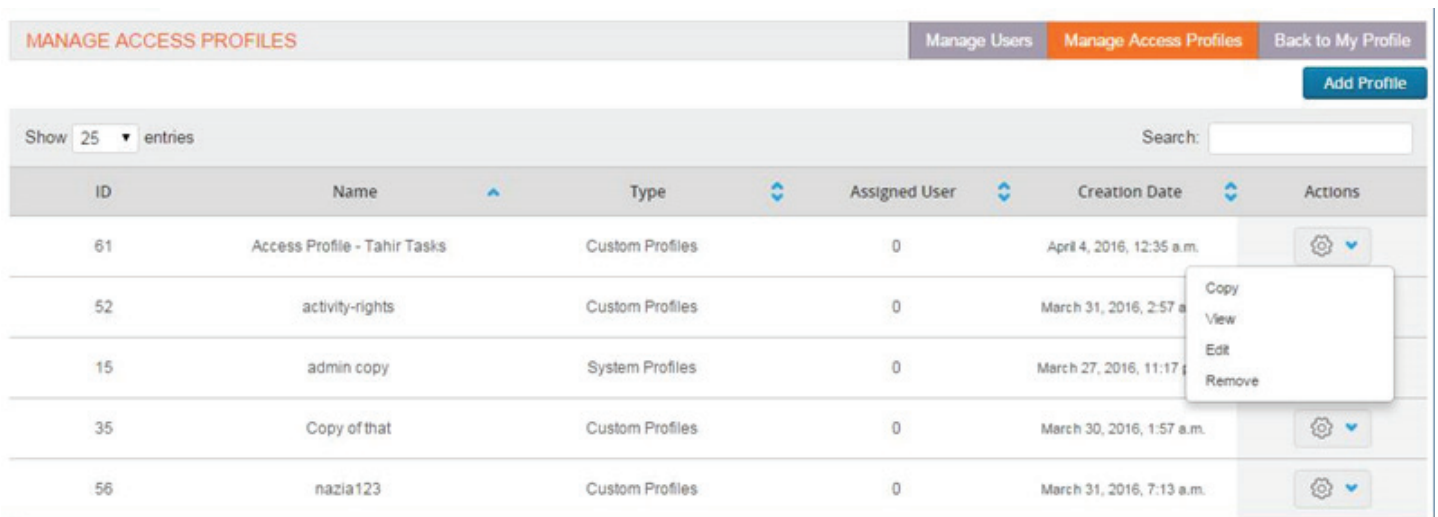dinManage has empowered customers with the facility to assign account holders, with the ability to **create**, and **assign profiles**, in dinManage with various levels of access rights to the application. These profiles may then be assigned to sub-users within each account, depending upon their established needs.
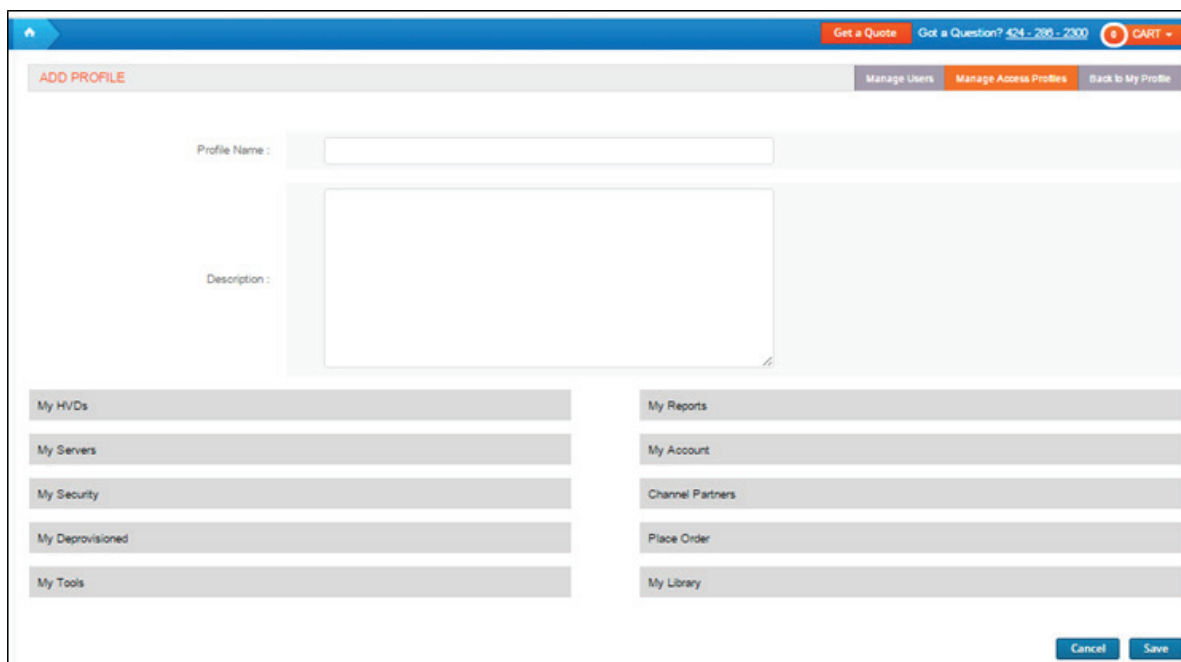
Access Profiles in dinManage

