

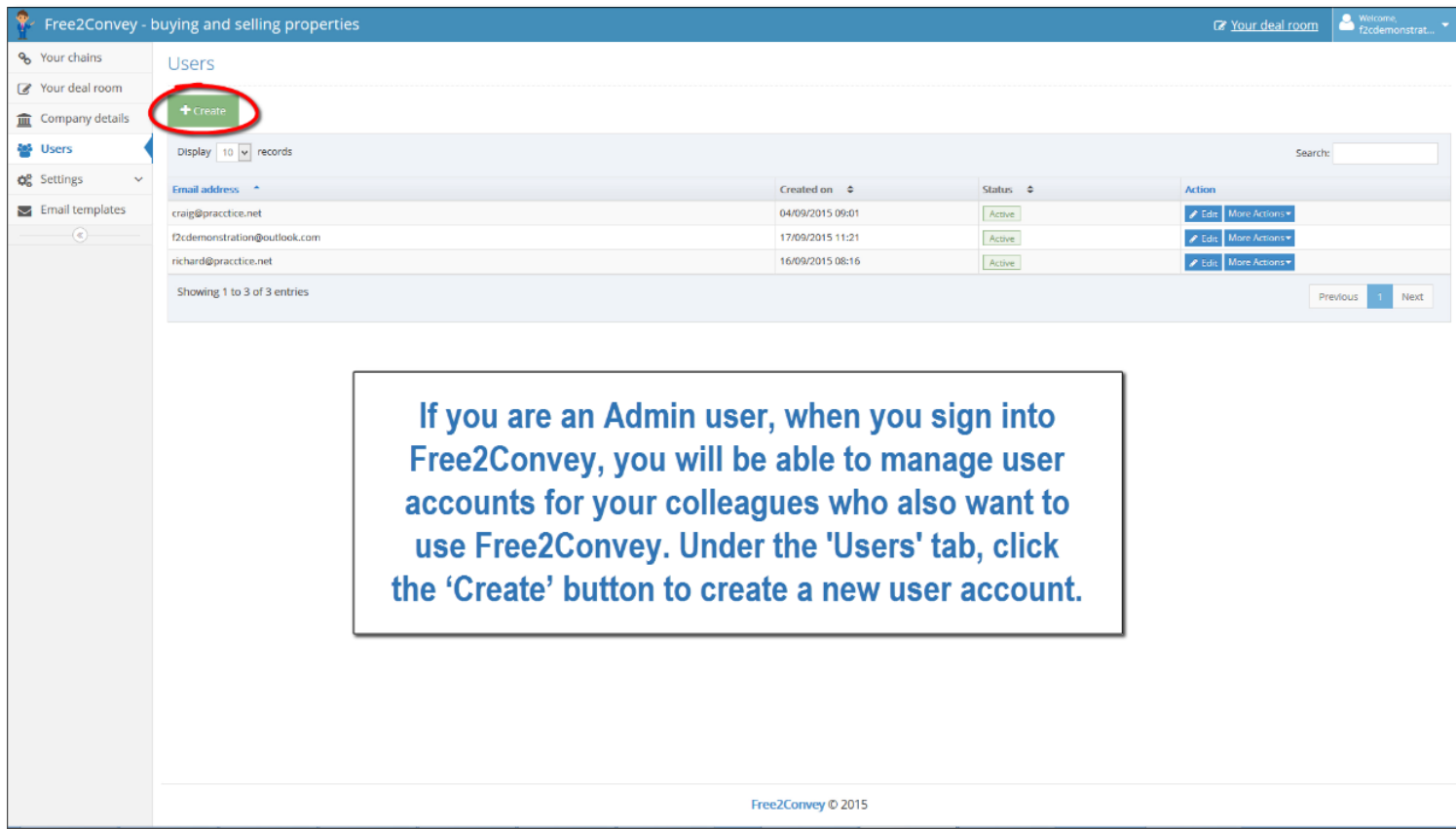
Move with the Future

Note Sheets - Module 2

How Do I Manage My Firm's Users On Free2Convey?



