VENUS CONTROL SUITE

CREATING A USER

A user in Venus Control Suite is identified by an email address, which serves as the username for logging in. Account functionality for each user is granted by account administrators.

CREATING A USER

1. Select the **Users** tab from the Venus Control Suite menu.

2. Click **Add New** (see figure 1).

3. Under User Information, enter the required information (see figure 2).

4. Complete the Additional Information fields (see figure 3).

5. Click **Save** (see figure 2).

User Roles:

Administrator: Full rights to account.

Standard User: Has access to the dashboard, manage media library, create/modify playlists, create sales, run reports, and add new accounts.

Basic User: Has access to reports and accounts.

Note: The user will be prompted to change their password upon logging in for the first time.
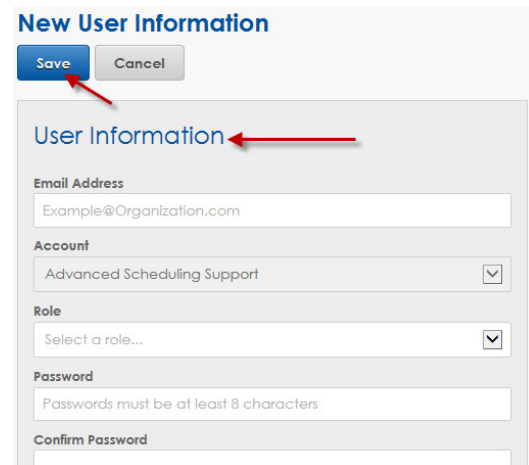
Figure 1: Add New button

Figure 2: User information and Save Button
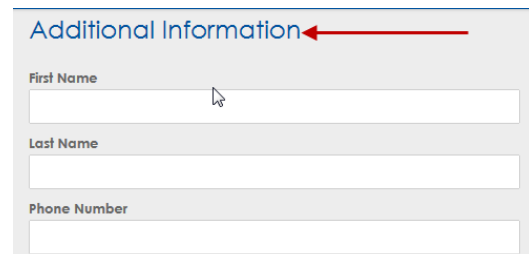
Figure 3: Additional Information

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