1. The **'Access Profiles'** management feature is available in the **'User Management'** section under the **'My Account'** tab.
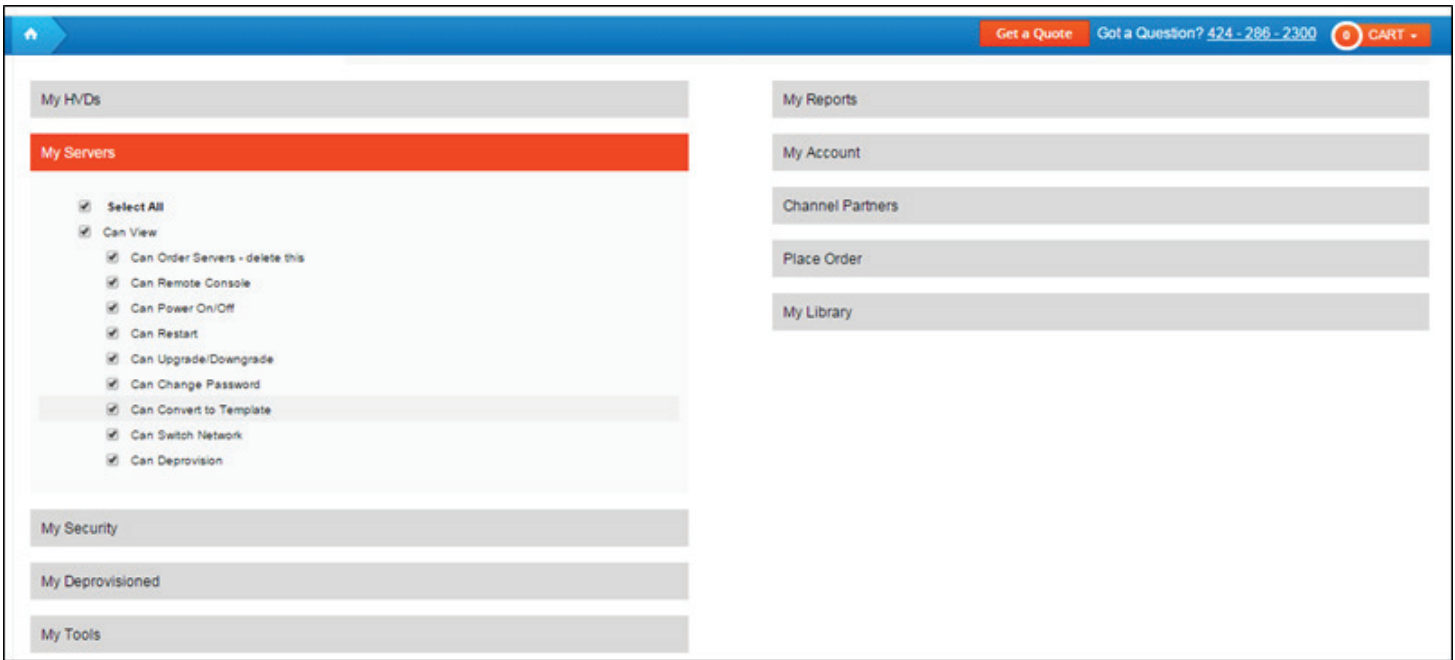

