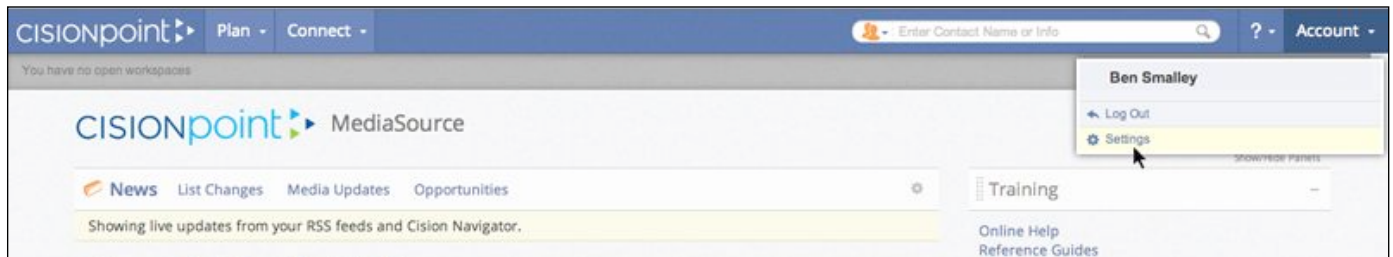
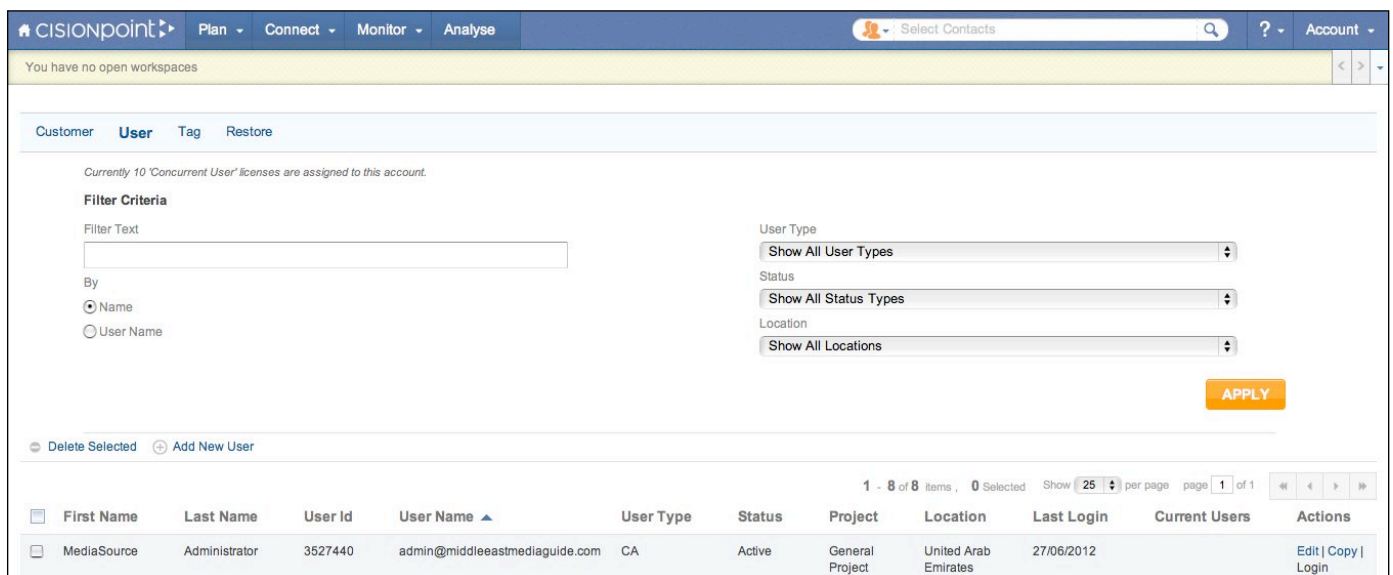


User Management

If you have **Administrator Rights** to your **CisionPoint** account (user type **CA**), you can access **Settings** to create new users on your account, reset user passwords, delete old users and restore deleted content. To access the administration area, click on **Account** and select **Settings**:



Once in **Settings**, each tab will let you quickly toggle between the areas available to you:



