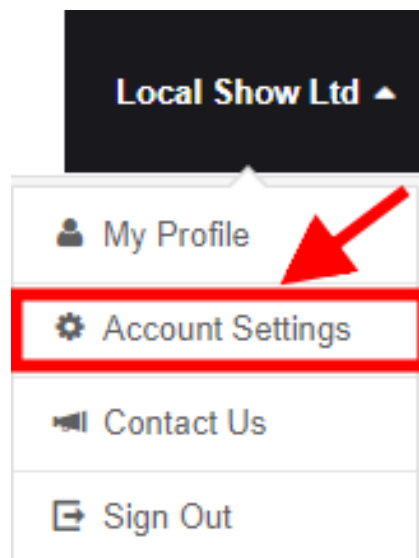


In the Total Ticket platform, you can add as many users as you wish and assign them the role of client, admin or customer support.

To add a user to the platform, go to the top right-hand corner of the page and click on your organization name. Then click on the account settings option.



Once you have clicked the account settings option. An account window should open. Go to the users tab and click on it to access it. Scroll to the bottom of the window to where you see email address and user type.

EMAIL ADDRESS •	USER TYPE •
<input type="text" value="Email Address"/>	<input type="text" value="Client"/>

Added users will receive further instruction via email.

ADD USER

To add a user all you have to do is type in the email address of the person you want to add as a user and choose the type of user they are going to be and click add user.

The new user will then receive an email with more instructions on how to become a user.