

# System Users

## Overview

The **System Users** screen is specifically meant for creating web portal accounts for **Users** to access and manage IntellaConference functions. Similar to the core Intellasoft **Users** screen, you will have the options for adding individual users and the ability to manage their permissions within the IntellaConference web portal.

## Adding a New System User

1) Navigate to the **System Users** screen

2) Click the **New User** button. The table below represents the available settings for creating a new **User**. The permission options will be covered in a later step. (\* Indicates a required field)

Field	Type	Description
First Name*	Field	First name of User
Last Name*	Field	Last name of User
Email*	Field	Email address of the user (for logging in)
Phone Number	Phone Number #	User's phone number (direct line, cell phone, etc.)
Pin	Numerical	Always recommended; pin number to login into web portal

3) Once you have entered the required options, click the **Save New User** button. You will see a message stating **Changes Saved**.

Note: The screenshot below is from a demo system so the full phone number and email have been blurred out for privacy reasons.

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4) Next, set the permissions for the **User** in question. The individual permissions are defined in the table below.

5) Once you have set the desired permission for a user click the button labeled **Save New User**, you will see a message stating **Changes Saved**, indicating the user has been successfully saved. If you need to edit a **User's** setting click on the entry from the editor to make changes accordingly.

Permission	Description
Web Enabled	Check for the user to have access to the web portal (this in the majority of cases should be checked).
Manager	Can only edit pre-existing conferences.
Admin	Access to all elements of the IntellaConference web portal such as creating contacts, creating and modifying conferences.
Access Users	Has access to the users screen and is able to make changes.
Create Recur	User has ability to create recurring conference bridges.

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Note: You must have the required settings entered to be able to save, additionally it should also be noted that each user must have their own unique PIN.

## Removing a System User

To remove a web portal **User** click on the red **X** under the delete column corresponding to the **User** you wish to delete. A confirmation pop-up will appear confirming that this is the **User** you wish to delete, click **OK**. You will see a message stating **Changes Saved**.

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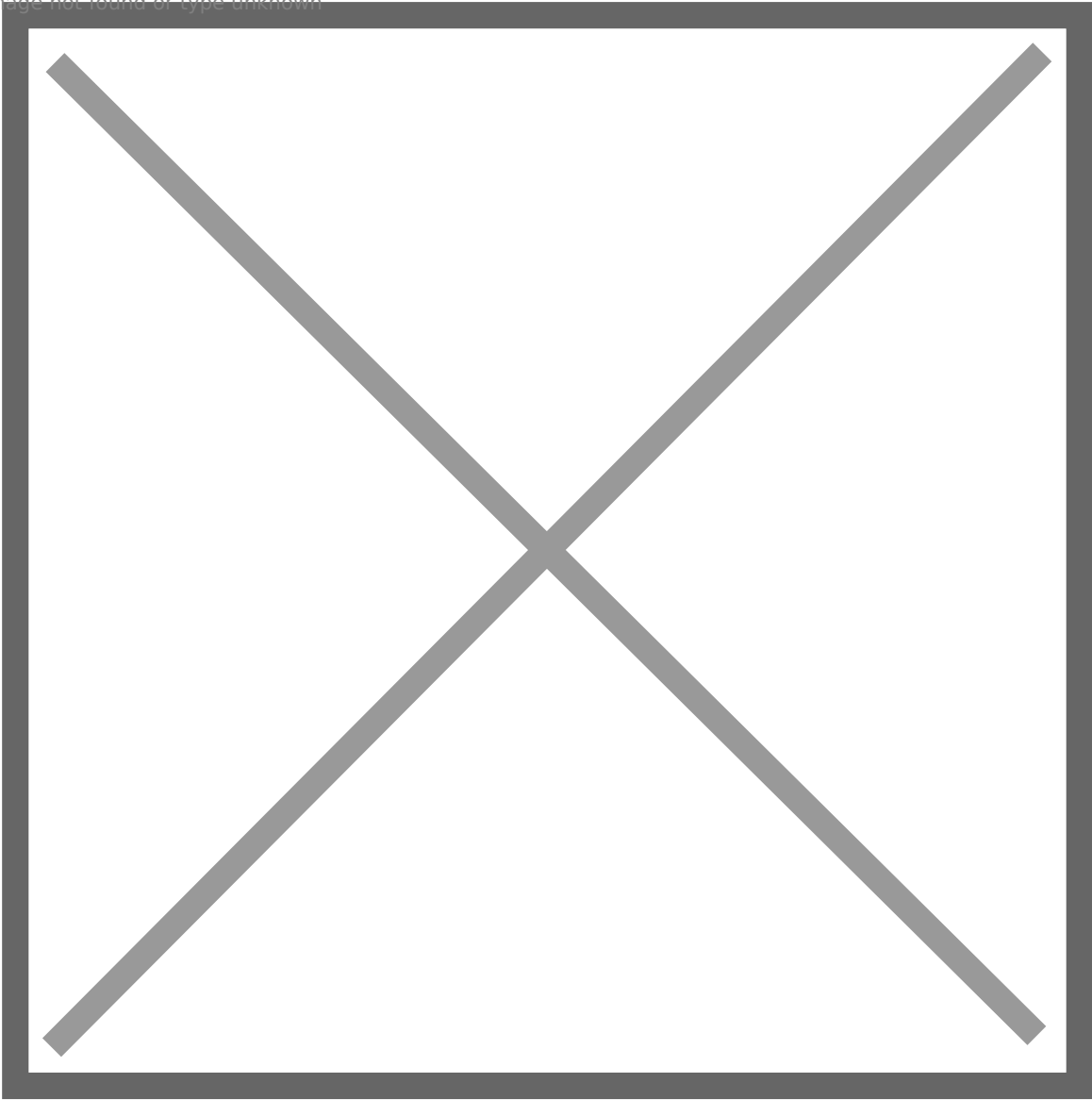


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