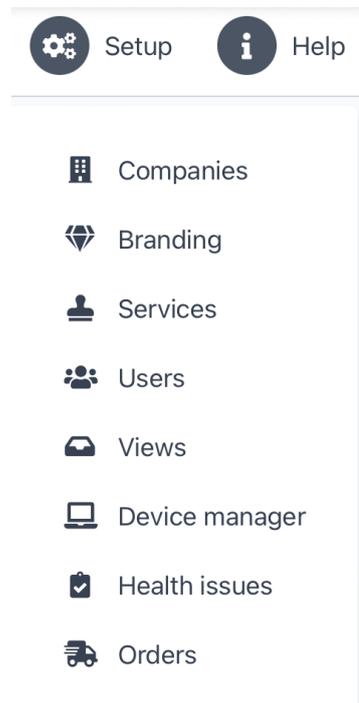


Creating New Users

To create a new user you must have **Manage Users** rights.

Click on Setup menu choose Users on the list.

Click on + to create new user.



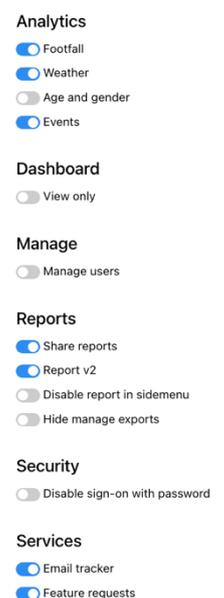
Chose Base Company from the dropdown menu.

- **Username**
- **Email**
- **Full Name**
- **Timezone** (automatically taken from company settings, no interaction needed)
- **Language** (you can leave this, no interaction needed)

Give user **Permissions** (access rights)

For a standard retail user (End User) here are the features you should allow.

1. Analytics: If you chose FootFall and if Xovis is used Gender as well, the End User won't see all the sales or queue metrics in his metrics choices and gets a better user experience.
2. Then you skip all the way to Reports and allow for **Permissions** the latest reporting and sharing reports.
3. Skip Security and **DO NOT TOUCH IT!**
4. Activate Email Tracker and Feature Requests.
5. Save but **Do not Click Save & Return**



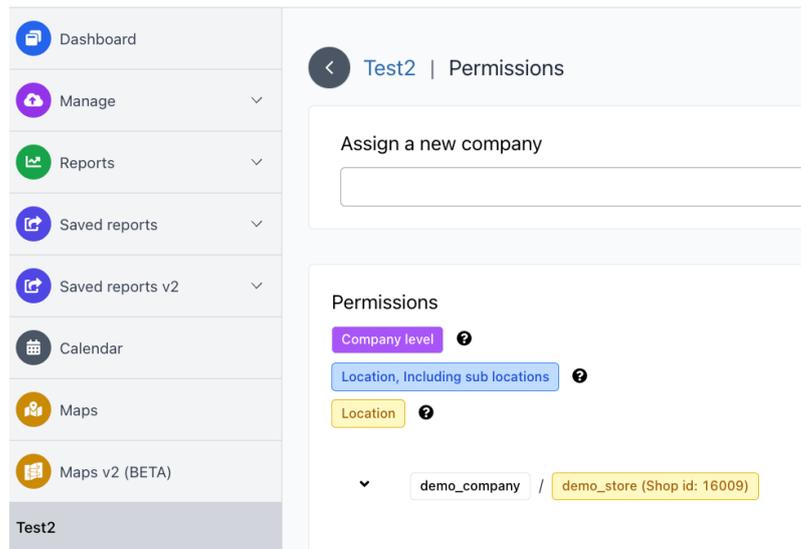
Access Rights to the Data

Until here, we have given the user access to the Dashboard, the Reporting and Services / Help.

Now we need to give user access to company and stores they belong to so they can actually use the data from their store with the Dashboard Widgets and Reporting.

