

CLEARCAST



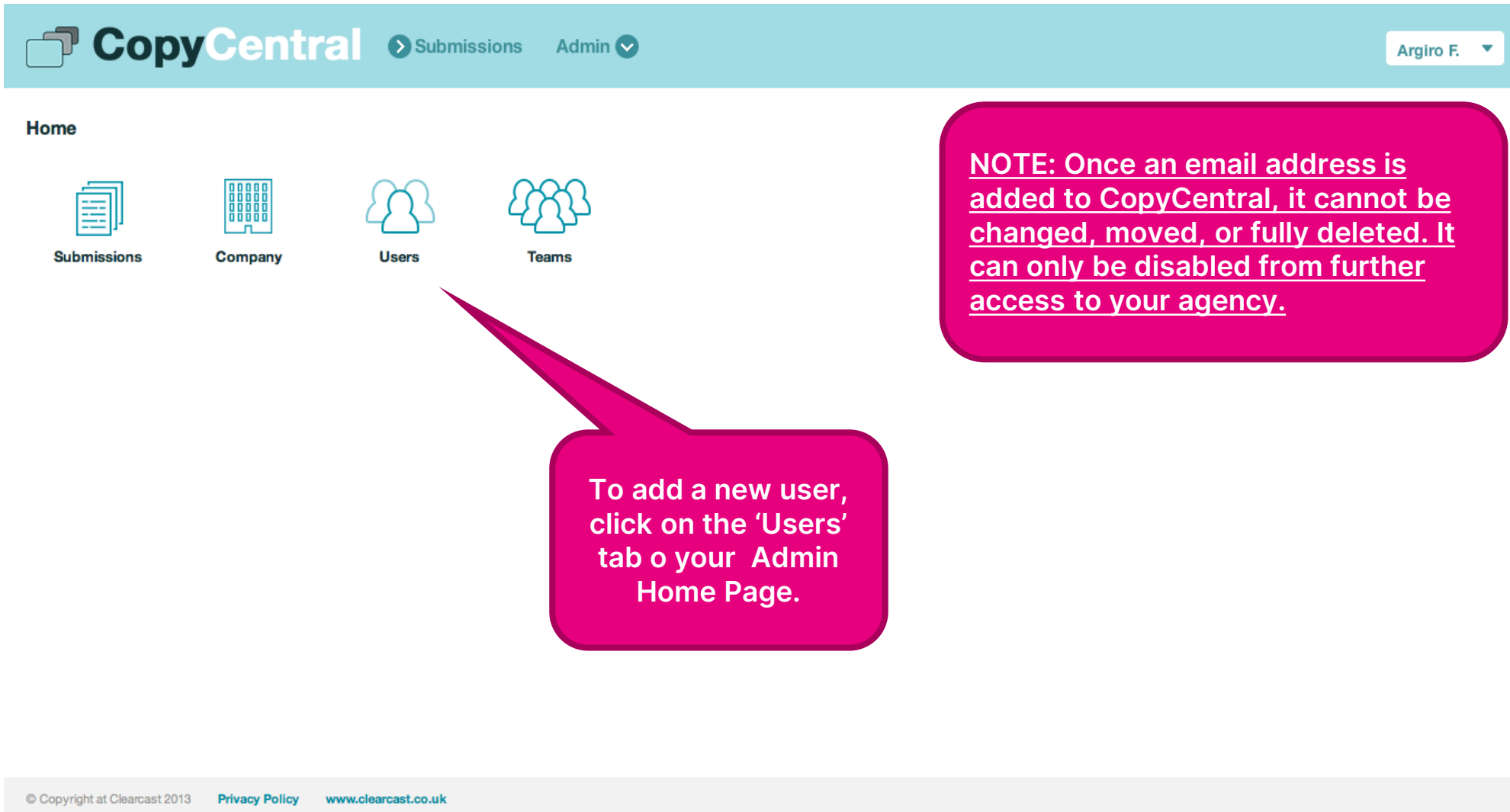
CopyCentral – Creating a User or Team

11/10/2022

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



The screenshot shows the CopyCentral Admin interface. The top navigation bar includes the CopyCentral logo, a 'Submissions' link, an 'Admin' dropdown menu, and a user profile for 'Argiro F.'. Below the navigation bar, the 'Home' section contains four tabs: 'Submissions', 'Company', 'Users', and 'Teams'. The 'Users' tab is highlighted with a blue border and a blue icon of three people. A pink callout box points to the 'Users' tab with the text: 'To add a new user, click on the 'Users' tab o your Admin Home Page.' Another pink callout box on the right contains a note: 'NOTE: Once an email address is added to CopyCentral, it cannot be changed, moved, or fully deleted. It can only be disabled from further access to your agency.'

CopyCentral > Submissions Admin

Argiro F.

Home

Submissions Company Users Teams

NOTE: Once an email address is added to CopyCentral, it cannot be changed, moved, or fully deleted. It can only be disabled from further access to your agency.

To add a new user, click on the 'Users' tab o your Admin Home Page.

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Adding a New User

Fill in the information – the better contact info we have, the easier we can reach you should we need to ask something regarding your clearance.

New User

General

First name * Last name *

Email *

Address & Phone Number

Company

Address line 1

Address line 2

Address line 3

City

County/Region

Postcode/ZIP code

Country *

Phone number

Timezone *

Advanced Options

Items per page *

Set as Super User Enabled Disabled

A Super-User has administrative power (can add or disable users/teams) whereas a User only deals with your clearance/submissions.

Adding a New User

CopyCentral Submissions Admin James M.

