

Adding Users and Managing Permissions

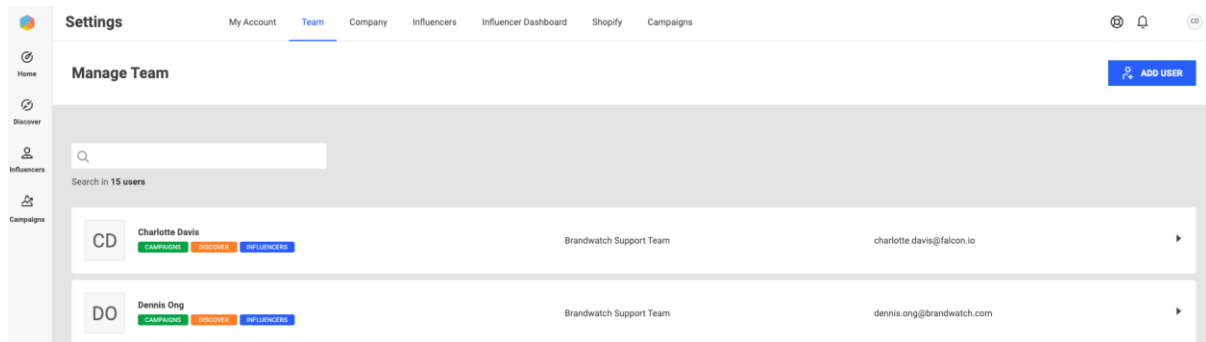
Influence offers a variety of admin levels and permission types for your team to collaborate in managing your influencers. In this article, learn how to add users to your team in Influence and what types of permissions are available.

Note:

Please note that this feature is only available for Influence-only clients. For Social Media Management clients with an Influence add-on, please reach out to your Account Manager to request additional user seats.

Adding a New User

Anyone with the permission to manage team members will have access to the Teams tab in your [Influence Settings](#).



Under the Teams tab, you'll see all of the current users in your organization and which tools they have access to in Influence. To add a new team member, click on the **+ Add user** button in the top-right corner of the page.

In the following setup window, provide the person's name and email, toggle on the tools they should have access to, and toggle on any additional permissions you would like to grant them. If you toggle on the **Manage Admins** permission, this person will also have access to add or edit team members to your company. See the [User Permission](#)

[Options](#) section below for more information on the available permissions.

Add new user



Name *

What is your name?

