CLEARCAST

CopyCentral – Creating a User or Team

11/10/2022

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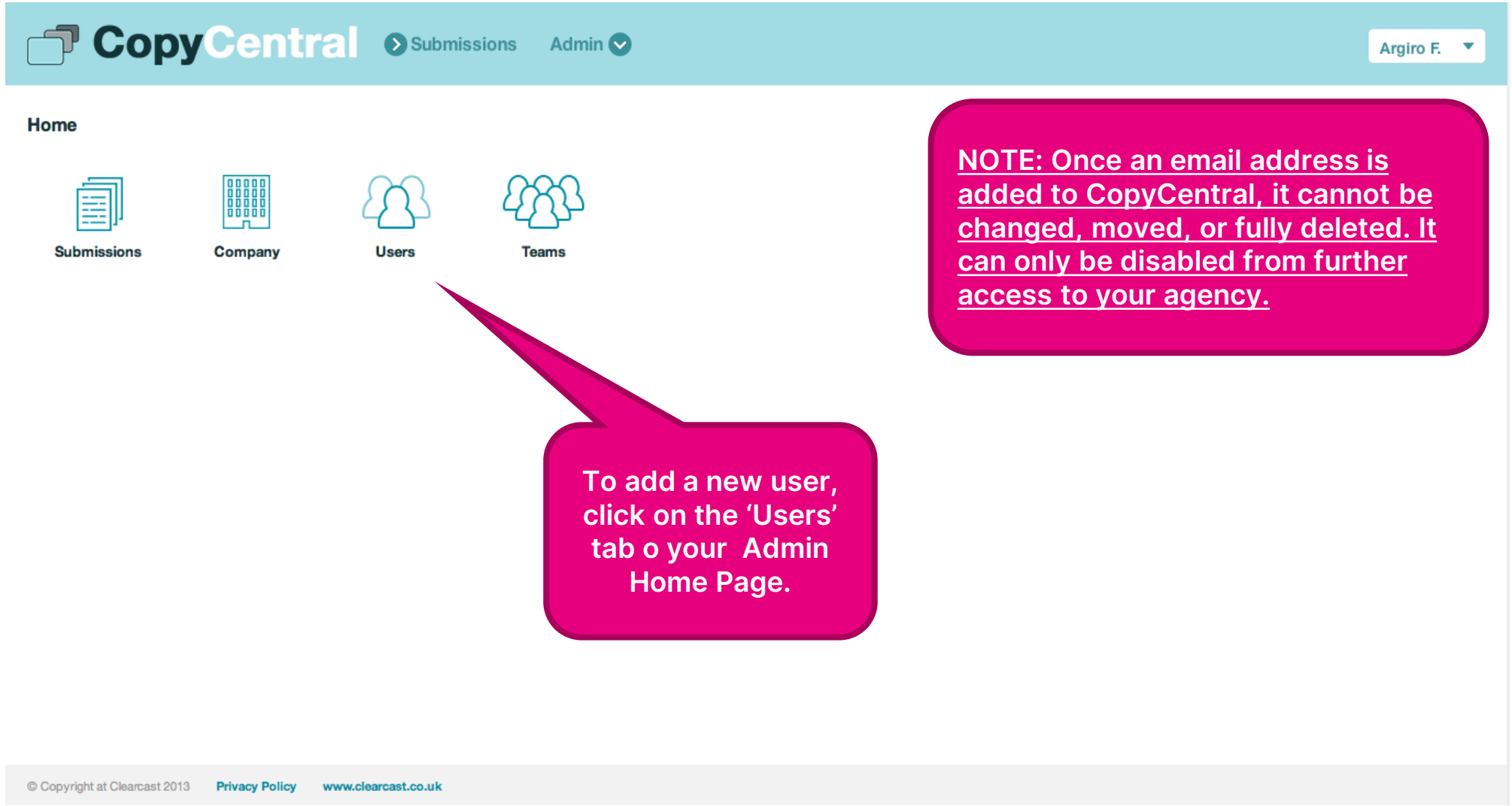
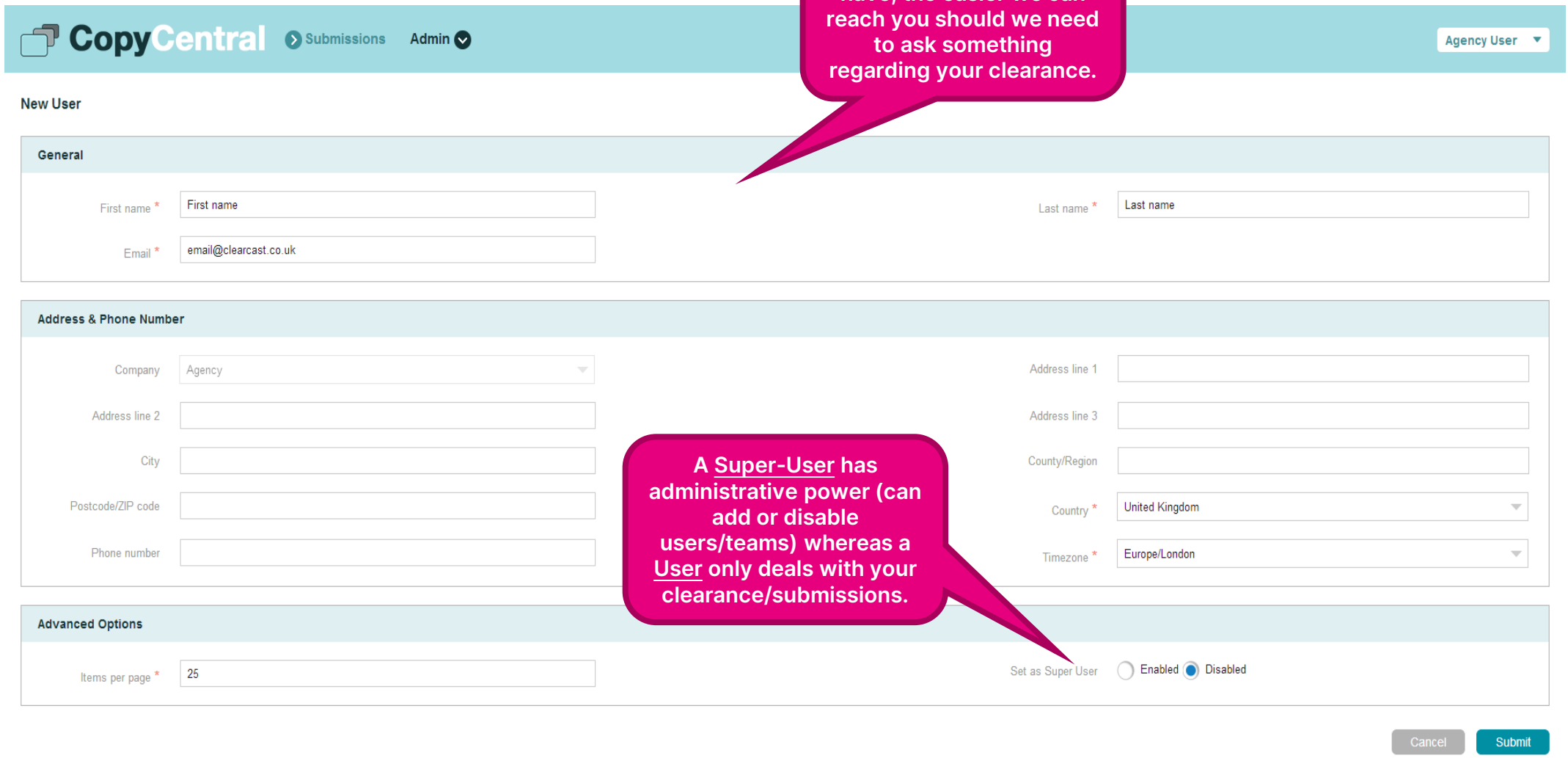
Adding New Users

