Managing Users

Users are individuals who can access boberdoo as Admin users, such as employees who help manage the lead business.

Step 1

Go to the Settings tab and then select the Manage Users subtab.

Step 2

Edit a User profile to manage the following:

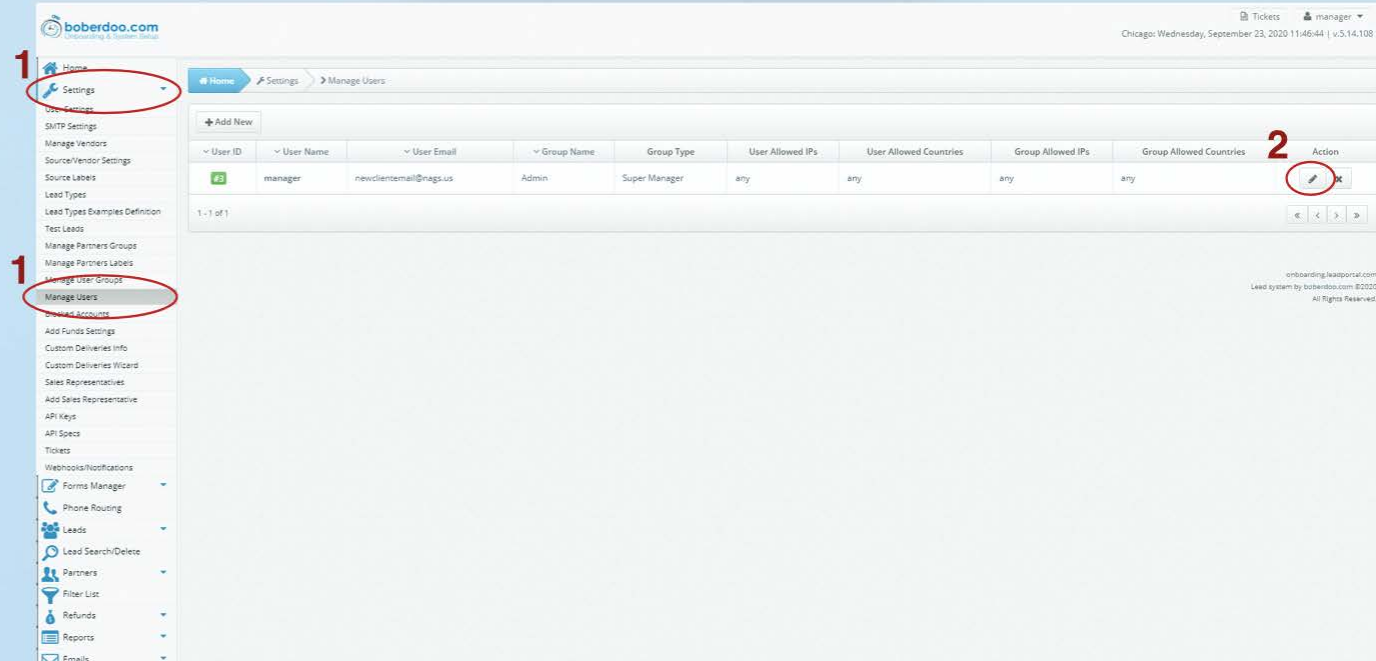User Name

User Login

Change Password

User Email

Cell Phone

Group Name

All IP Addresses Allowed

All Countries Allowed

Step 3

Please change the temporary password to your personal password.

(!) Be advised that creating a backup user account is beneficial if the primary password is forgotten or too many failed login attempts lock the account. The backup is one way to gain access to the system.