E-mail *

Enter your e-mail

Manage Admins ⓘ



Manage Company Settings ⓘ



CMS Connections ⓘ



Impersonate Influencers ⓘ



PAYMENTS



CAMPAIGNS



DISCOVER



INFLUENCERS



CANCEL

ADD NEW

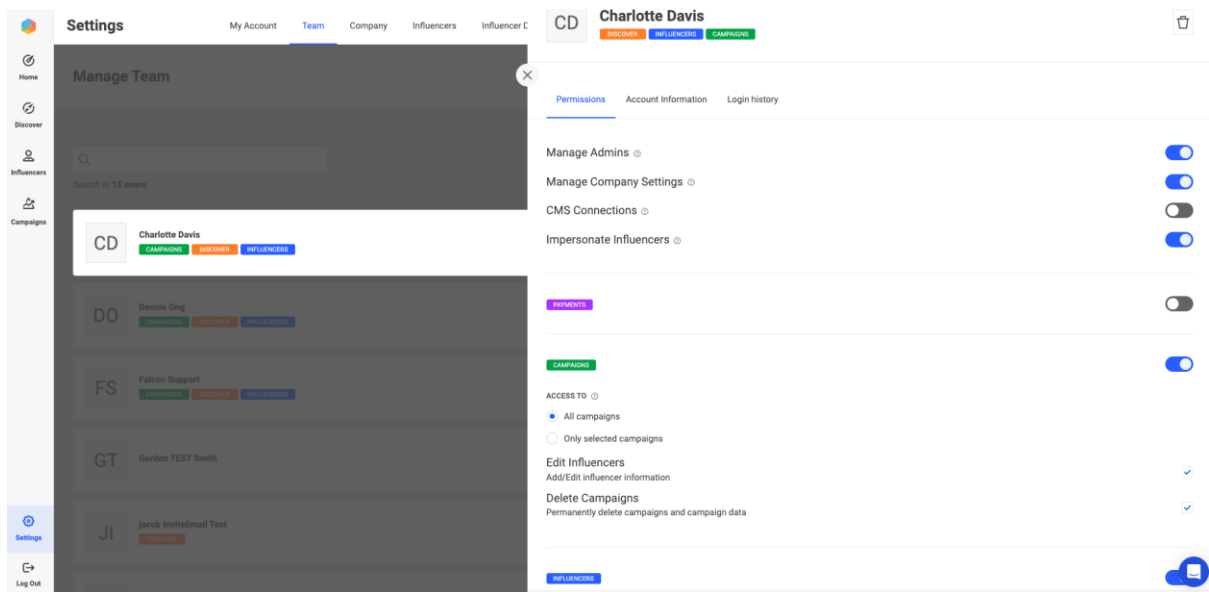
When you are finished setting up the user, click the **Add new** button at the bottom of the window and an invitation email will be sent to the new admin so that they can [set up their Influence account](#).

Editing a user's access

Any user in your team with the **Manage Admins** permission will have access to edit a user's permissions. To edit the access for an existing user, click on the arrow to the right of the user in your Manage Team list and you will see details about the user's current access.

From this view, you can grant or restrict the user's access to any tool in Influence and edit any additional permissions they have. Any edits you make will be saved

automatically.



Deleting a user

If you want to delete a user completely, click on the **trash can** icon in the top-right corner of their user details.



User Permission Options

You must have the **Manage Admins** permission in order to see all and adjust all of the available permissions options in Influence.

When you create a new user or edit a user, you will see the following permissions available to toggle on or off and/or customize:

Overall platform permissions

- **Manage Admins:** Allows a user to authorize new admins and edit their permissions.
- **Manage Billing:** Allows a user to add and edit the company's billing information.
- **Manage Company Settings:** Allows a user to edit the company-wide settings for your Brandwatch Influence instance.
- **CMS Connections:** Allows a user to authorize new YouTube Content Owners.

- **Impersonate Influencers:** Allows a user to impersonate (view) an influencer's dashboard view.

Manage Admins ⓘ



Manage Company Settings ⓘ



CMS Connections ⓘ



Impersonate Influencers ⓘ



Campaigns permissions

Activate the **Campaigns** toggle to grant a user access to the Campaigns tool. When activated, you will see several additional permissions for Campaigns:

- Grant access to **All campaigns** or **Only selected campaigns**.
- **Edit Influencers:** Allows a user to add influencers and edit their information.
- **Delete Campaigns:** Allows a user to permanently delete campaigns and campaign data.

CAMPAIGNS



ACCESS TO ⓘ

☒ All campaigns

☐ Only selected campaigns

Edit Influencers

Add/Edit influencer information



Delete Campaigns

Permanently delete campaigns and campaign data



Discover permissions

Activate the **Discover** toggle to grant a user access to the Discover tool.

DISCOVER



Influencers permissions

Activate the **Influencers** toggle to grant a user access to the Influencers tool. When activated, you will be able to select the type of admin access you would like to grant the user and see several additional permission options.



SELECT TYPE OF ACCESS

- ☒ Company
- ☐ Group
- ☐ Talent Manager

Company admins

A Company admin is the highest level of access in Influence. Company admins can see all influencers in your dashboard and see and edit all groups and talent managers.

Group admins

Group admins can only see and edit settings for influencers within the group they are assigned to. They cannot edit payments, default contract settings, or other company-wide settings.


