accounts or sub-accounts, and easily manage user access levels.



Inviting Users and Assigning Access

Using Campaign Targeter, account administrators can invite new users or add existing users to their

Sub-Accounts Customer 0 Inviting new users 1 1. Login to Campaign Targeter. 2. Select "Users" from the dashboard menu. If you have multiple accounts and sub-accounts, make sure Campaigns the appropriate account is selected first. В O Catchment Sets Sub-Accounts Q Users Customer Details Select "Create New User". Create new User 4. Enter the new user's name and email address Invite a new or existing user to Janes Florist. into the fields provided. User's Name 5. If you would like the new user to have 冱 Peter Jones administrator access, tick the "Admin User" checkbox. 6. Select "Send Invite". User's Email Address peter.jones.flowers@gmail.com Admin User? Send Invite Note: When adding users, you can assign either administrator, or user level access. Administrators can perform all functions and modify account settings, whereas a user only has access to create campaigns.

An email will be sent to the new user inviting them to confirm their registration. You will be taken to the "Manage Users" screen where you can add a mobile phone number for the new user and further configure their level of access.

| noreply@email.campaigntargeter.com.au |
|--|
| to me 💌 |
| Hi Peter Jones, |
| Welcome to Campaign Targeter! |
| You have been invited to register under the account 'Janes Florist'. Please click on the link in |
| https://mtmpost.roymorgan.com/register?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJlUz11NIJ9 e IsVG9rZW4iOnRydWUsImV4cGlyZXMiOjE1MDqcyD11MTg6MTd9fQ.kagnR0iOt58aMRt71N |
| This link will expire within 72 hours from the date and time sent. If the link expires, please res |



Assigning access

Assign access to all sub-accounts either as a user, or an administrator and select "Save".

Note: If you would like to only assign access to specific sub-accounts, disable these options.





- 1. Select the "Sub-Accounts" tab.
- 2. Select "Assign".
- 3. Choose a sub-account from the drop-down list.
- 4. Select "Add".

| Details Sub-Accounts 1 | Filter | | Assign 2 |
|---------------------------|-----------------------|---------------|----------|
| | Sub-Account Name | Administrator | Actions |
| | Northern Suburbs | <u>Cancel</u> | |
| | No sub-accounts found | | |

To assign administrator access to the sub-account, activate the corresponding "Administrator" switch. Repeat this process to assign access to additional sub-accounts.

| Sub-Account Name | Administrator | Actions | |
|------------------|---------------|------------------------------------|--|
| CBD Store | | Remove | |
| Northern Suburbs | | To remove the user's access to the | |
| | sub-acco | bunt, select "Remove". | |



Removing users

- 1. From the dashboard, select "Customer Details". 👖
- 2. Select the "Users" tab to display a list of all
- users assigned to this account.Find the user that you would like to remove and select the corresponding "Remove" button.



Access all stores for Janes Florist



Note: When removed, the user will no longer have access to this account or any of the associated sub-accounts.

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For more helpful information and to register, visit: auspost.com.au/campaigntargeter