



FAQ / Settings

How can i create a new user account ?

PRE REQUIRED

You must have the administrator rights allowing access to the Settings application



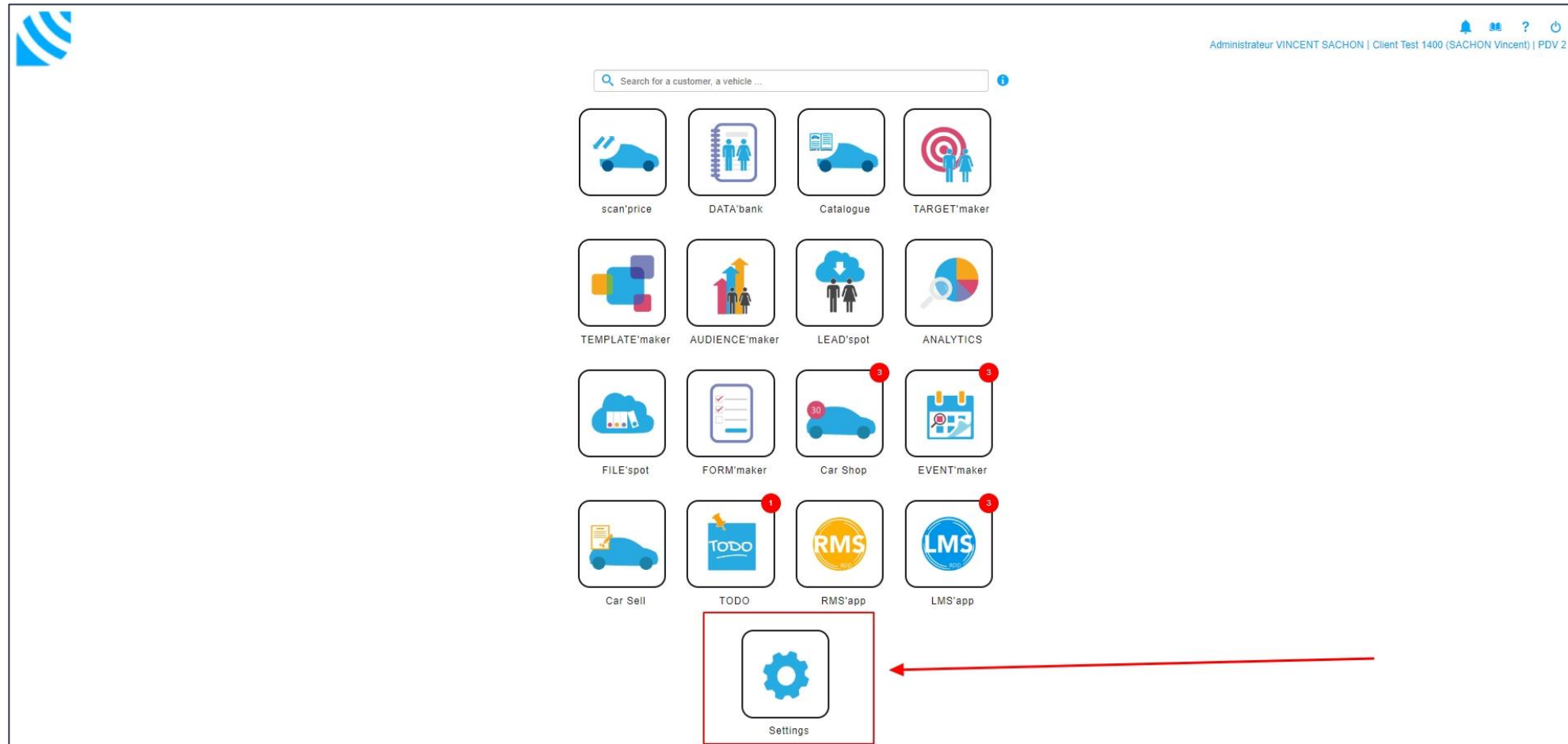
How can i create a new user account ?

Summary

1. Adding a new user in the Settings application
2. First connection

1. Adding a new user in the Settings application

 Go to the Settings application



Welcoming page Webapp4you/Settings application

- On the upper left side select the entity **1** where to create the account.
- Click on the **Users** menu then on **Directory** **2**
- Add a profile by clicking on the button **+3**

The screenshot shows the 'Directory' page in the bee2link application. The left sidebar contains a menu with 'Users' and 'Directory' highlighted. The main area displays a table of users. Red arrows and numbers indicate the steps to create a new user account:

- 1**: Points to the 'Client Test 1400 (SACHON Vir)' dropdown menu in the top left.
- 2**: Points to the 'Users' menu item in the sidebar, and then to the 'Directory' sub-menu item.
- 3**: Points to the blue '+' button at the bottom right of the user table.

