

User Types

User Types are a group category you can put users into e.g. Admin or Account Manager. From the *Settings* -> *User Types* area, you can create your own User Types, and set up a profile of various User Settings which will be applied to all users under this type.

Here is an example *User Type* list to illustrate further:



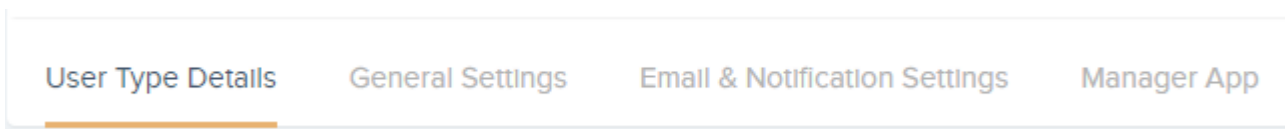
User Type Name	Description	No Of Users	
Internal	Typically users who work within your organisation	20	
External	Users who work outside your organisation. For example auditors, tenants or clients.	4	
Requestor		0	MANAGE DELETE
Admin		0	MANAGE DELETE

Select *Add User Type* at the top-left of the *User Types* list to create a new user type.

A new row will appear in the *User Types* list where you will be prompted to enter the User Type Name and Description. Select *Update* to save the User Type. Use the pencil icon to add users to this User Type.

Click *Manage* to set the specific details, settings and email notifications.

This will bring you to the *User Type Details* page which has a number of tabs to configure the information for the User Type.



To make changes to any of the tabs select *Edit* and *Save*. To apply settings to all Users in the User Type select *Update All Users*.