

Adding an Administrator for a User

Follow the instructions below to add an Administrator for a User account in CDP.

1. Click on "Users" in the Main Menu.



2. In the "Users" list, find the appropriate User and click on the "Edit" icon in the "Actions" column for this User.

Username	User Type	E-mail Address							
Alina	Sub-User	bardashun_alina@mail.ru	0	--	0	0	2		
Carmen	Super-User	carmen.davis@r1soft.com	--	--	--	--	--		
Dave	Super-User		--	--	--	--	--		
Jack (Control User)	Super-User		--	--	--	--	--		
Jared	Super-User	jared.wright@r1soft.com	--	--	--	--	--		
Keith	Super-User	keith.powe@r1soft.com	--	--	--	--	--		
Kent	Super-User	kent.porter@r1soft.com	--	--	--	--	--		
Marketing	Super-User		--	--	--	--	--		
Marley (Control User)	Power-User		2	0	--	0	0		
Max (Control User)	Sub-User		2	--	0	0	0		

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Note

To find a User, you can use the Basic and Advanced List Filters. See [Customizing the Users List](#).



Note

Normal Users can see only their Sub-Users. Super Users can see all Users in the system.

**Note**

In Enterprise Edition only Sub-Users can assign Administrators.

3. The "Edit User" window will open.

The screenshot shows the "Edit User" window with the "Administrators" tab selected. The "Identification" section contains the following fields:

- Username:** DCCsub1
- Password:** [Redacted]
- Confirm Password:** [Redacted]
- E-mail Address:** [Empty]
- User Type:** Radio buttons for Super-User, Power-User, and Sub-User.

Buttons for "Save" and "Cancel" are visible at the bottom right.

4. In the "Administrators" tab, select the user name from the drop-down menu and click on the "Add" (plus) button in front of the field.

The screenshot shows the "Edit User" window with the "Administrators" tab selected. A drop-down menu is open, showing the user name "DCCpower1". An "Add" button with a plus sign is located to the right of the drop-down menu. Buttons for "Save" and "Cancel" are visible at the bottom right.

5. Click on "Save" to save the changes.

A close-up view of the "Save" and "Cancel" buttons. The "Save" button is highlighted with an orange circle.

**Note**

After clicking on "Save" or "Cancel," you are returned to the Users List.