Login	Last name	Mobile phone	Landline	Email	Super administrator
005jc243	ADMINISTRATEUR Administrateur		0312345678	florent.hoggas@bee2link.fr	✓
018kj742	ADRIEN PATISSON Directeur	0640777141		adrien.patissou@bee2link.fr	✓
010ok174	ALEXANDRE Dexter	0676051573		antoine.sculfort@bee2link.fr	✗
022fy160	ALMODOVAR Pedro			damien.bidaut@bee2link.fr	✓
010sx546	ANGEVELLE Joel			joel.angevelle@bee2link.fr	✓
010fk565	ANGEVELLE 2 Joël			joel.angevelle@bee2link.fr	✗
005ac385	APPLESEED John	0673338752		morgan.lachery@bee2link.fr	✓
023km134	ASUPPRIMER Antoine			antoine.sculfort@bee2link.fr	✓
010iq117	BACHELOT Benoit	0649179799		benoit.bachelot@bee2link.fr	✓
005ah261	BARBAN Thibault			thibault.barban@bee2link.fr	✓
006ob119	BARBAN Thibault2			thibault.barban@bee2link.fr	✗
023pn638	BARLOIS Sophie			sophie.barlois@bee2link.fr	✓
015nb118	BASLY Simon	0676685947		simon.vernusse@bee2link.fr	✗
015hh183	BAUDRY Rémi			remi.baudry@bee2link.fr	✗

Settings/Entity/User/Directory

☰ Fill the fields with the informations required (The fields marked by a red star are mandatory)

☰ Indicate or Generate a password automatically  then validate 

 WAFY

Client Test 1400 (SACHON Vincent) | PDV 2   AV

New account

Last name *

First name *

Email *

Mobile phone**Landline****Fax****Language ***

Select ▼

☐ Super administrator☒ Active**Password**

A mobile number is required to enable two-factor authentication. Without a mobile number entered, two-factor authentication will not be possible.



No files selected



Settings/Entity/User/Directory/New account

- ☒ An email containing a Username and a provisional Password is sent to the email address of the new contact.

Hello, (first name)

We confirm the creation of your account on: <https://webapp4you.eu>

You will find your login details below. Your password is temporary, you will be asked to change it the first time you will connect yourself.

Username: 012na456

Password: Honinas)48

Best regards,

The team Bee2link.

Settings/Entity/User/Directory/New account/Login details

How can i create a new user account ?

- Go to the « Account » menu
- Add a profile to the selling point by clicking on the + You will be redirected to a new page

Client Test 1400 (SACHON Vir) | PDV 2

Account

Active Inactive

Search...

Last name	Mobile phone	Landline	Email	Group	Administrator
ADMINISTRATEUR Administrateur		0312345678	florent.hoggas@bee2link.fr	Administrateur	✓
DEMANDEUR Vincent Sachon			vincent.sachon@bee2link.fr	vendeur	✗
FARMER Mirko			Mirko.farmer@hotmail.fr	vendeur	✗
MONTANA Tony	0683987406		vincent.sachon@bee2link.fr	Chef de vente	✗
PEREZ Vicente			vicente.perez@hotmail.fr	vendeur	✗
VINCENT SACHON Administrateur			vincent.sachon@bee2link.fr	Administrateur	✓

+

Settings/Entity/User/Directory/New account/Login details/Account

Select the right « **Account** » by clicking on ➔

 WAFY

Client Test 1400 (SACHON Vincent) | PDV 2  

 Default Last name ▲

Settings/Entity/User/Directory/New account/Login details/Account

Select a Group **1** and the points of sale **2** then validate ✓

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Client Test 1400 (SACHON Vincent) | PDV 2   AV



Username	024ni195
Last name	TEST VS
First name	English
Email	vincent.sachon@bee2link.fr
Mobile phone	
Landline	
Fax	
Password	
Language	Anglais
Super administrator	✗
Active	✓

Group * **1**

Select ▼

Points of sale * **2**

Select ▼

Function

Select ▼

Services

Select ▼

☐ Administrator

Settings/Entity/User/Directory/New account/Login
details/Account/Group/Points of sale

How can i create a new user account ?

2. First connection

- At the first identification it is asked to enter and confirm a new password.
- The password must consist of at least 10 characters, including at least 1 uppercase, 1 lowercase, 1 digit and 1 special character.

A screenshot of a login form for 'webapp4you' centered on a dark blue gradient background. The form is a white rounded rectangle containing a logo with a grid icon and the text 'webapp4you'. Below the logo is a 'Username' input field, followed by a password input field with a blue background and masked characters. A blue 'Confirm' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Bandwidth test'.

Welcoming page Webapp4you/Settings application



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