2. Super Admin Users will be able to **CREATE** access profiles as per their own organizational needs by clicking 'Add Profile', which lists down all of the 'Actions' that may be performed within dinManage.

3. Super Admins would be able to select which rights need to be added to the profile being created, and once done, they would be able to assign these profiles to their sub-users from the newly updated **'Manage Users'** feature, under the **'User Management'** section.
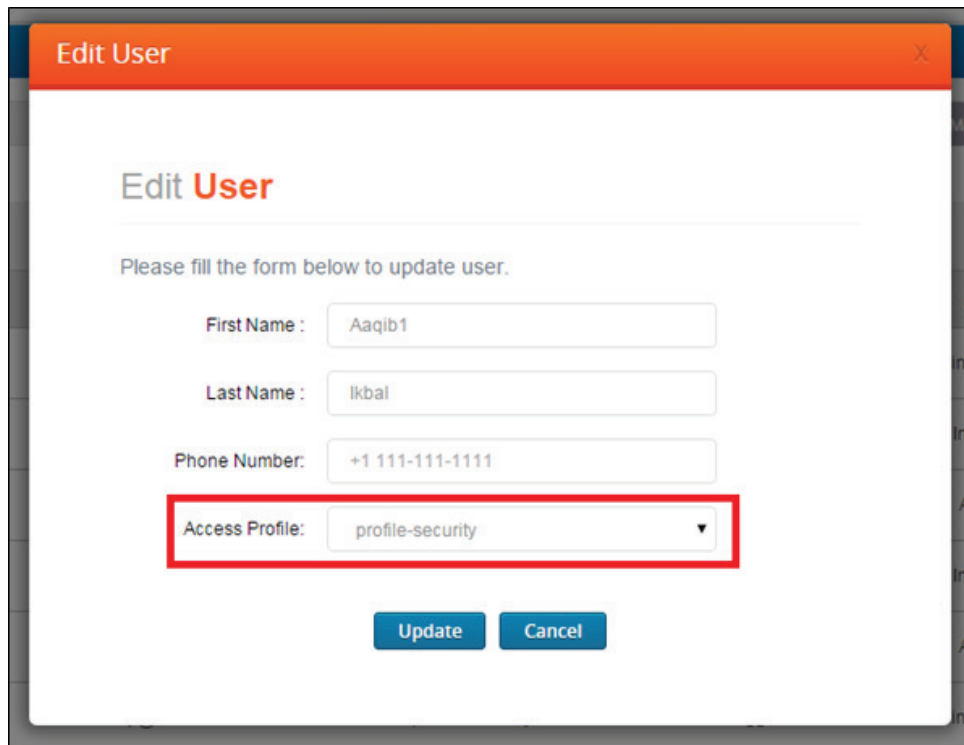
Assigning a Profile in dinManage

