

Licence Administration

As the Licence Administrator for Infomedica products you can set up new users and assign subscriptions.

To access your account details and subscriptions, click **Account Administration** on the Landing page.

To create new users and assign subscriptions:

- 1 Log in to <https://login.ifmsystems.com>.
- 2 Click **Account Administration**.
- 3 Click **Company Details**.
- 4 Click **Add User** in the **Subscription Usage** frame.
- 5 Select **Create a new user**.
- 6 Type the user details and postal address into the corresponding fields.
Ensure the first name, last name and email address of the user are valid. The email address you enter will be the user name for the product.
- 7 Select the administration rights in the **User Permission** frame (if required):
 - **Service Solutions Administrator:** allows the user to change the settings in Superservice Menus.
 - **Pricing Administrator:** allows the user to view pricing information and create additional price levels.
 - **Licence Administrator:** allows the user to add and delete users and assign subscriptions.
 - **Helpdesk Administrator:** allows the user to view personal details and reset the passwords of other users.
- 8 Select the desired subscription checkbox(es) in the **Subscriptions** frame.
- 9 Select your preferred delivery method for the user name and password.
- 10 Click **Save**.

The new user will be notified of their user name and a temporary password. The user will be prompted to change the temporary password at first login.