

How to create a new user within the RAI event webshop

To create a new 'user' or 'contact' within the RAI event webshop follow the next steps.

Please note that only the contact person communicated to the event organization can add or remove users!

1. Click the dropdown button labelled "v" next to your name.
2. Select within the dropdown menu "My Account".
3. You will be directed to the page that says "Hi, [your name]".
4. Then select within the left side menu "My Organization" and select "Users".

Event Demo | Search e.g. for power, parking | Language EN | Welcome Paul Groeneveld

HOME / MY ACCOUNT / OVERVIEW

Groeneveld, Paul
Cristo's Kitchen - *
Buyer, Account Admin

My Account

My Purchases
Orders total 0.00

My Order Templates
Currently you don't have any order templates.

Note: Your account information will only be used in accordance with our Privacy Policy.

5. You will be directed to the "Users" page.
6. At the right side of users-page you select and click the button labelled "Add User".

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HOME / MY ACCOUNT / USERS

Groeneveld, Paul
Cristo's Kitchen - *
Buyer, Account Admin

Users

User	Email	Role(S)
Your Name	your.name@compagny.com	Buyer Account Admin

Add User

- You will be directed to the “Create New User” page.
 - Fill in all (required) fields to create a new user.
 - At the bottom of the page, you select and click the button labelled “Create User” to finish the process of creating a user.
10. After you have finished this procedure the newly added user will receive a welcome e-mail. Please note that this e-mail could end up in your spam folder!

Event Demo | Search e.g. for power parking | Language EN | Welcome Paul Groeneveld

Products & services | Event information | Checklist & Deadlines

HOME / MY ACCOUNT / USERS / NEW USER

Groeneveld, Paul

Cristo's Kitchen - *
Buyer, Account Admin

Purchases
Order History
Order Templates

My Profile
My Organization

Create New User

* Required field

Salutation *
Select Salutation

First name *
[Text Input]

Last Name *
[Text Input]

E-mail *
[Text Input]

Phone
[Text Input]

Preferred Language *
English (United States)

Role(s)
 Buyer Account Admin

Permission(s)
Assign a cost object to a cart
Assign a cost object to a line item in a cart
Manage own quote requests and quotes
Manage purchases (incl. requisitions, order templates and orders)
View cost objects

→ **Create User** Cancel