Enter your notes here



Free2Convey - buying and selling properties

Your chains
Your deal room
Company details
Users
Settings
Email templates

Users

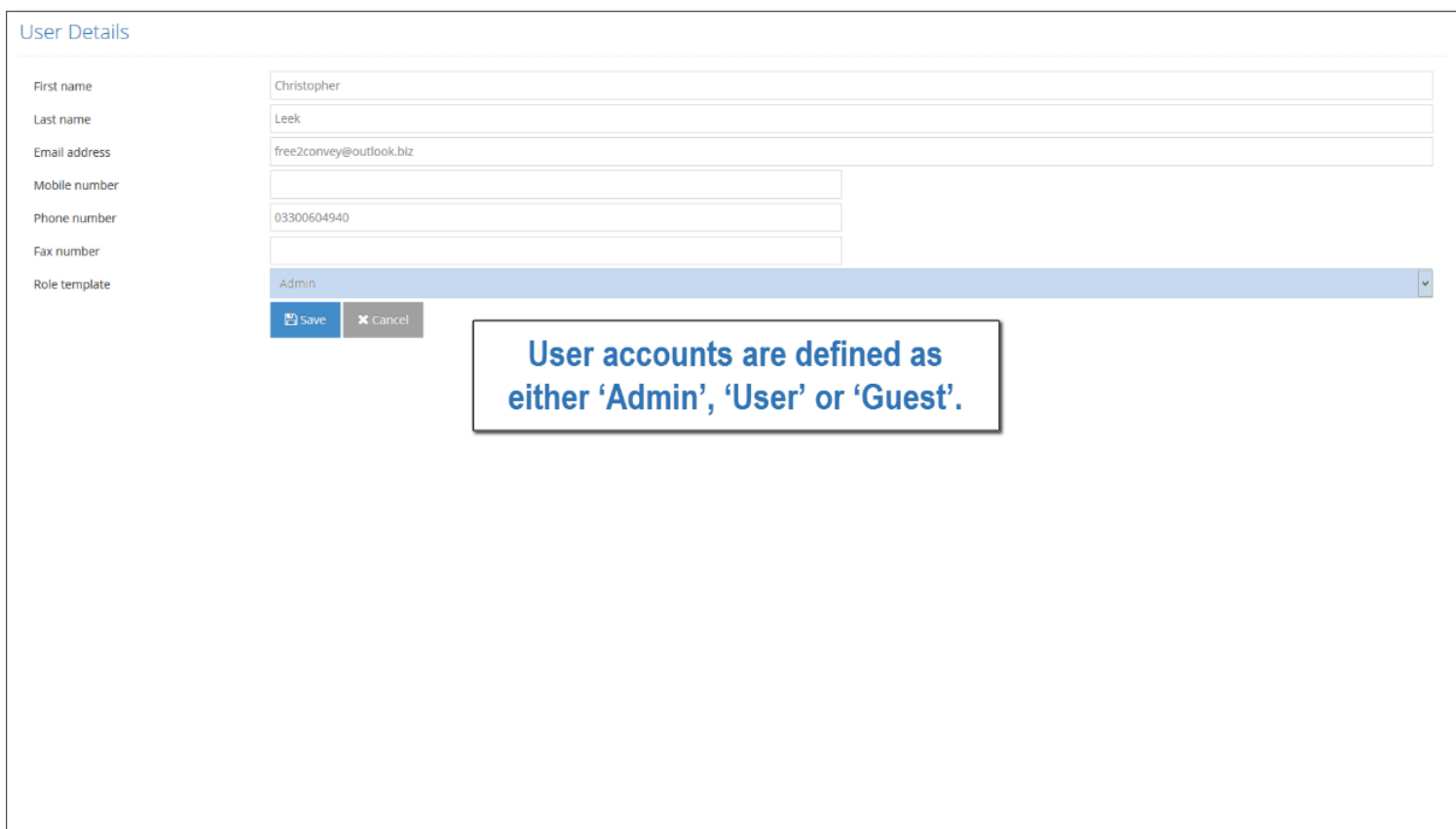
Display 10 records

Email address	Created on	Status	Action
craig@practice.net	04/09/2015 09:01	Active	Go to More Actions
Dcdemonstration@outlook.com	17/09/2015 11:21	Active	Go to More Actions
richard@practice.net	16/09/2015 08:16	Active	Go to More Actions

Showing 1 to 3 of 3 entries

Free2Convey © 2015

If you are an Admin user, when you sign into Free2Convey, you will be able to manage user accounts for your colleagues who also want to use Free2Convey. Under the 'Users' tab, click the 'Create' button to create a new user account.

