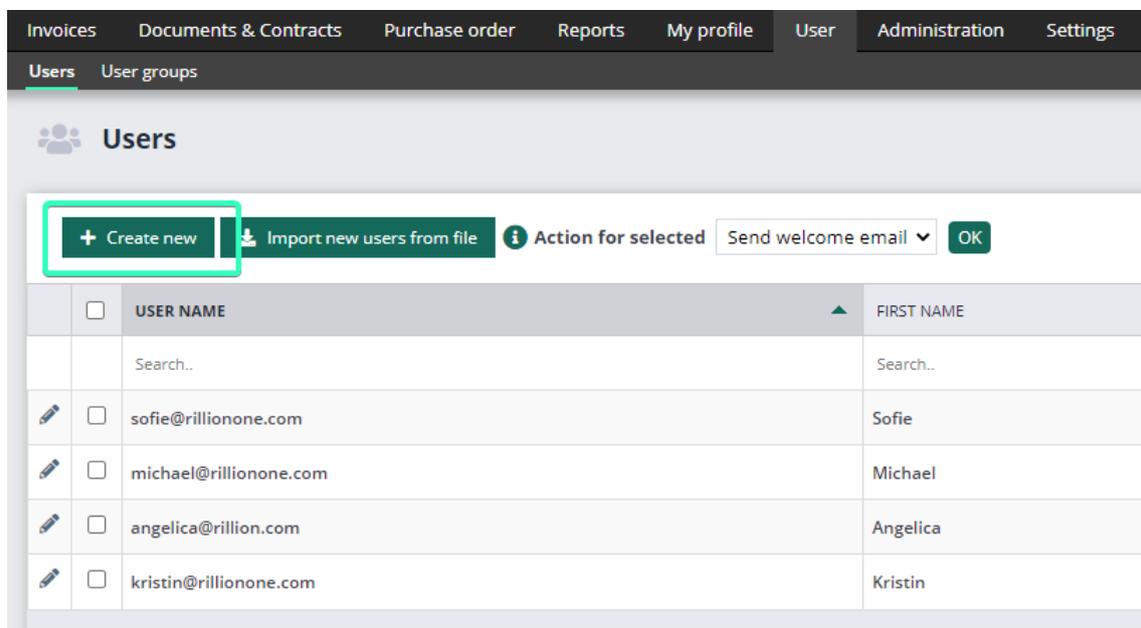


Create users in Rillion One

To create a user and assign permissions in Rillion One, do the following:

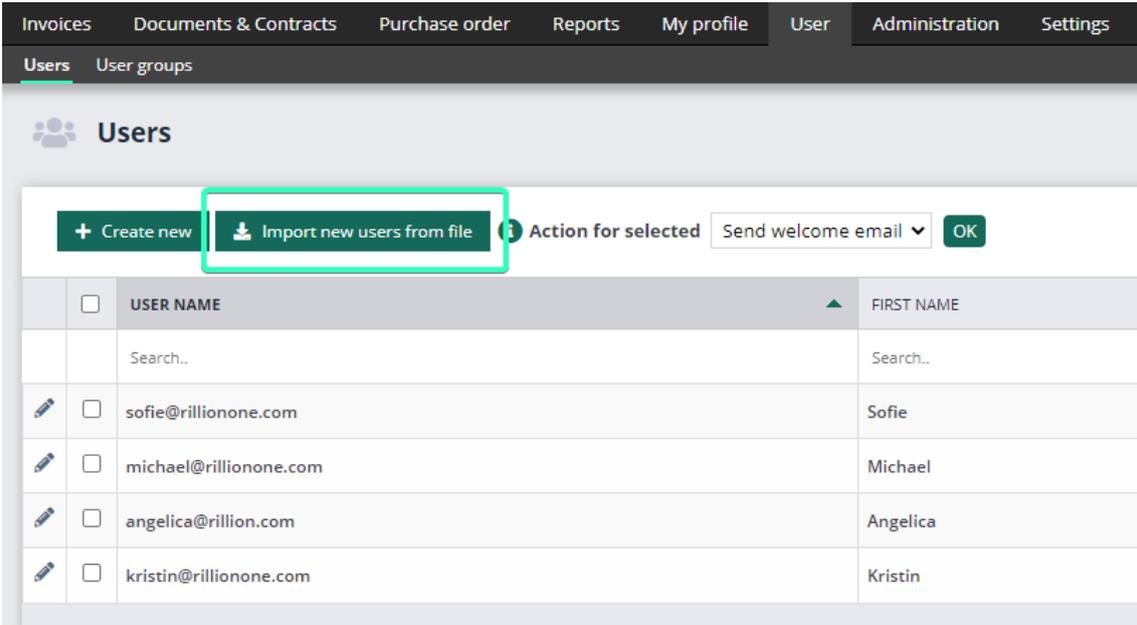
Once you have logged into Rillion One, click on the main heading User and then Create new. If you want to create multiple users at the same time, you can click on the button next to this “Import new users from file”. More information on this will follow.



