



Getting Started Guide

Administrator



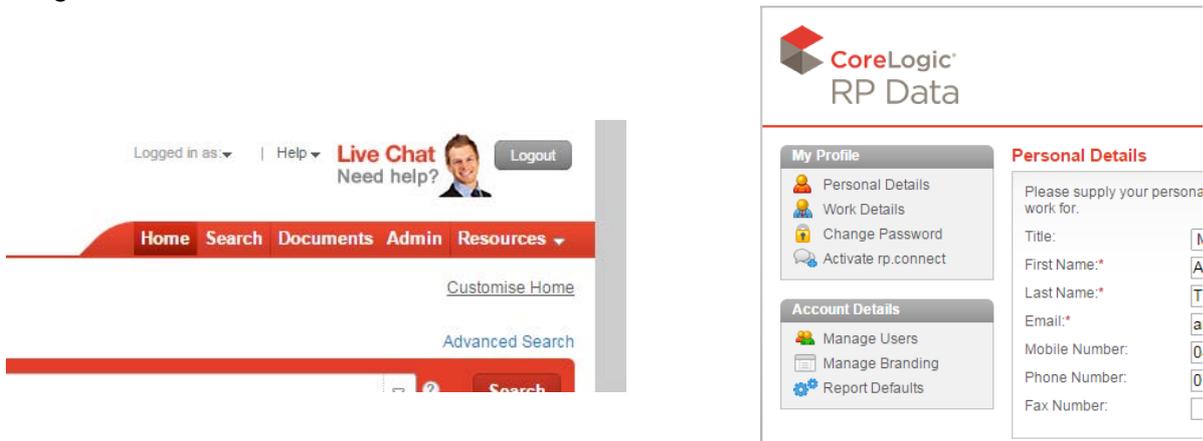
Administrator

The Administrator generally is account holder of the RP Data account. There can be more than one administrator but the administrator of the account needs to give you access.

Please ensure you have administrator access prior to following the prompts.

Once you are logged in to RP Professional, you can access your administrator page at any time by simply clicking on the 'Admin' tab on the top of your navigation menu.

If you are the account administrator you will see an additional menu, 'Account Details'. You will not see this menu if you are no an administrator.

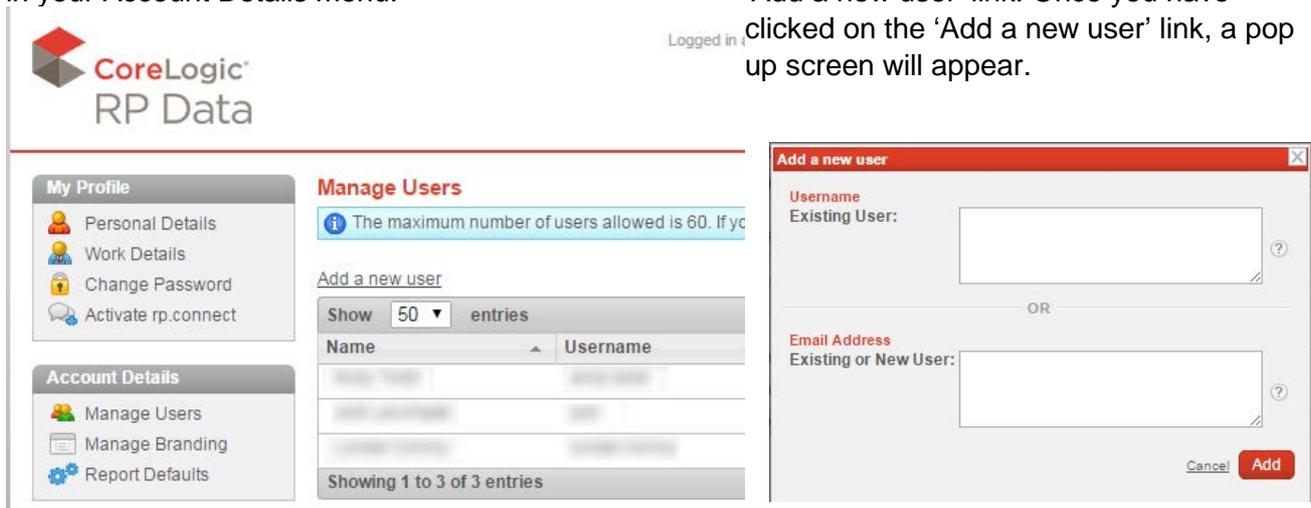


Add or modify users:

To add users, lick on the 'Add a new user' link located in your Account Details menu.

Add a new user:

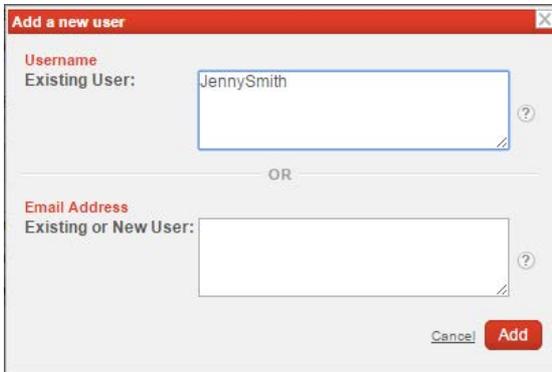
To add a new user, simply click on the 'Add a new user' link. Once you have clicked on the 'Add a new user' link, a pop up screen will appear.



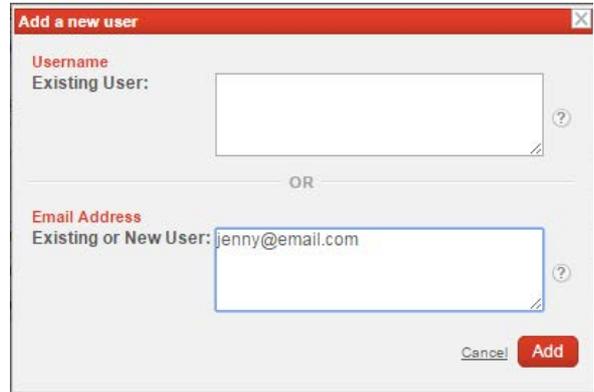
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Managing Users

The screen will ask for a Username (if you are adding an existing user) or an Email Address if the user doesn't already have a personalized login.



Alternatively, if the new user does not have a personalized RP Data login, type their email address in the bottom box and click the 'Add' button. The person will then be sent an email inviting them to be connected with your account.



Modify or remove users:

Once you have clicked on the 'Manage Users' link, a table panel will display with all of your current active and inactive users. To modify a user's status, simply check the empty box to allow a user access, or uncheck the box if you want to modify a user to be inactive.

To remove a user, simply click on the '**Remove**' button next to the user's details.

Manage Users

 The maximum number of users allowed is 60. If you wish to increase your user allocation, please contact 1300 734 318.

[Add a new user](#)

Show	50	entries	Search:			
Name	Username	Email	Admin User	Status	Last Login	
			<input checked="" type="checkbox"/>		25 Jun 2015	
			<input checked="" type="checkbox"/>	Remove	25 Jun 2015	
			<input checked="" type="checkbox"/>	Remove	25 Jun 2015	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Note: By removing a user does NOT delete the user. It disconnects the user from the account. (Typically used when employee leaves employment).

To save all changes:

When you are finished with your modifications, click on the '**Save**' button.