Note: Managing users and teams is the responsibility of your company. Super Users should ensure that users are deleted when they leave the company and contact details are up to date.

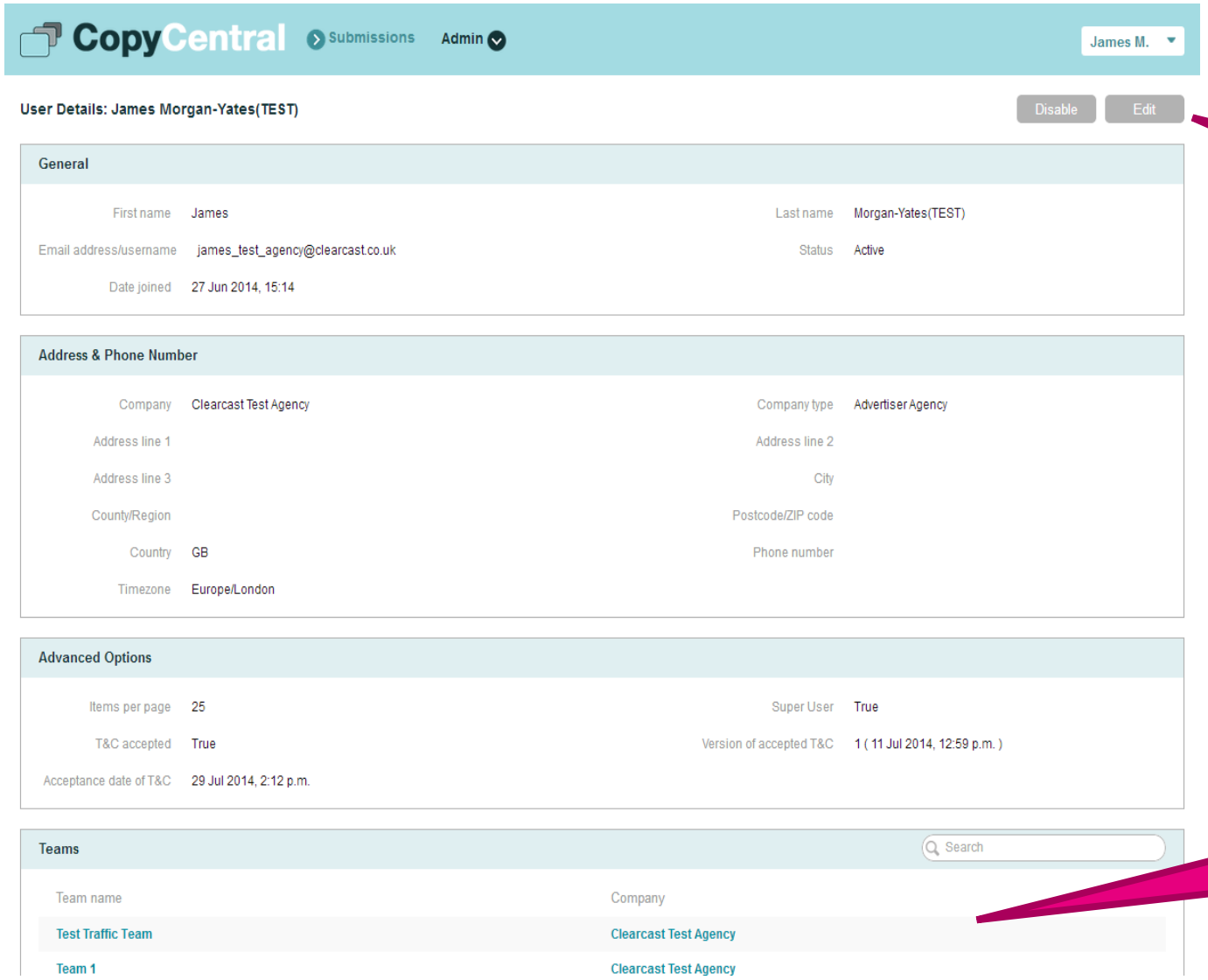
Adding a New User



Adding a New User



Adding a New User



You can then edit or disable a user after they have been created.

You can also see the teams they are part of.

