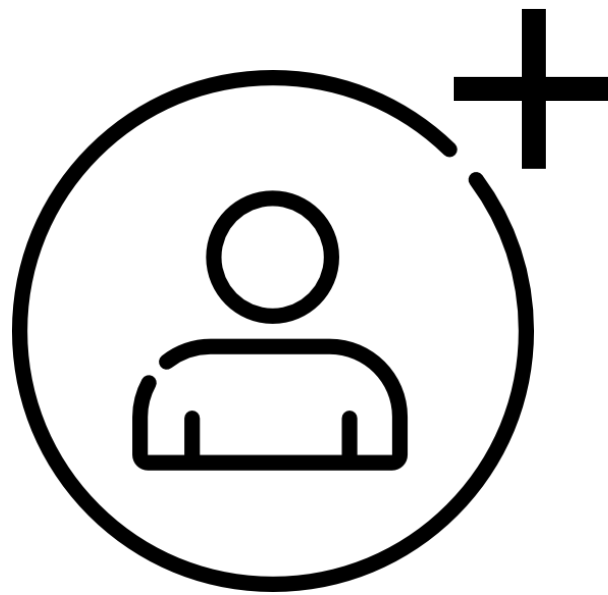


ThoughtTrace Admin Guide



User Management



Managing Users in ThoughtTrace

Add new users:

1

Users

Invite and manage the users in your work space

Search for a user


+ INVITE 1 Users

Email

To invite new users, navigate to the “Users” tab of your admin functions menu and then click the “Invite” button.


2

Invite users to this work space

Invite as admins 


Enter emails one per line or separated by commas

example@hotmail.com
name@aol.net
stillatest@youmail.org



CANCEL **SEND INVITATION**

Next You can add the emails of the users you wish to invite. If you would like to add multiple users at the same time, enter them in as a list (as shown here). NOTE: users will all be added as the same type, either as all admins or all regular users.

 Use this button to invite users as admins or standard users

EDIT USER

Name
Wii

Email
wmcfarland.tt@gmail.com

Role
 Make Administrator

SAVE **CANCEL** **DE-ACTIVATE**

Edit Existing Users

To edit an existing user click on the users email, you will see it underlined in the “email” column.

Edit options for an existing users:

- Promote to Admin
- Make a standard user
- De-Activate
- Re-Activate

Note on User Management



Groups

Adding your users to the appropriate user groups is very important upon their creation. Otherwise, users will be automatically included in the “Default Group”.

