



Version 1

Admin Area – Adding A New User

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

Table of Contents

How to Add a New User.....	3
Support.....	5

How to Add a New User

1. Roll your mouse over the “Clients” tab



2. Click on “Users”

3. Click “New User”

Users

New User

4. Enter the user’s details as below:

Users

First Name:	<input type="text" value="Samantha"/>
Last Name:	<input type="text" value="Eardley"/>
Email:	<input type="text" value="samanthaeardley@example.com"/>
Password:	<input type="password" value="....."/>
User Type:	<input type="text" value="User"/>
Role Template:	<input type="text" value="Administrator"/>
Disabled:	<input type="checkbox"/>
Transaction Report Columns:	
<input type="button" value="Save"/>	<input type="button" value="Close"/>

- a. First Name

- b. Last Name
- c. Email Address
- d. Password (of your choice)
- e. Keep the “User Type” as “User”
- f. Keep the “Role Template” as “Administrator”

5. Click “Save”

Users

New User

FIRST NAME	LAST NAME	EMAIL	USER TYPE	ADMIN ROLE		
Samantha	Eardley	samanthaeardley@example.com	User	Administrator	View	Edit Delete

6. Now you will see your recently added user as shown above.

Support

If you have any questions, please contact The Loyalty Box.

South African Contact Number: 010 020 0601

International Contact Number: (+27)10 020 0601

Email Address: support@theloyaltybox.com