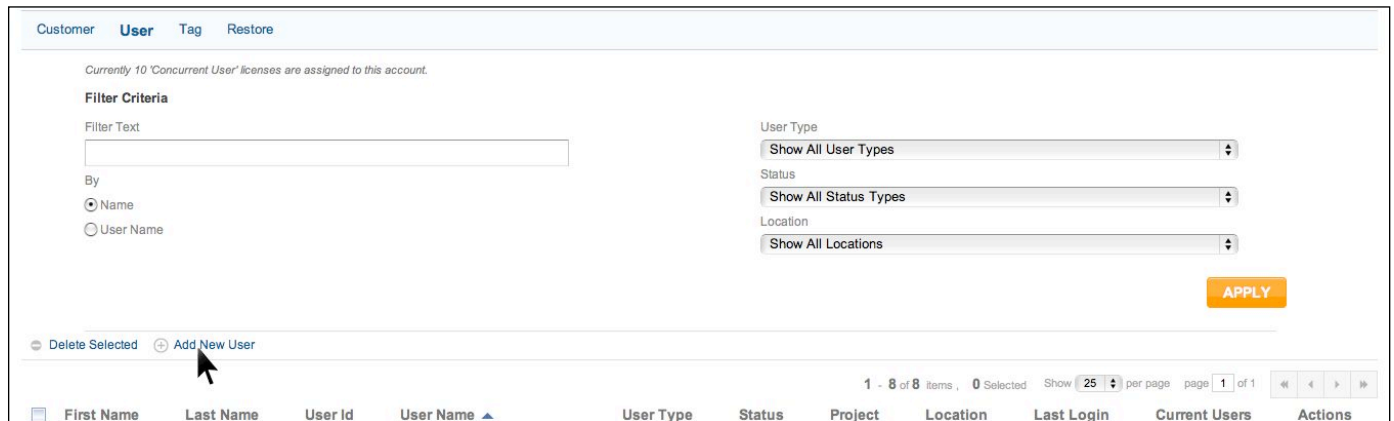
- **Customer** – shows you the settings for your account, such as your number of **Licences** and the geographical data packages you have subscribed to
- **User** - your user management area
- **Tag** – shows the **Tags** available on your account to assign to **Contacts** and **Outlets** in **Plan**
- **Restore** – enables you to restore any **Lists**, privately-added **Contacts/Outlets**, or **Activities** that may have been deleted by accident within the past three months

Note: You will see a **MediaSource Administrator** log-in on the **User** tab (along with details of any log-ins already created for your company) – please do not delete the **MediaSource** log-in as it enables us to assist you with any user management issues you, or your colleagues, may face in the future - such as resetting forgotten passwords.

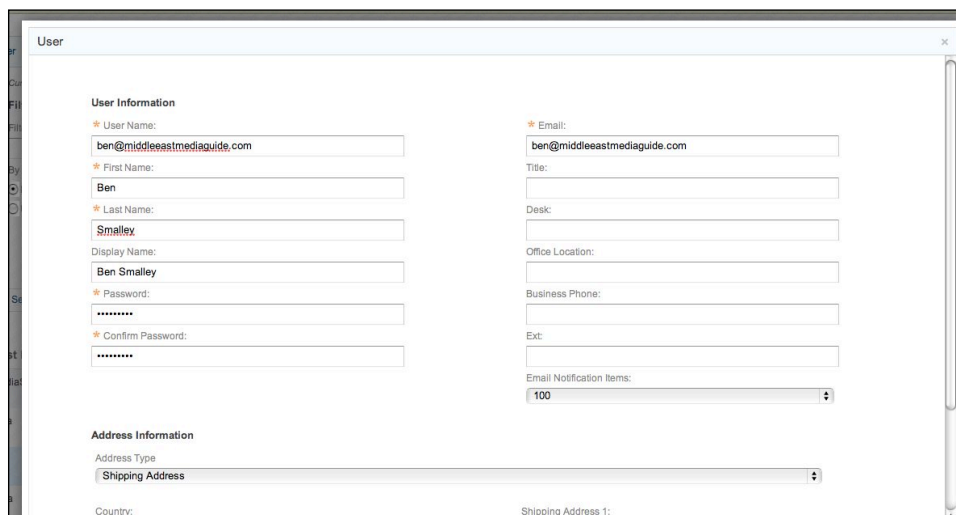
Creating New Users

Select the **User** tab to view and manage the users that have access to your **CisionPoint** account.

