Campaign Targeter | Quick Reference Guide

Inviting Users and Assigning Access

Using Campaign Targeter, account administrators can invite new users or add existing users to their accounts or sub-accounts, and easily manage user access levels.

Inviting new users

1. Login to Campaign Targeter.
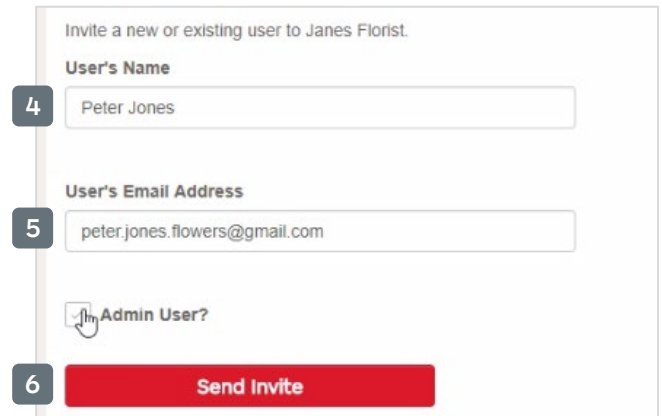2. Select "Users" from the dashboard menu.

> If you have multiple accounts and sub-accounts, make sure the appropriate account is selected first.
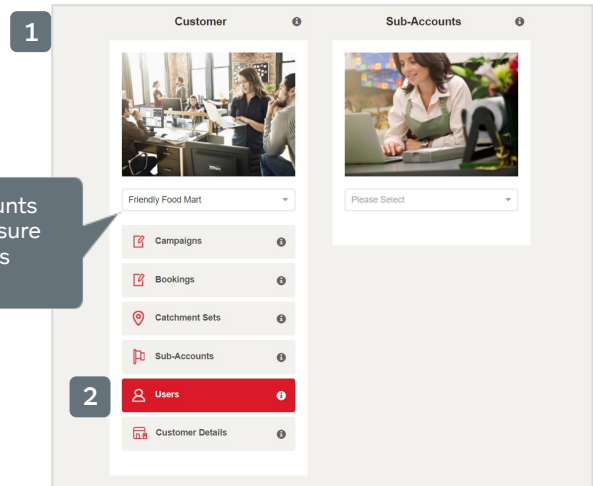
3. Select "Create New User".

4. Enter the new user's name and email address into the fields provided.
5. If you would like the new user to have administrator access, tick the "Admin User" checkbox.
6. Select "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.

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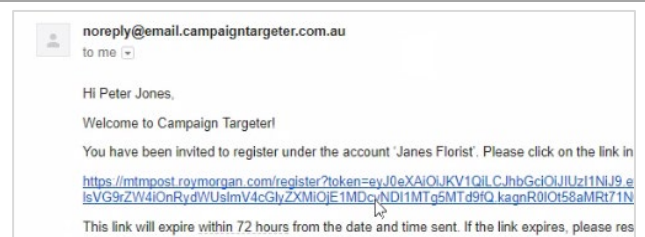
Assigning access

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.

Assign user access to selected sub-accounts

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

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

To remove the user's access to the sub-account, 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.
3. Find the user that you would like to remove and select the corresponding "Remove" button.

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

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