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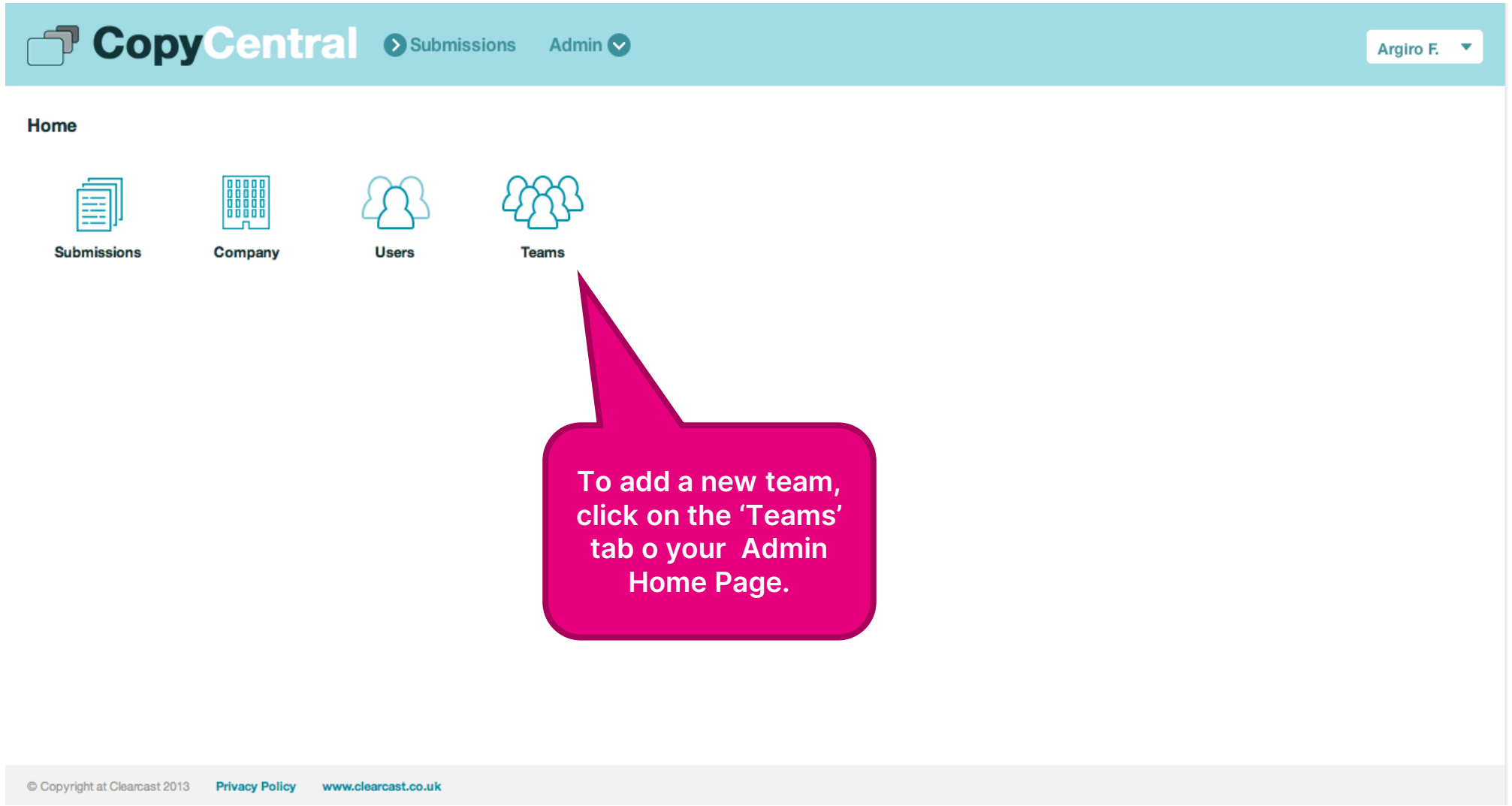
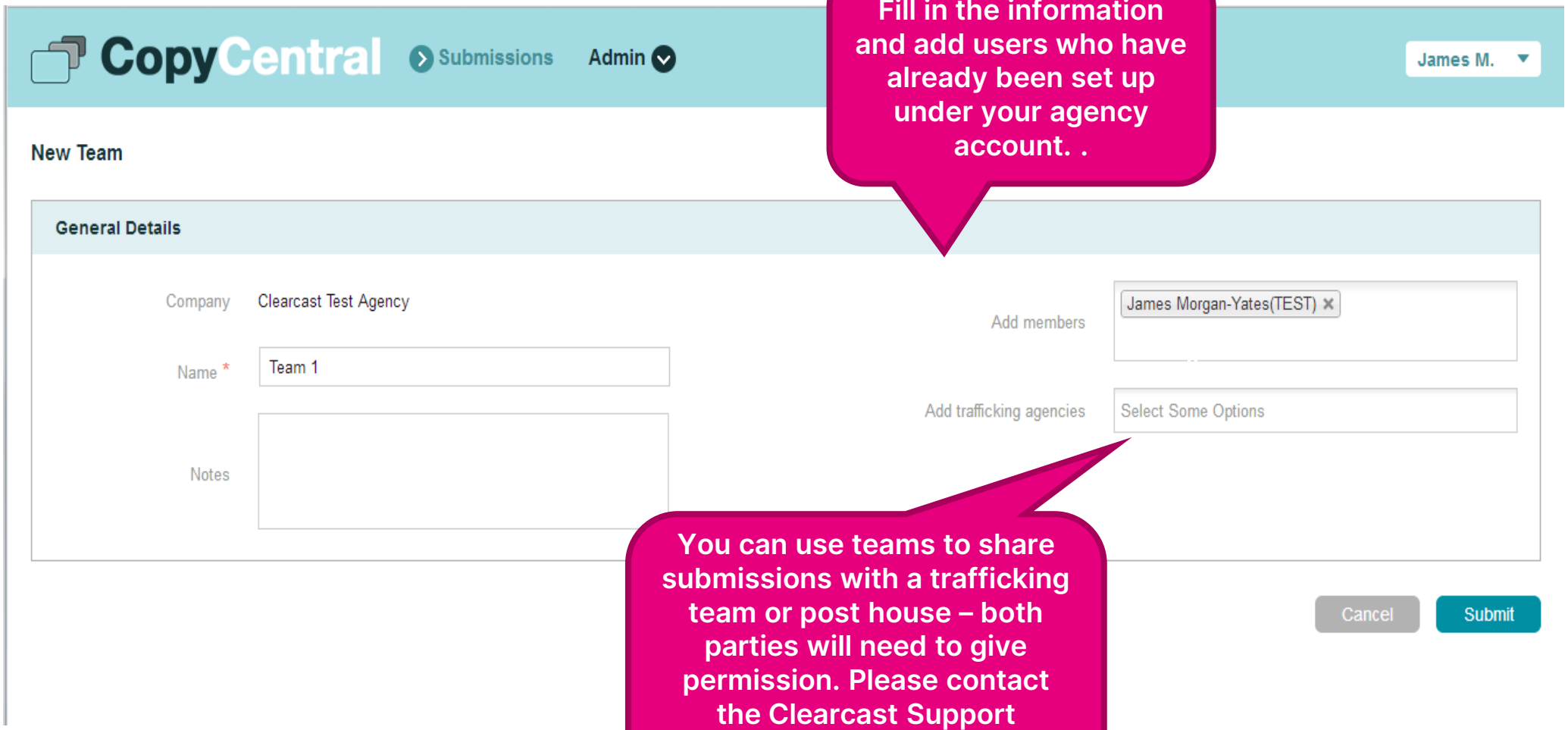
Adding New Teams

Adding a New Team



Adding a New Team



Fill in the information and add users who have already been set up under your agency account. .

You can use teams to share submissions with a trafficking team or post house – both parties will need to give permission. Please contact the Clearcast Support help@clearcast.co.uk to set up!

Adding a New Team

- Teams can be used as an effective way to manage the submissions you make. It is especially handy if you create a lot of submissions for different clients. You can name a team after a particular client and assign users to the team who are submitting for that client, they can then select the team on the new submission page and this submission will only be accessible to users assigned under the team.
- Super Users have access to all submissions regardless of which teams they are assigned to. But currently in order to submit under that team they will need to be assigned to it.

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