



Assign an Account Administrator

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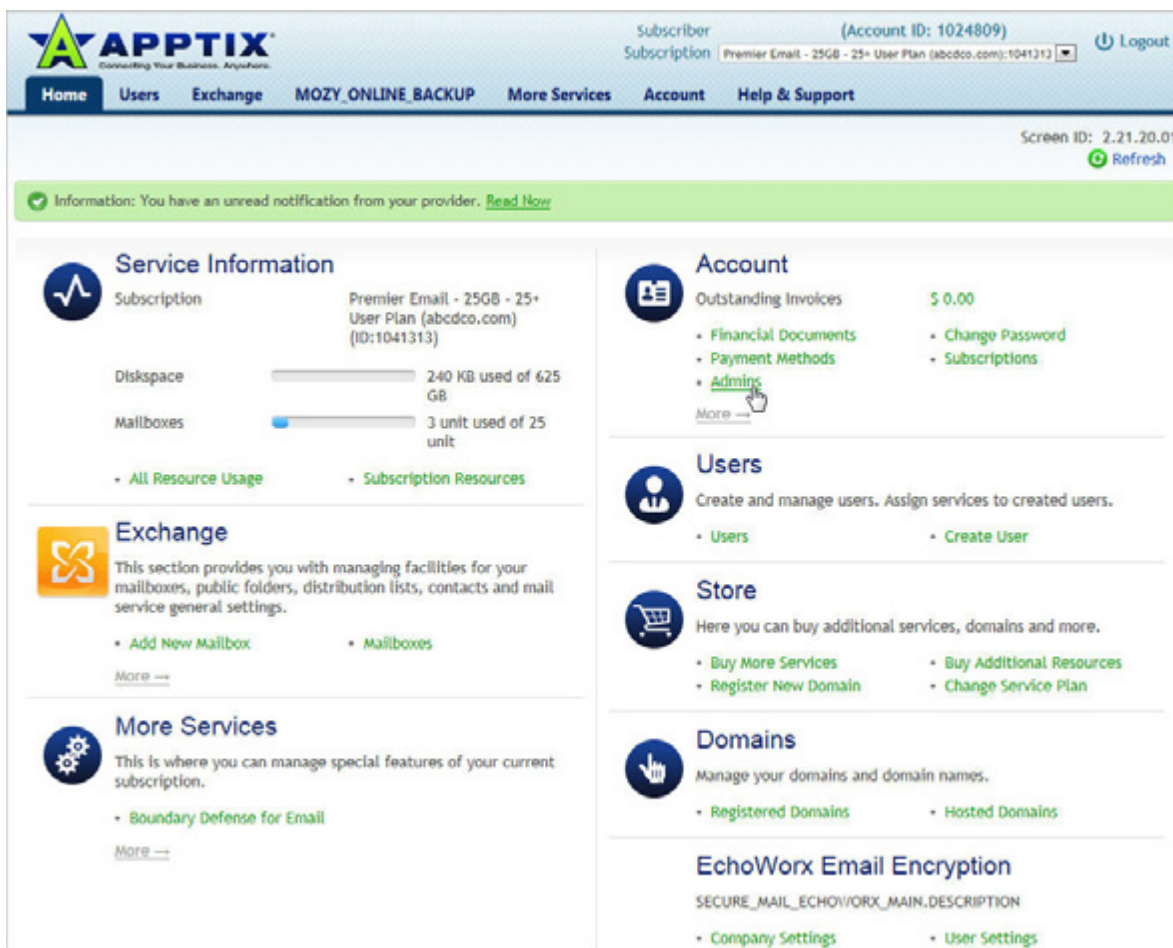
Account administrators are technical administrators for your accounts/services hosted at Apptix. These users can add/change/delete end-user accounts in Exchange, SharePoint, etc. By default, the initial “administrator” for a customer account is based on the login ID used during the checkout process on initial sign-up of the Apptix service.

Security

Apptix takes the security of your account very seriously. Privacy and security are the focus of all of our operational policies and procedures, and our network has been designed with the highest level of security and reliability available today. Please contact our Customer Support Services department immediately if you feel your account has been compromised.

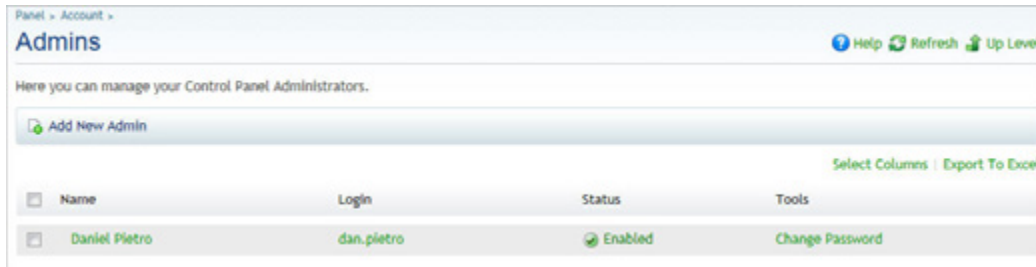
1. Log into the Control Panel.

The Apptix Control Panel’s main dashboard displays:



2. Select the **Admins** shortcut from the **Account** section of the main dashboard.

The **Admins** screen displays:



NOTE: If an admin has left your company you can disable them by clicking the admin’s **Name** and then the [**Disable User**] button on the **Admin Details** screen.

- To add a new admin, click the [**Add New Admin**] button.

The first screen of the **Add New User** wizard displays:

IMPORTANT NOTE: If you have only one Account Administrator in the system, you must create a new (second) admin account and assign “Account Administrator” role to them before you can delete the first account. This prevents you from deleting the only admin account you have, and thereby being blocked from managing your system.

4. Enter the details for this user and click the [Next>>] button.

The second screen of the **Add New User** wizard displays:

5. Select the nature of the subscriptions that this user can manage (role) and click the [Finish] button.

The **Admins** list displays, including the new admin:

Name	Login	Status	Tools
Daniel Pietro	dan.pietro	Enabled	Change Password
Michael Carson	mcarson	Enabled	Change Password

6. Click the **Name** of an admin to access the **Admin Details** screen, where you can edit the admin's information and parameters.