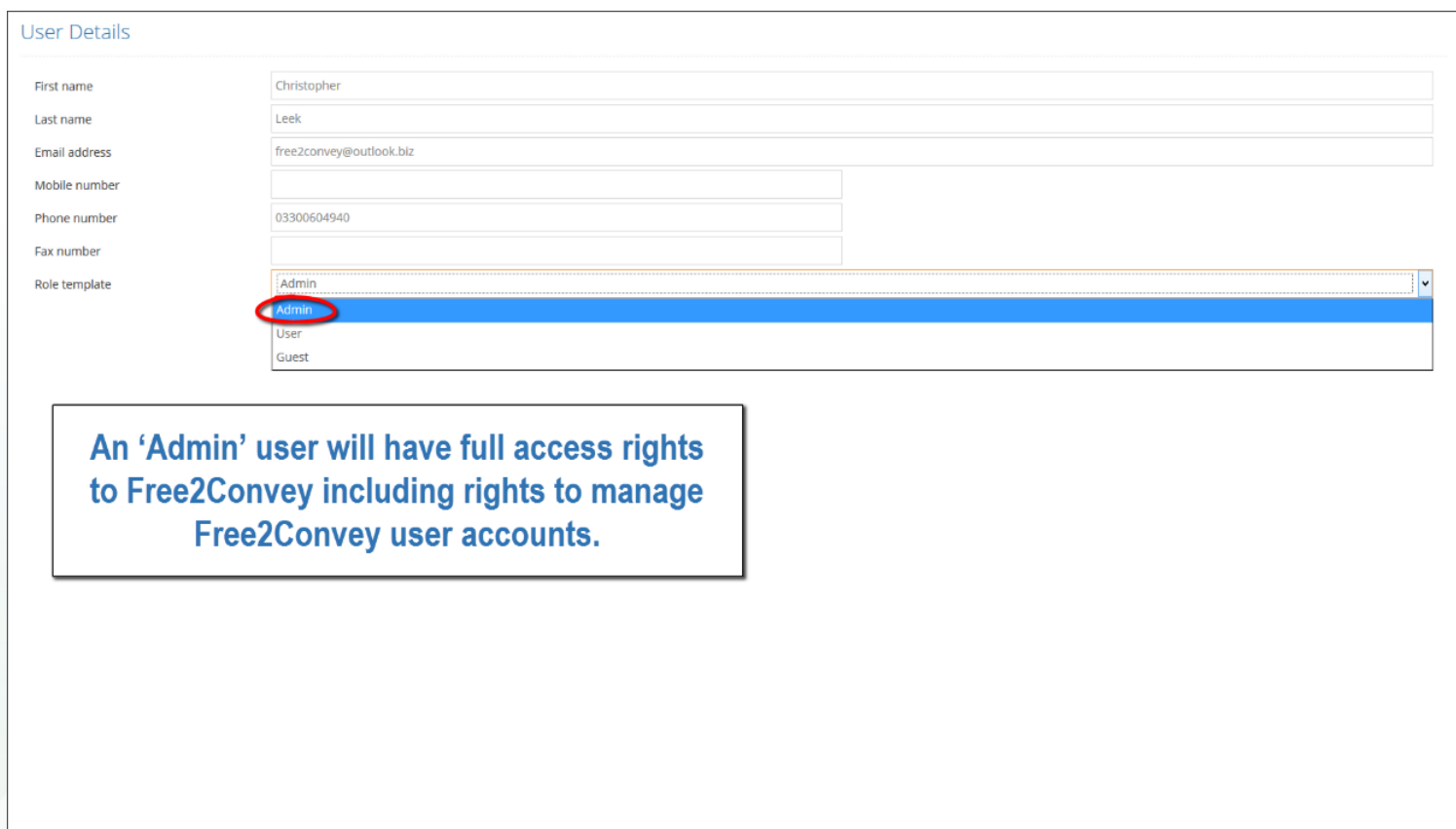


User Details

First name: Christopher
Last name: Leek
Email address: free2convey@outlook.biz
Mobile number:
Phone number: 03300604940
Fax number:
Role template: Admin

Save Cancel

User accounts are defined as either 'Admin', 'User' or 'Guest'.



User Details

First name: Christopher
Last name: Leek
Email address: free2convey@outlook.biz
Mobile number:
Phone number: 03300604940
Fax number:
Role template: Admin

An 'Admin' user will have full access rights to Free2Convey including rights to manage Free2Convey user accounts.



Enter your notes here

User Details

First name: Christopher
Last name: Leek
Email address: free2convey@outlook.biz
Mobile number:
Phone number: 03300604940
Fax number:
Role template: Admin, Admin, **User**, Guest

A 'User' has rights to create, join, view and update Chains.

User Details

First name: Christopher
Last name: Leek
Email address: free2convey@outlook.biz
Mobile number:
Phone number: 03300604940
Fax number:
Role template: Admin, Admin, User, **Guest**

A 'Guest' has view only access to Free2Convey.

Users

+ Create

Display 10 records Search:

Email address	Created on	Status	Action
craig@pracctice.net	04/09/2015 09:01	Active	Edit More Actions
f2cdemonstration@outlook.com	17/09/2015 11:21	Active	Edit More Actions
free2convey@outlook.biz	17/09/2015 14:54	Active	Edit More Actions
richard@pracctice.net	16/09/2015 08:16	Active	Edit More Actions

Showing 1 to 4 of 4 entries

Once created, you can edit a user by clicking this button.



Enter your notes here

Users

+ Create

Display 10 records Search:

Email address	Created on	Status	Action
craig@practice.net	04/09/2015 09:01	Active	Edit More Actions
f2cdemonstration@outlook.com	17/09/2015 11:21	Active	Edit More Actions
free2convey@outlook.biz	17/09/2015 14:54	Active	Edit More Actions
richard@practice.net	16/09/2015 08:16	Active	Edit More Actions

Showing 1 to 4 of 4 entries

Previous 1 Next

A user account can be activated or deactivated using this button.

Search:

Status	Action
Active	Edit More Actions
Active	Edit More Actions
Active	Edit More Actions
Active	Edit

Deactivate
Reset Password
Activate Land Registry search
Activate Lawyer Checker search

Next

Free2Convey integrates with Lawyer Checker and Land Registry. To enable this functionality for this user select the appropriate option.

www.free2convey.co.uk

