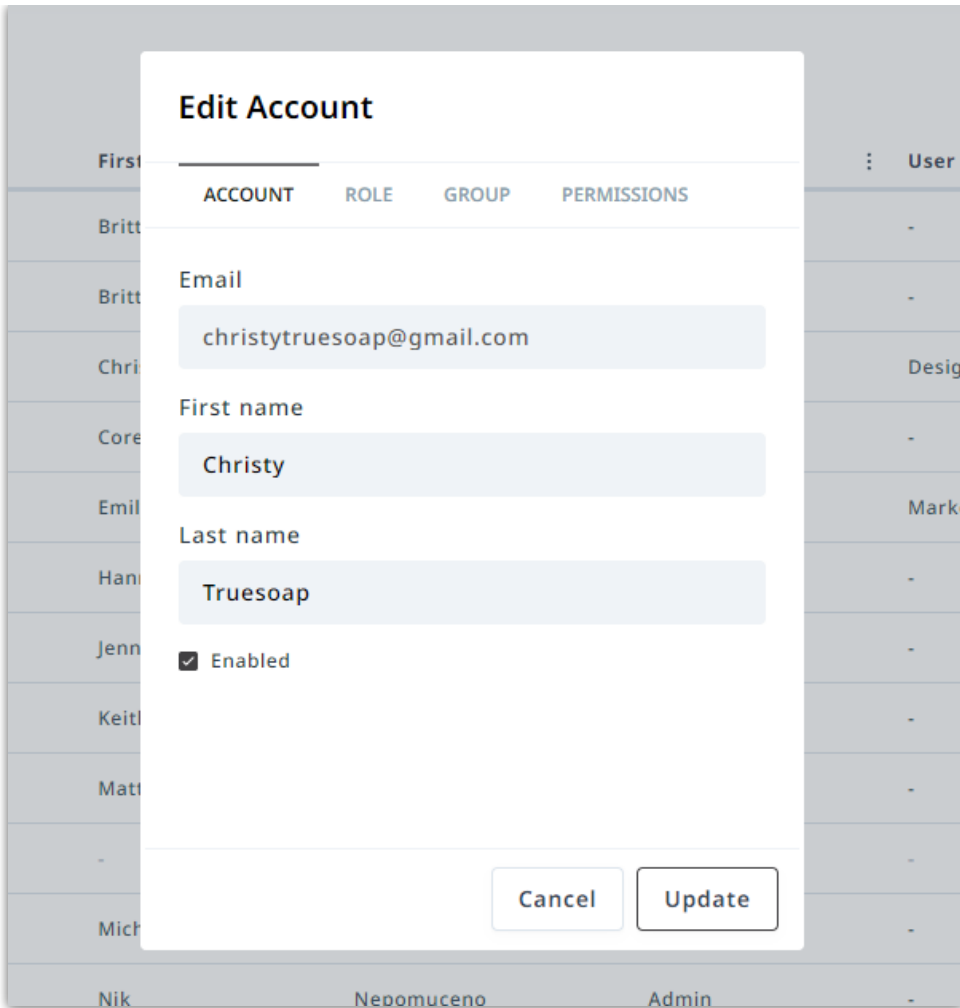
<input type="checkbox"/>	↑ Email	First name	Last name	Role	User group	Creation date	Status
<input type="checkbox"/>	bpais@inmotionnow.com	Brittany	Pais	Owner	-	Jul 28, 2021	Accepted
<input type="checkbox"/>	bwilt@inmotionnow.com	Brittany	Wilt	Admin	-	Aug 24, 2021	Accepted
<input type="checkbox"/>	christytruesoap@gmail.com	Christy	Truesoap	Heavy User	Design Team	Aug 26, 2021	Accepted
<input type="checkbox"/>	coreyroe@inmotionnow.com	Corey	Roe	Admin	-	Aug 31, 2021	Accepted
<input type="checkbox"/>	emilytruesoap@gmail.com	Emily	Truesoap	Light User	Marketing Team	Aug 26, 2021	Accepted
<input type="checkbox"/>	hhedrick@inmotionnow.com	Hannah	Hedrick	Admin	-	Aug 24, 2021	Accepted
<input type="checkbox"/>	jowen@inmotionnow.com	Jennifer	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:

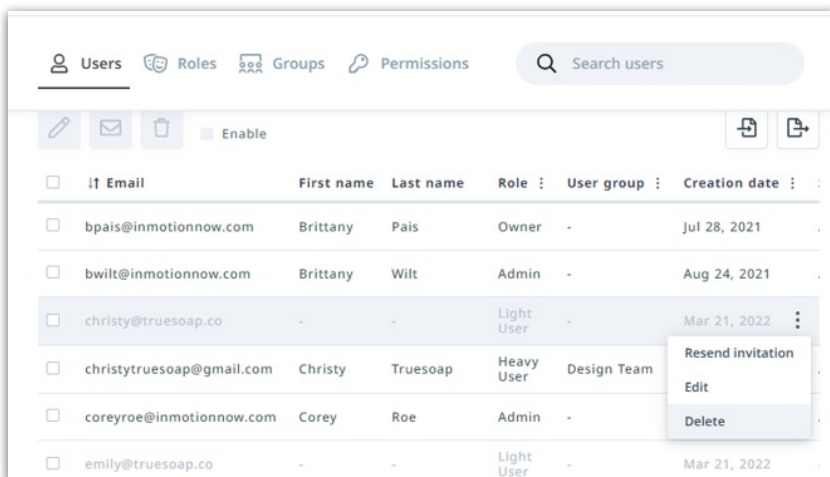
1. **Account** - allows you to edit Email, First Name, Last Name, and if they are an 'Enabled' user.
2. **Role** - allows you to assign that user to a different role type (see [Roles](https://support.lytho.com/what-are-roles) (<https://support.lytho.com/what-are-roles>) article to learn more).
3. **Group** - 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.



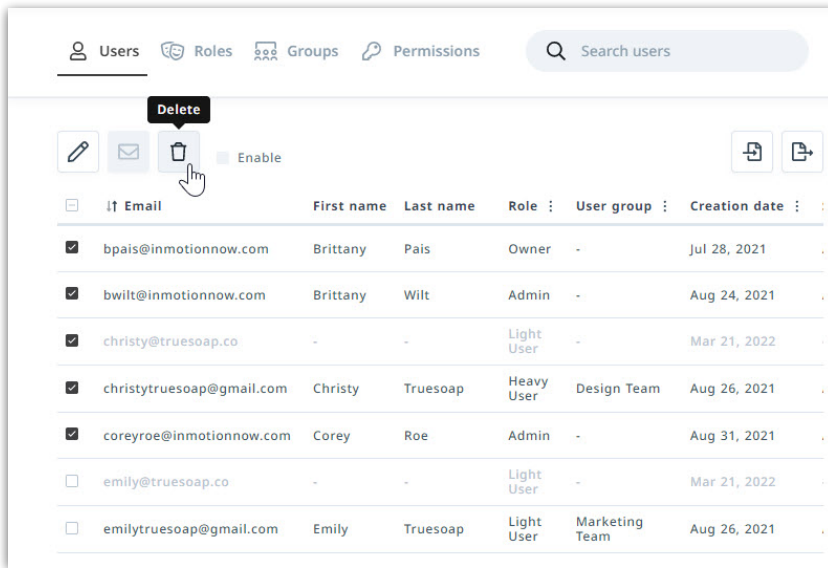
Select **Update** to save your changes.

Deleting Users

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



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