

Internal Users

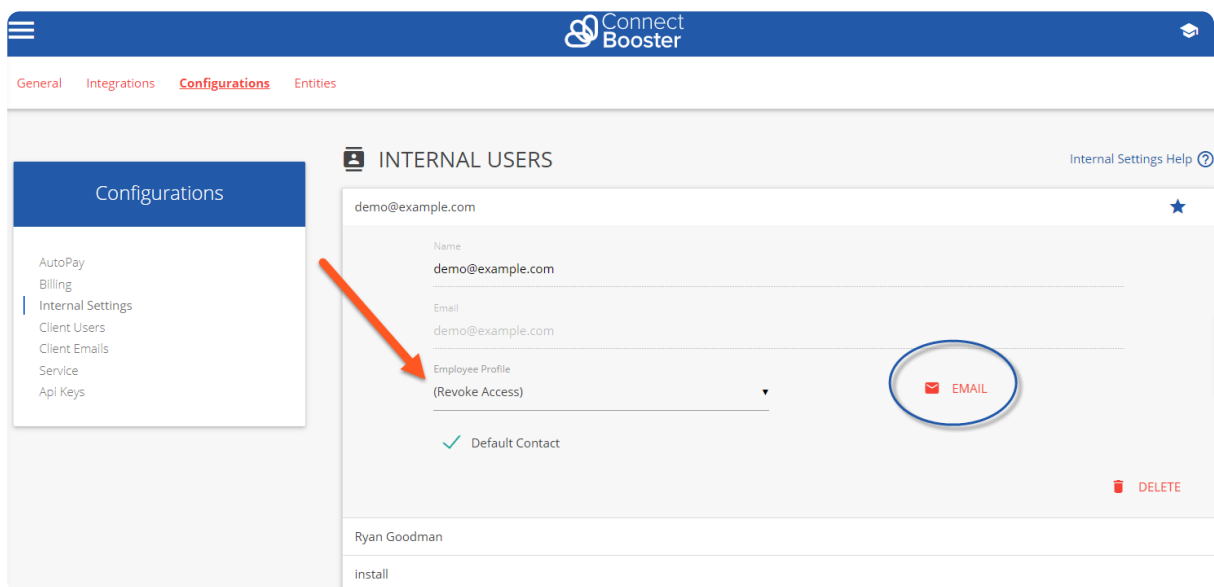
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Grant access to other team members

Navigate to Settings --> Configurations --> Internal Settings --> **Internal Users**

Steps to add another employee for access into the system:

1. Click Add User.
2. Enter a name.
3. Enter an Email address.
4. Select an Employee Profile. Default will be (Revoke Access) or no access.
5. Enter in a password.
6. Mark Default User if you want this user ID to be included in notifications sent to the Default Contact group.



Once the login has been created and saved, an Email button will be enabled where you choose to send a Welcome Email or a Password Reset Email.

The "Quick Add" button will only be available if the ConnectWise integration has been setup. Quick Add will show all "Member" accounts in ConnectWise and then let you choose profile access for ConnectBooster.

