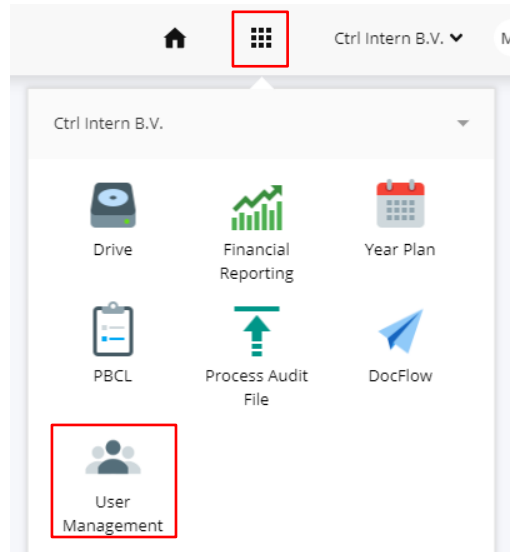**ctrl**

Client instruction user management screen

Below is a description of how you can control access to Twinfield for you and your employees.

1 Select company

You select a company through the "Menu" option.

2 User management

You will find the "User management" option under the company. Click the user management option. The user management screen will now be shown.

3 Select role

From the user management screen you establish the type of subscription you wish to use. You can set this for yourself and for any other users.

You set the subscription under the heading "Role". Next, you tick the companies to which this role should be linked. You shut down by clicking "Save".

You are now ready to start working with your Twinfield accounts.

If you wish to do so immediately, you need to log on to the ctrl portal again.

ctrl

4 New user

You can also add new users from the user management screen. You do this by clicking on the "Create User" button.

TWINFIELS USER MANAGEMENT

Change the user access rights for the service Twinfield. Press Submit to confirm the changes.

Warning! Users granted access to an administration will be invoiced by Twinfield for the chosen subscription. This is also the case after initially making a contract for one user.

Create User

Then appear:

NEW USER

Create a new user for the service Twinfield. Please verify if the correct company is selected.

Company	Ctrl B.V.
Gender:	Mr
Initials:	
First name:	
Infix:	
Last name:	
Email	
Position:	Director

Cancel **Create user**

Fill in the fields with the data from the user and conclude by clicking on "Create User".

As a final step, the new user also get a role as described in Chapter 3.