



Subusers – how can I set up and manage Subusers?

By clicking on the menu bar under Extras/Subusers you can change the User Data of existing Subusers or configure new Subusers for the dpa-platform, providing these have received the necessary authorisation. We recommend this procedure if the dpa-platform is regularly used by a large circle of users. In this way you can manage or set up Subusers and change your password at any time without recourse to the dpa-Service department.

Please fill out the required fields. The section marked *role* can be left blank since dpa has already defined the rights for Subusers.

The screenshot shows the 'New Subuser' form in the dpa-platform interface. At the top, there is a navigation bar with 'dpa Today', 'My Home Page', 'My Searches', 'My Folders', 'Settings', 'Extras', and 'Help'. Below this is a search bar with 'Search in news products' and 'Search in Events' options. The main content area shows the 'New Subuser' form with the following fields: 'Activate' (checkbox), 'First Name *', 'Last Name *', 'Login Name *', 'E-Mail *', 'Role' (dropdown), 'Password', and 'Repeat Password'. A 'Save Now' button and a 'Cancel' button are at the bottom of the form. A note above the form states: 'A field that is bold, highlighted or marked with an * is a required field.'

Tips und Tricks

The E-Mail address given should be that of the Subuser so that he or she can obtain a new password using the button *Request New Password*.

As the main User you can administer the settings for Subusers by logging-in using their identity. The Subuser is only activated when the *Activate* box has been ticked.