1. The management of sub users from dinManage has been changed and updated in dinManage.
   The new page now displays more information about sub-users, which includes:
   a. The 'Access Profile' assigned to each user
   b. The 'Last Login' Date and Time of each User
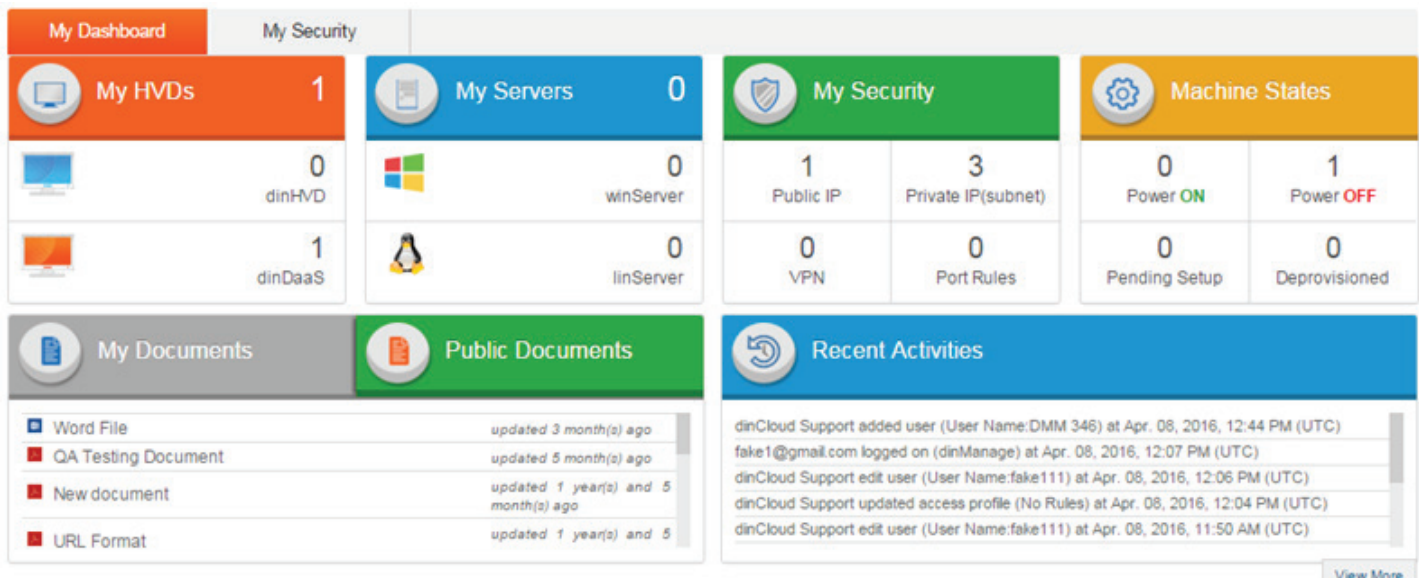   c. The account 'Status' of each user

2. Clicking the **'Actions'** button against a sub-users name, the Super Admin user may:
   a. Change the users password
   b. Edit the users information
   c. Change the users account status from 'Active' to 'Inactive', or vice versa
   d. Remove the user from dinManage altogether

3. The access profile assigned to the user may be changed from the '**Access Profile'** dropdown when the **'Edit User'** option is clicked.
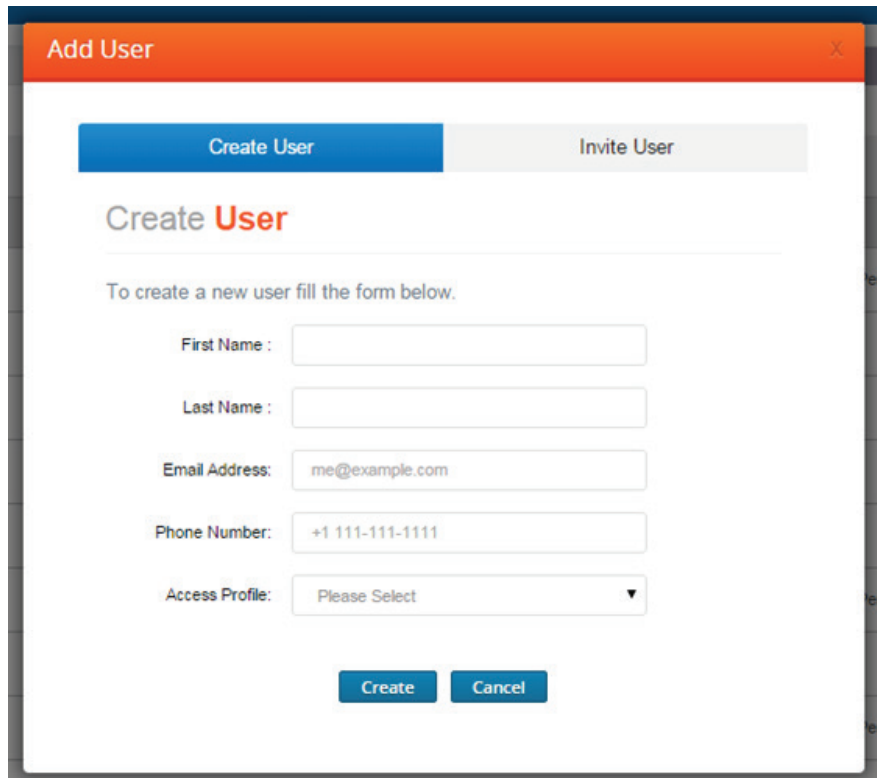