1. On the left click on Companies.

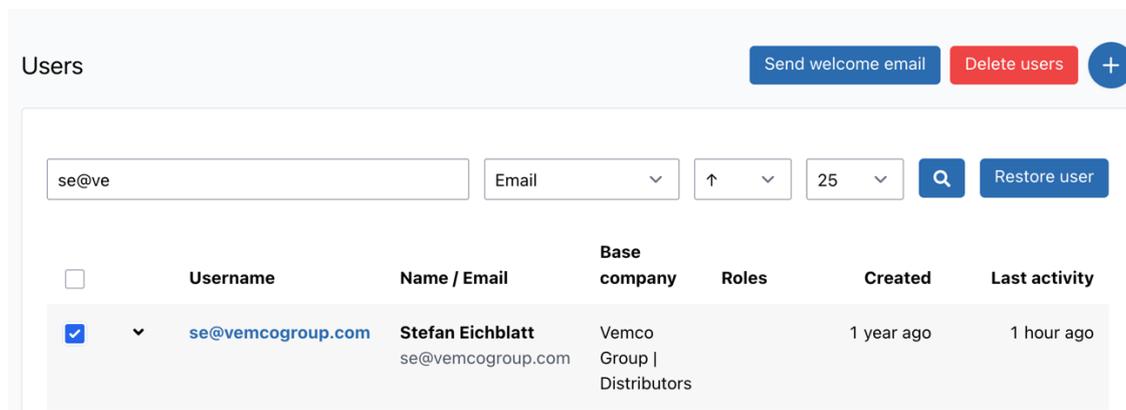
2. Next you look up the company the End User is working for. Got to the next row and chose the Shop the End User is working for. Do not touch including Sub Locations and click the green Assign Button.



From here you go back to Setup and Users and search for the new user.

Welcome eMail

Click the box on the left and then on top the Send Welcome eMail button. You can also search for Base Company and click all new users to bulk send them Welcome eMails.



Below shows the typically Welcome eMail send out. There was no password created during the User setup process and now the user has 3 days to login for the first time to create a password.

Welcome to <https://app.vemcount.com/>

Your data is now ready to be viewed online

Below you will find your personal login credentials

Benutzername: test@vemcount.com

Be sure to secure your password within 3 days, by pressing the button below

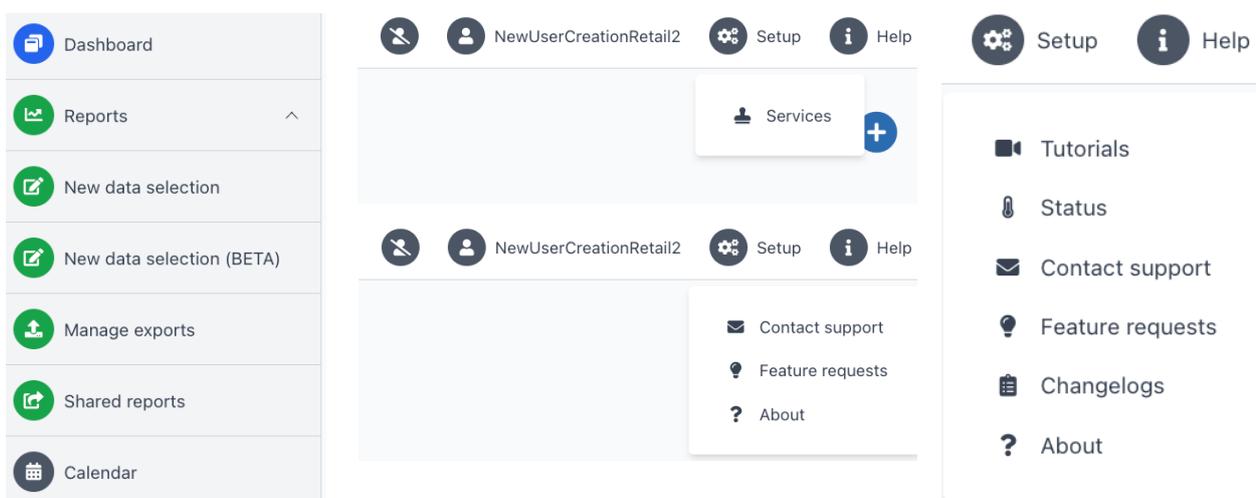
[Set your new password](#)

You can change your password in the navigation under User / Change password

[Visit site](#)

End Users View

If you followed the above settings, the below shows what the End User can see and access with his first login. The Help Menu shows for vemcount Branding with no links back to vemcount.



For non Branded users we offer a Status Page, a Tutorial Link and the Changelogs under Help.