Related Links

Main Page

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Support Page

Change Password

The temporary password provided when the system was built **MUST BE CHANGED.**

Step 1
Select Change Password.
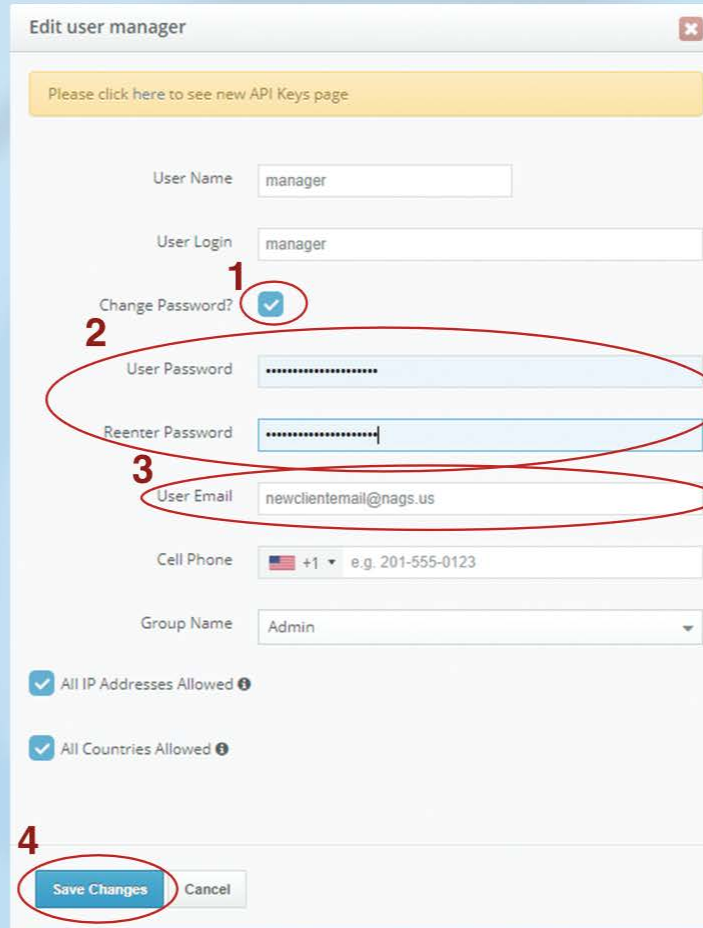
Step 2
Enter new password and confirm.

Step 3
Designate an email address for notifications such as tickets updates, lead transactions, etc.

Step 4
Click Save to save the new password. Please protect the new password in the same manner as a bank account pin.

Please see the Compliance section for more details about data security and setting up two factor authentication (2FA) to keep your system compliant with industry standards.

Edit user manager

Please click here to see new API Keys page

User Name	manager
User Login	manager

1
Change Password? ☑

2
User Password ••••••••••••••••

Reenter Password ••••••••••••••••

3
User Email newclientemail@nags.us

Cell Phone 🇺🇸 +1 ▾ e.g. 201-555-0123

Group Name Admin ▾

☑ All IP Addresses Allowed ⓘ

☑ All Countries Allowed ⓘ

4
[Save Changes] Cancel

Related Links

Main Page   Video   Support Page

Create New Users

Additional user accounts can be created so that individuals have dedicated, secure access to the system.

Step 1

In the Settings tab, select the Manage Users sub-tab.

Step 2

Create a User profile to set up:

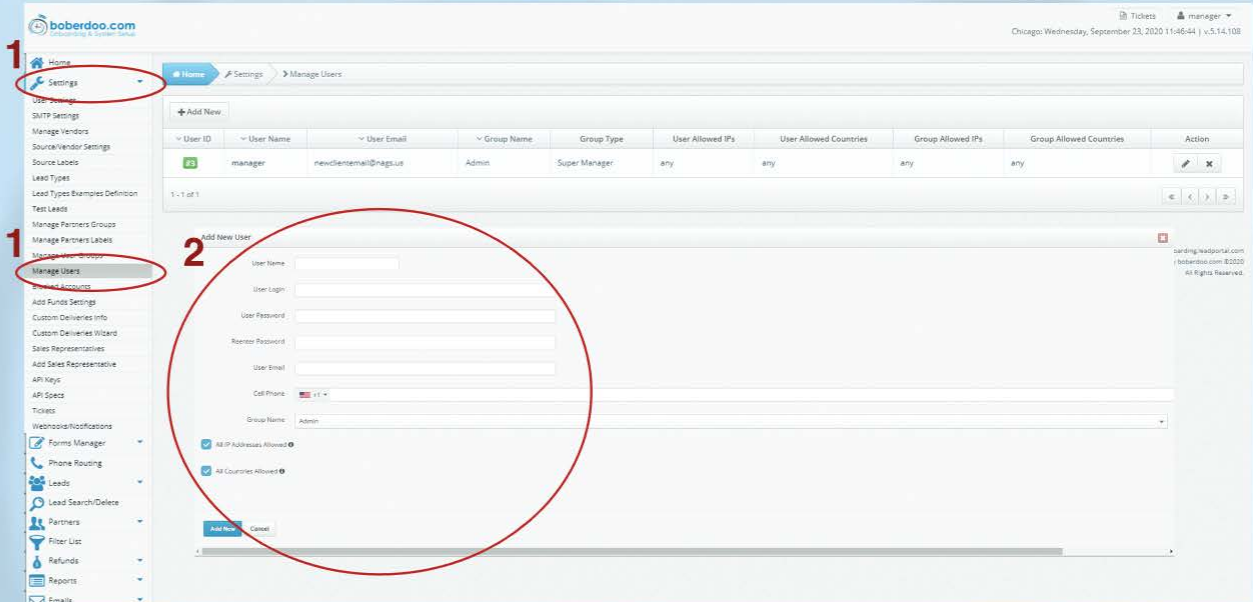User Name

User Login

User Password

User Email

Cell Phone

Group Name

All IP Addresses Allowed

All Countries Allowed

👍 Users can be assigned to a different "Groups" with different permissions.

Related Links

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Manage User Groups

User Groups allows managing permissions for groups of users.

Step 1

In Settings select the Manage User Groups sub tab.

Step 2

Click Add New to create a new group.

Step 3

Edit the group profile to manage:

Group Name
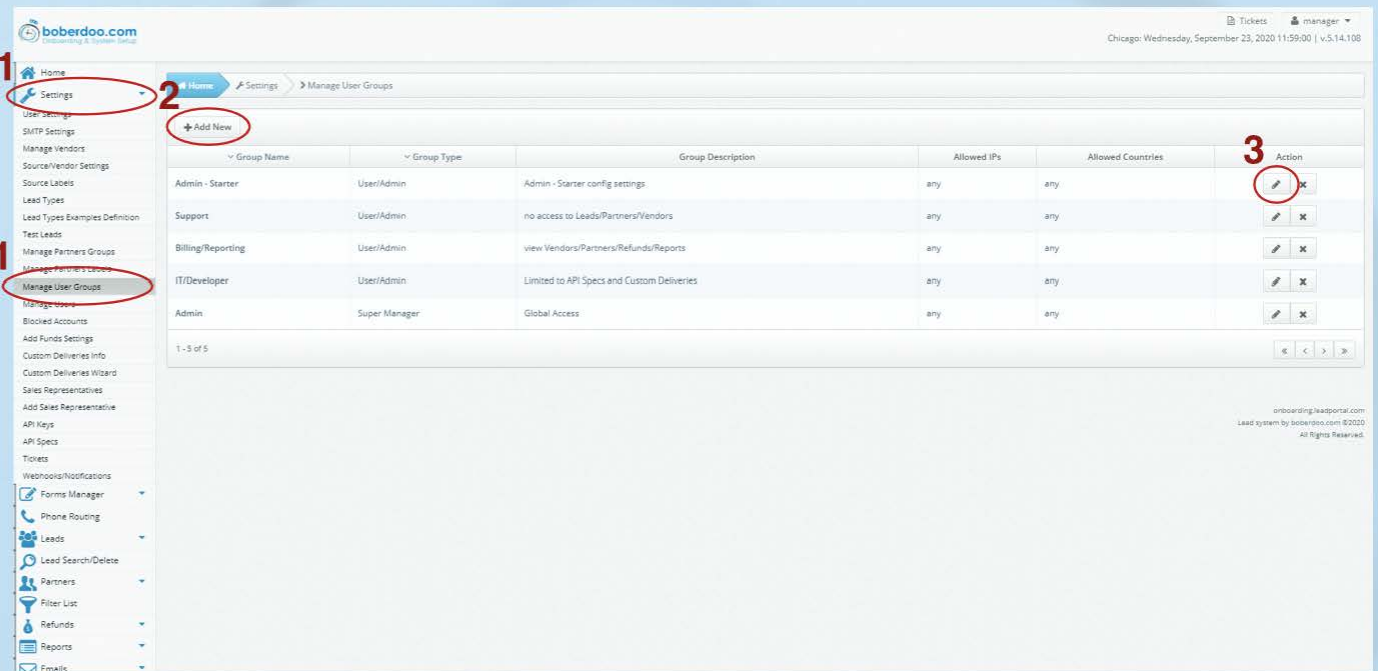
Group Type

Group Description

Global Access

All IP Addresses Allowed

All Countries Allowed

Related Links

Main Page

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User Group Permissions

The Permissions section enables pages in the system to be accessible for specific groups of users.
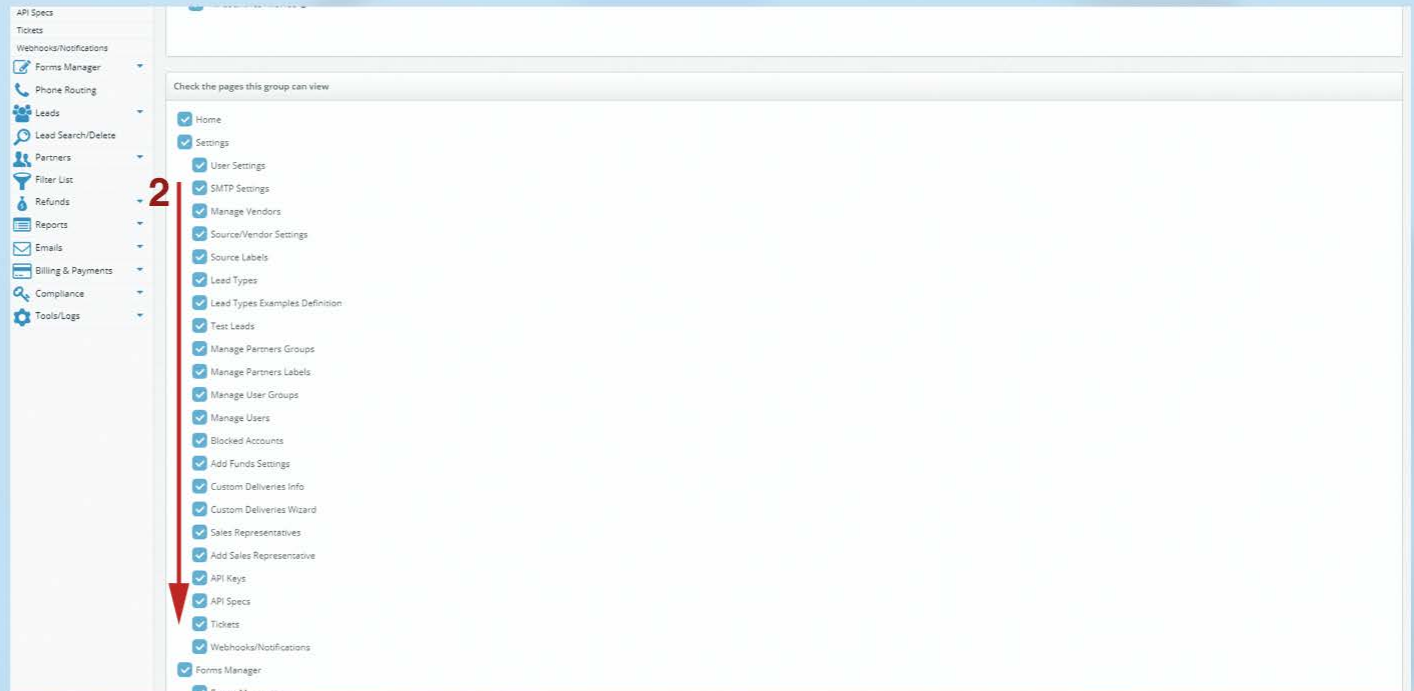
Step 1

Enter the edit mode for the user group.

Step 2

Scroll down to view permissions options.

Step 3

Select the pages using the toggle checkboxes.

Related Links

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