4. Once a profile has been assigned, the user will be able to perform only those actions, that have been allowed by the Super Admin. In the screenshot below, a sub-user is only able to view the 'My Security' tab in his dinManage account.
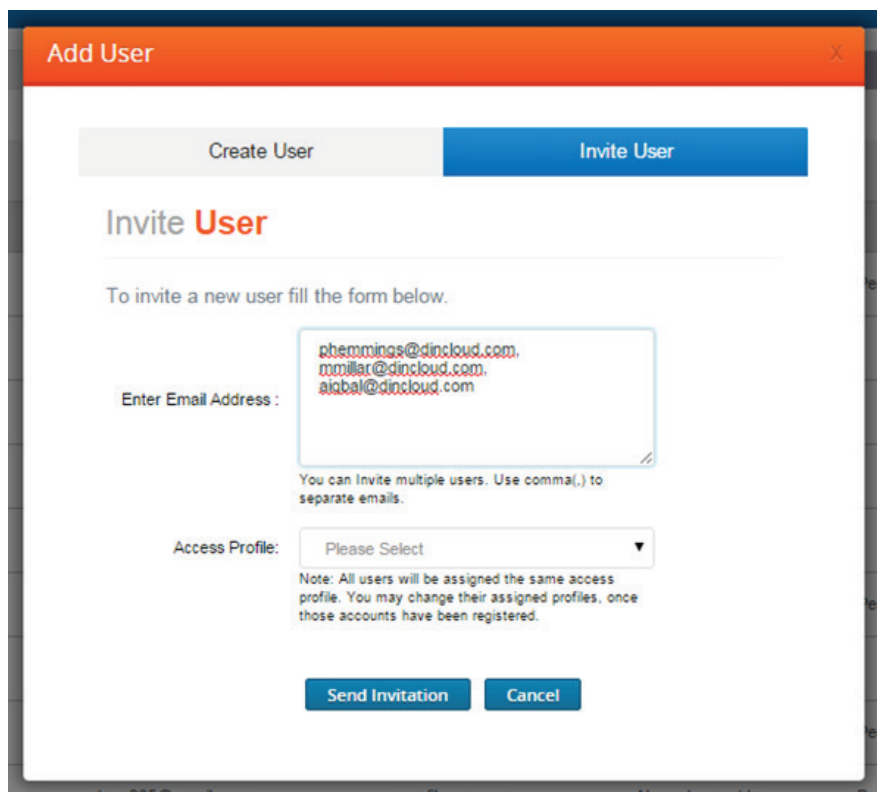
User Addition in dinManage

1. The 'User Addition' feature in dinManage has also been updated.

2. Clicking 'Add User' from the 'Manage Users' section in dinManage, now provides the option of either creating a sub-user, or inviting multiple sub-users at the same time.

3. The 'Invite User' feature lets the Admin user invite multiple users with the same access rights.

4. An email is sent over to the sub-users, with a link to a sign-up form, which collects their credentials from them, and logs them on to dinManage.

5. Once the invitations have been sent over by the Admin user, the information provided by the Admin is added to the 'User' list in dinManage with 'Pending Activation' as the status.

6. Furthermore, for users with 'Pending Activation' as their status, the Admin will be able to resend the account activation email, in case the user misplaced it the first time around.