![xerxes By Xapads logo]

☰

how can we help you today?

| Type to Search our knowledge base... | 🔍 |

Related Articles

Add Brand

Brand Listing

Edit Brand

Add User - Brand Manager

Add User - Brand Reporting Manager

Add User - Brand Admin

The Administrative role is important while submitting a new agency, the admin will have full control to manage the platform. You can assign manager and reporting manager roles to the team members

Follow these steps to add a Brand Admin:

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

Step 2: Enter the following details:

Field	Description
Agency	Enter the name of the Brand
Name	Enter the name of the Brand Admin
Email	Enter the Email ID of the Brand Admin
Mobile	Enter the mobile number of the Brand Admin
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