

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.

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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

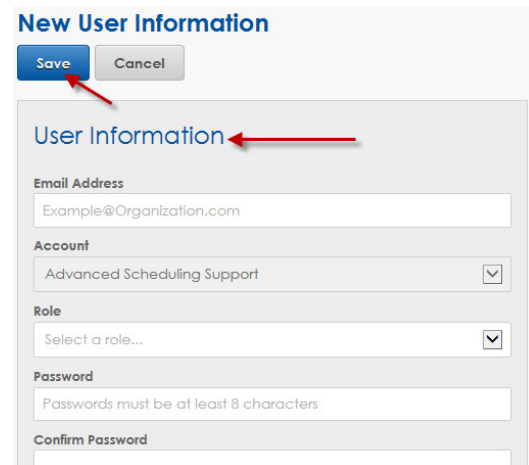
A screenshot of the 'New User Information' form. At the top, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red arrow. Below the buttons is a section titled 'User Information' with a red arrow pointing to it. The form contains several fields: 'Email Address' (text input with 'Example@Organization.com'), 'Account' (dropdown menu with 'Advanced Scheduling Support'), 'Role' (dropdown menu with 'Select a role...'), 'Password' (text input with a note 'Passwords must be at least 8 characters'), and 'Confirm Password' (text input).

Figure 2: User information and Save Button

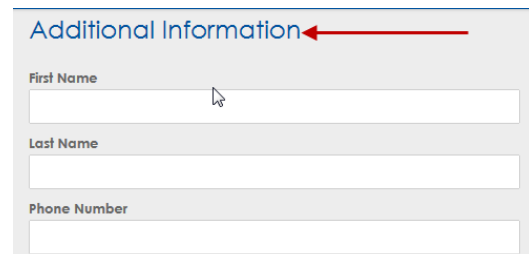
A screenshot of the 'Additional Information' form. The title 'Additional Information' is highlighted with a red arrow. The form contains three text input fields: 'First Name', 'Last Name', and 'Phone Number'.

Figure 3: Additional Information