To create a new user on your account, select **Add New User**:



A new window will open where you can input the user's details:



On the first screen you must complete the six compulsory fields (*):

User Name: for simplicity, use the user's email address as their **User Name**

First Name: the first name of the user

Last Name: the surname of the user

Display Name: generates automatically based on the **First Name** and **Last Name** entered

Password: the password must contain both letters and numbers and be between 4-75 characters long – the first time the user logs-in the system will make them change their password so it is a good idea to create all new users with a simple password – each user can then change their password to something they want on first log-in.

Email: the user's email address (you can copy and paste from the **User Name** field if you have used the user's email address as their **User Name**)

The remaining fields on the screen are optional and can be added if you wish. Once finished, press **Next** to move to the second screen.

Permissions and Status

On the second screen you assign the settings and permissions for the user you are creating:

The fields on the second page will already be populated with the default settings for your account, but can be adjusted if required.

1) User Type – select from the three available options to determine the level of access the user has to your **CisionPoint** account:

- i)** Users with the status **MSU** can access all the features of **Plan** - such as customising their home page, building and managing lists, creating and managing personal activities.
- ii)** Users with the status of **MSUD** have the same rights as **MSU**, plus the ability to access **Connect** to create and send **Distributions**.
- iii)** Users with the status of **CA** (Customer Administrator) have all the above the rights, plus the ability to create and manage users on your account.

If you wish the user to have admin access, use **CA** (default) - otherwise use **MSUD**.

2) NLA E-Clips ID: leave blank (not applicable to Middle East clients)

3) Language Display – **CisionPoint** is available in a number of languages – English is selected by default.

4) Time Zone Display – set to GMT+4 (UAE time) by default – adjust to the time zone of the user if different.

5) Currency Display – the currency used in **CisionPoint** for prices (advertising rates, cover prices etc) - set to US Dollars by default

6) User Status – needs to be set to **Active** for a user to access their account

7) Distance Display – set to **Europe Standard** by default

8) Location – the country where the user is based

9) Default Page Size – the number of records displayed per page (set to 250 by default)

Note: For UAE-based users, the only selection you really need to make is **User Type**.

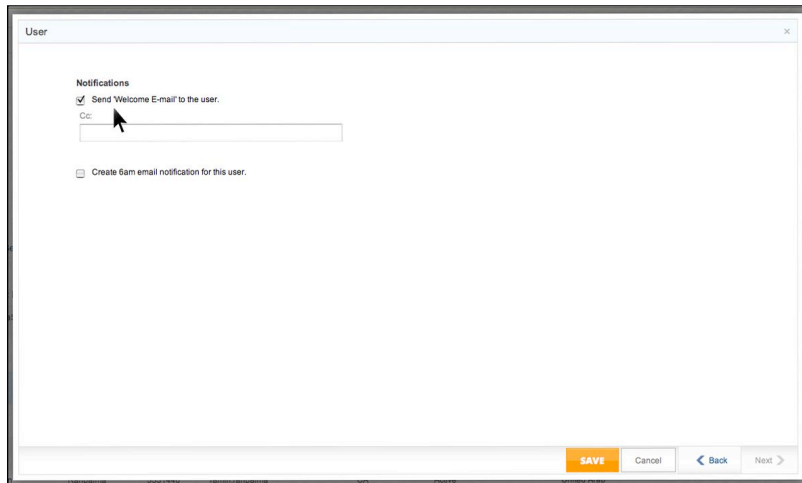
Non-UAE users should also select their **Location** and **Time Zone**.

The remaining fields on the screen can all be left as their defaults.

Once complete, press **Next** to move to the final screen.

Notifications

On the third screen you can assign any email notifications for the user you are creating:



The screenshot shows a window titled 'User' with a close button (X) in the top right corner. Under the heading 'Notifications', there are two options:

- Send Welcome E-mail to the user. Below this is a text input field labeled 'CC:' with a mouse cursor pointing to it.
- Create 6am email notification for this user.

At the bottom of the window, there are four buttons: 'SAVE' (highlighted in orange), 'Cancel', '< Back', and 'Next >'.

Tick the **Send Welcome Email to the user** box to automatically send an email to the user you have just created with their log-in details (you can also cc another person if you wish).

Untick the **Create 6am email notification for this user** (only applies to clients with media monitoring through CisionPoint, which is not available in the Middle East).

Press **Save** to create the user on your account.