User Details: James Morgan-Yates(TEST) Disable Edit

General

First name	James	Last name	Morgan-Yates(TEST)
Email address/username	james_test_agency@clearcast.co.uk	Status	Active
Date joined	27 Jun 2014, 15:14		

Address & Phone Number

Company	Clearcast Test Agency	Company type	Advertiser Agency
Address line 1		Address line 2	
Address line 3		City	
County/Region		Postcode/ZIP code	
Country	GB	Phone number	
Timezone	Europe/London		

Advanced Options

Items per page	25	Super User	True
T&C accepted	True	Version of accepted T&C	1 (11 Jul 2014, 12:59 p.m.)
Acceptance date of T&C	29 Jul 2014, 2:12 p.m.		

Teams Search

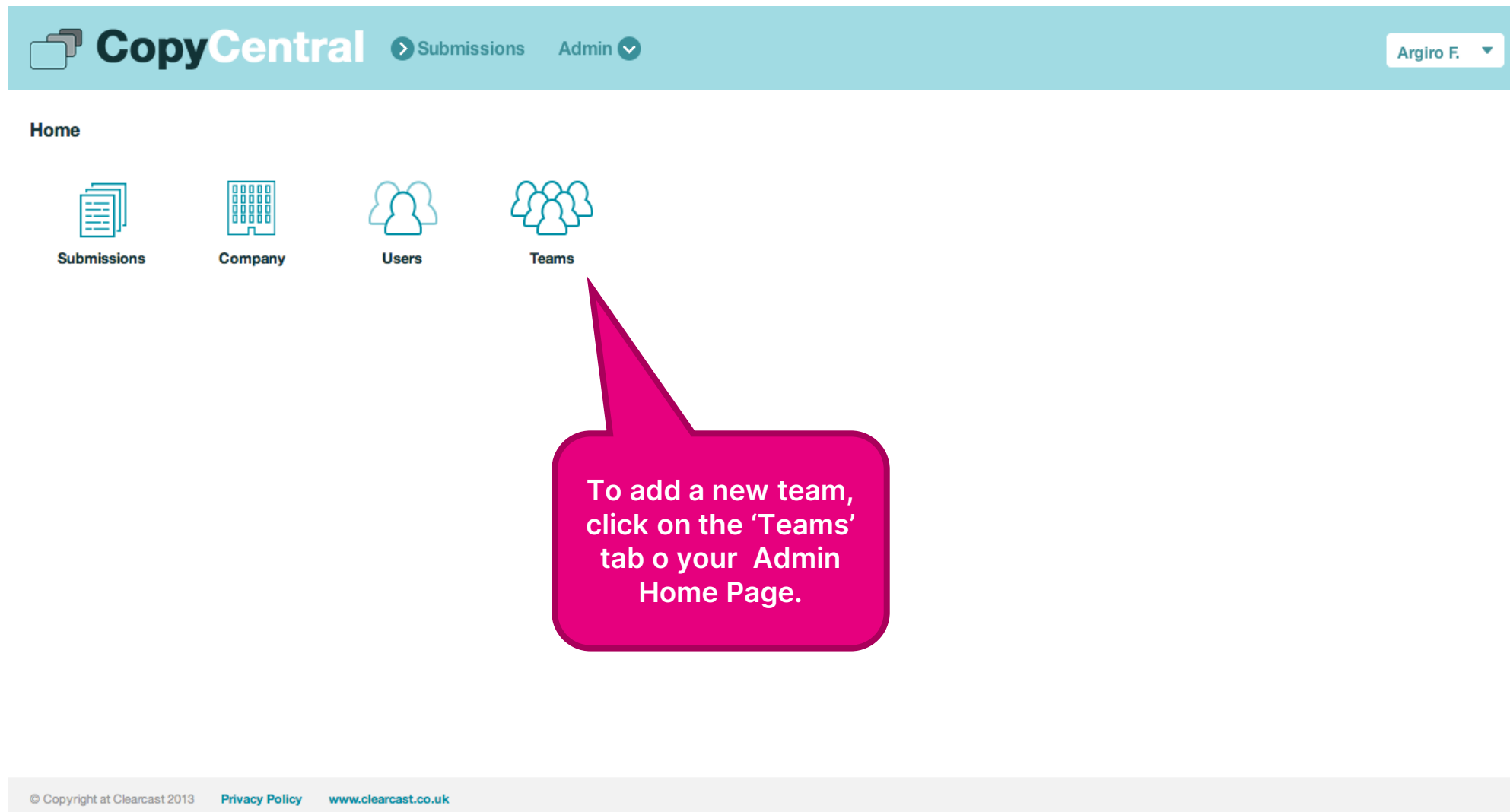
Team name	Company
Test Traffic Team	Clearcast Test Agency
Team 1	Clearcast Test Agency

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

You can also see the teams they are part of.

Adding New Teams

Adding a New Team



The screenshot shows the CopyCentral Admin Home Page. The header is teal and contains the CopyCentral logo, navigation links for Submissions and Admin, and a user profile dropdown for Argiro F. Below the header, the word 'Home' is displayed. Four icons are arranged horizontally: Submissions (stack of papers), Company (grid of squares), Users (two people silhouettes), and Teams (group of four people silhouettes). A pink callout bubble points to the Teams icon with the text: 'To add a new team, click on the 'Teams' tab o your Admin Home Page.'

CopyCentral > Submissions Admin ▾ Argiro F. ▾



Home


Submissions Company Users Teams

To add a new team, click on the 'Teams' tab o your Admin Home Page.

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Adding a New Team

 **CopyCentral** [Submissions](#) [Admin](#) 

James M. 

New Team

General Details

Company Clearcast Test Agency

Name *

Notes

Add members

Add trafficking agencies

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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