Talent manager admins

Talent manager admins can only see influencers they are specifically assigned to. They can accept influencers, add influencers, or adjust influencers' revenue splits only if they are granted those permissions. They cannot edit payments, default contract settings, or other company-wide settings.

Additional Influencers permissions

No matter which admin option you select, you will have additional permissions checkboxes that you can use to further customize each user's access.

- **Edit Influencers:** Allows a user to add influencers and edit their information.
- **Delete Influencers:** Allows a user to fully delete influencer profiles from the company.
- **Edit Influencer Percentages:** Allows a user to edit revenue shares for influencers, Groups, and Talent Managers.
- **Edit Influencer Payment Details:** Allows a user to access and edit influencers' payment details, such as payment method.
- **Manage Influencer Contracts:** Allows a user to add and edit contracts.
- **Merge Users:** Allows a user access to the Merge Users page.

INFLUENCERS		
ACCOUNT TYPE: COMPANY ADMIN		
Edit Influencer Percentages Allows an admin to edit revenue shares for influencers/groups/talent managers.		<input type="checkbox"/>
Edit Influencers Gives permission to add and edit influencers and their information.		<input type="checkbox"/>
Delete Influencers Allows an admin to completely delete a influencer record from the dashboard, or delete an account that's currently connected to a influencer.		<input type="checkbox"/>
Edit Influencer Payment Details Grants permission to view and edit influencer payment details.		<input type="checkbox"/>
Manage Influencer Contracts Gives an admin more flexibility and options around adding and/or sending influencer contracts.		<input type="checkbox"/>
Merge Influencers Allows an admin access to merge or unmerge influencer accounts		<input type="checkbox"/>

Special considerations for Percentages and Contracts

The **Edit Influencer Percentages** and **Manage Influencer Contracts** permissions have additional considerations depending on the the admin type selected for the user, and whether the user has one or both of these permissions granted:

Company admins

Permission	Actions
Has neither Contracts nor Percentages permissions	<ul style="list-style-type: none"> Accept incoming applications with any active template contract
Has Contracts permission only	<ul style="list-style-type: none"> Accept incoming applications with any active template contract Edit which template contract is set as a group's default contract View Expiring Contracts page View Standard Contracts page to activate or deactivate template influencer contracts and upload new template contracts
Has Percentages permission only	<ul style="list-style-type: none"> Accept or add applications with any active template contract Edit influencers' percentages Edit talent managers' percentages Edit group percentages

Permission	Actions
Has both Contracts and Percentages permissions	<ul style="list-style-type: none"> • Accept or add applications with any active template contract • Upload and send custom contracts to influencers • Edit which template contract is set as a group's default contract • View Expiring Contracts page • View Standard Contracts page to activate or deactivate template influencer contracts and upload new template contracts • Edit influencers' percentages • Edit talent managers' percentages • Edit group percentages

Group admins

Permission	Actions
Has neither Contracts nor Percentages permissions	<ul style="list-style-type: none"> • Accept incoming applications with the group default contract only
Has Contracts permission only	<ul style="list-style-type: none"> • Accept incoming applications with any active template contract • Edit which template contract is set as the group default contract
Has Percentages permission only	<ul style="list-style-type: none"> • Accept incoming applications with the group default contract only • Add influencers manually with the group default contract only • Edit influencers' percentages • Edit talent managers' percentages
Has both Contracts and Percentages permissions	<ul style="list-style-type: none"> • Accept or add applications with any active template contract • Upload and send custom contracts to influencers

Permission	Actions
	<ul style="list-style-type: none"> Edit influencers' percentages Edit talent managers' percentages

Talent manager admins

Permission	Actions
Has neither Contracts nor Percentages permissions	Accept incoming applications with the default contract only
Has Contracts permission only	Accept incoming applications with any active template contract
Has Percentages permission only	Accept incoming applications with the group default contract only Add influencers manually with the group default contract only Edit influencers' percentages
Has both Contracts and Percentages permissions	Accept or add applications with any active template contract Upload and send custom contracts to influencers Edit influencers' percentages