

how can we help you today?

Type to Search our knowledge base...

Q

[Help Center](#) › [Agency](#)

Related Articles

- [Add Agency](#)
- [Agency Listing](#)
- [Edit Agency](#)
- [Add User - Agency Admin](#)
- [Add User - Agency Manager](#)

Add User – Agency Reporting Manager

A manager role will have limited access to the platform assigned by the admin.

The managers will be able to add or edit the campaign, add or edit the creatives and check and extract the reports.

Follow these steps to add an Agency Manager:

Step 1: To add a new user click on + sign:

Step 2: Enter the following details:

Field	Description
Agency	Enter the name of the Agency
Name	Enter the name of the Agency Manager
Email	Enter the Email ID of the Agency Manager
Mobile	Enter the mobile number of the Agency Manager
IM ID	The Skype, GTalk or WeChat ID of the point of contact

Step 3: To update the details click on Save.

Still need help? Contact us: support@xapads.com

Was this article helpful?

☒ Yes

☐ No

Associated Member of



© Copyright Xerxes. All rights reserved