Use the email address as the user name as this is easy to remember and unique to each user. The user name is copied into the E-mail field. **Please note:** The user name field cannot be changed later on so be extra careful when you fill in this field. Other settings can be changed. The user name and password is case sensitive.

You also have the option to Import new users from file. Click on this button to import multiple users from an excel file and follow the instructions. It is only possible to import new users from file, **you cannot update existing users through file import.**

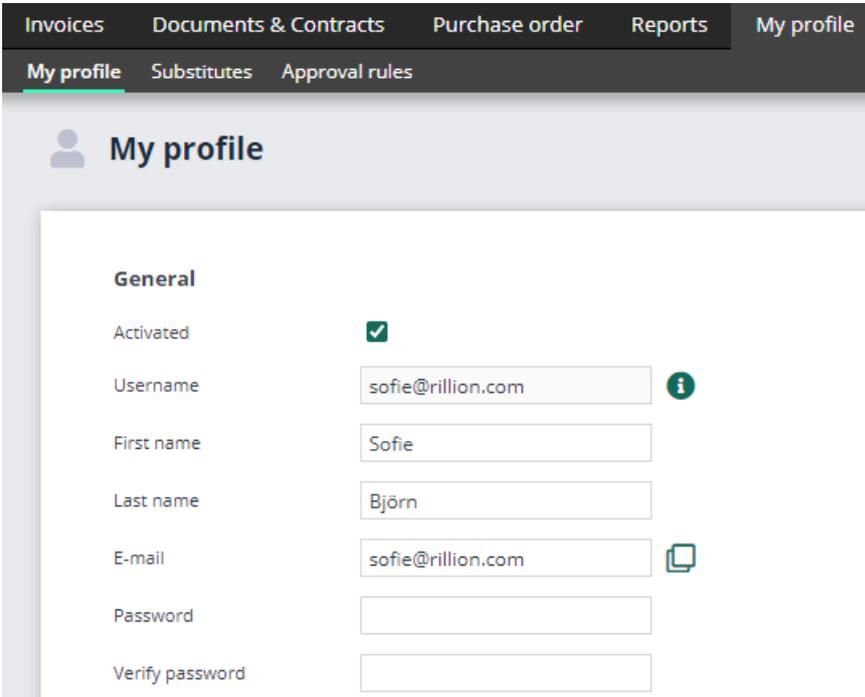
Create users in Rillion One



The screenshot shows the 'Users' management page in Rillion One. The navigation bar includes 'Invoices', 'Documents & Contracts', 'Purchase order', 'Reports', 'My profile', 'User', 'Administration', and 'Settings'. The 'Users' sub-page has a '+ Create new' button and a highlighted 'Import new users from file' button. Below the buttons is a table of users:

<input type="checkbox"/>	USER NAME	FIRST NAME
	Search..	Search..
<input type="checkbox"/>	sofie@rillionone.com	Sofie
<input type="checkbox"/>	michael@rillionone.com	Michael
<input type="checkbox"/>	angelica@rillion.com	Angelica
<input type="checkbox"/>	kristin@rillionone.com	Kristin

The next step is to choose a password and language for your users. You need to choose a password to begin with and then each user can change their password when they log in to Rillion for the first time.



The screenshot shows the 'My profile' page in Rillion One. The navigation bar includes 'Invoices', 'Documents & Contracts', 'Purchase order', 'Reports', and 'My profile'. The 'My profile' sub-page has a 'Substitutes' and 'Approval rules' link. The 'General' section shows the following fields:

- Activated:
- Username:
- First name:
- Last name:
- E-mail:
- Password:
- Verify password:

The next step is to choose which companies and user groups/permissions your users should have. The most common types are:

Invoice administrator

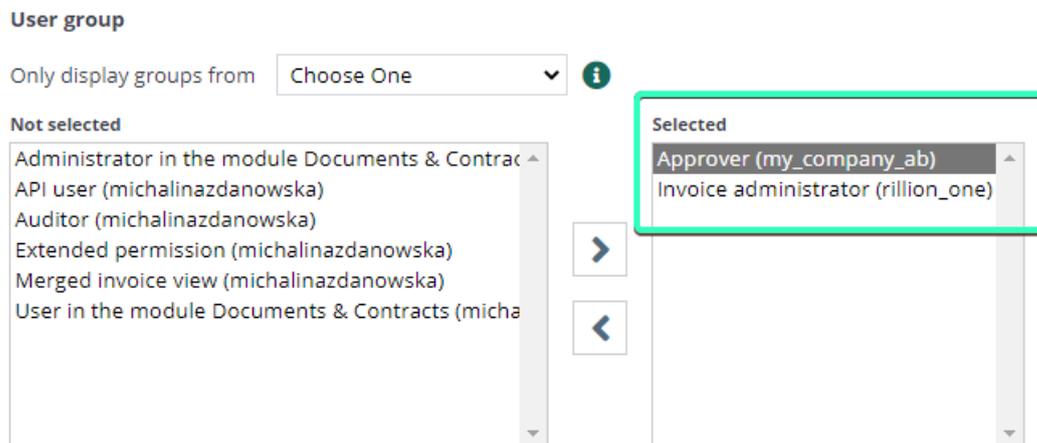
Can see and handle all of the invoices in the system and can also handle all of the templates, users and rules in Rillion One for the chosen company/companies.

Approver

Can approve, see and search for their own invoices in Rillion One for the chosen company/companies.

Extended permission (must be combined with the user group Approver)

Can approve, see and search for their own invoices in Rillion One and also **see all** of the invoices for the chosen company/companies.



Send welcome email to new (and/or old) users

When you create a new user, you have the option to send a welcome email to the user who can then click on a link and create their own password. Users can also see who created their user and the email also comes with a link to Rillion One. If the user's profile is in Swedish, the email is in Swedish and if the user's profile is in one of Rillion's other languages, e.g English or Finnish, the email is in English.

Please note: "Send a welcome email" is ticked and chosen from the beginning, but you can uncheck this and instead send an email to all users at the same time once they have all been added. More information on this will follow.

Create users in Rillion One

Welcome email

Send a welcome email

Customize email 

Subject

Welcome to Rillion One

Message

Hi,
You have been invited to use Rillion One by Sofie Björn. Below you will find your username and a link to a page where you can create your password.

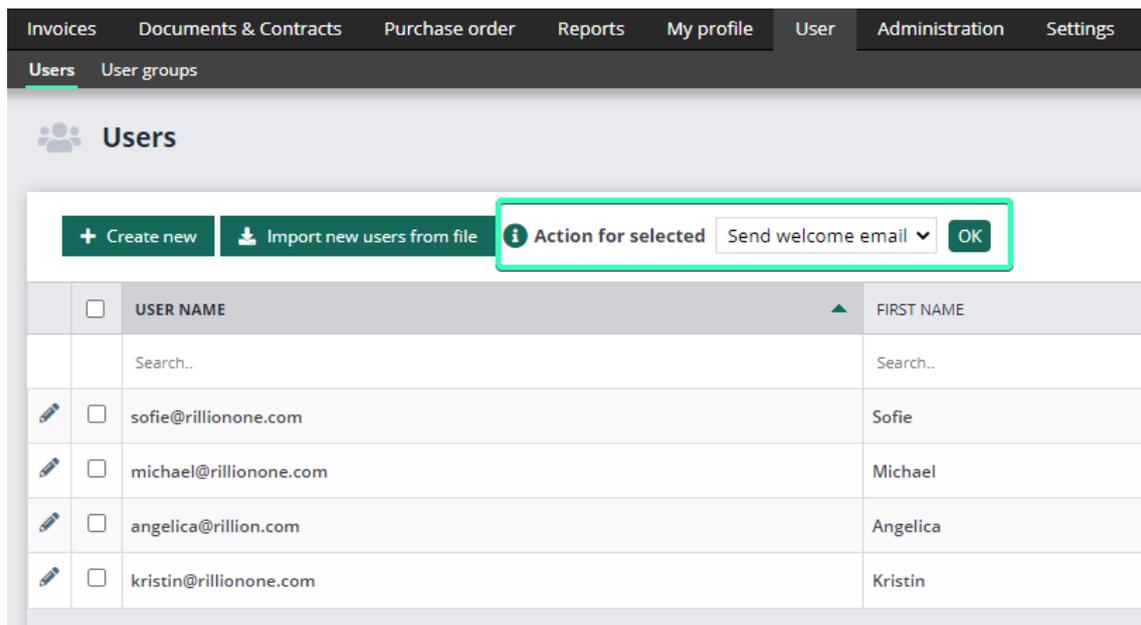
Please note that the username is case sensitive. If you have any questions, please contact Sofie Björn (the Invoice administrator in Rillion One).

Save the user profile by clicking on the blue Save button in the bottom right hand corner.



If you wish to send the welcome email when all of the users have been added or at a later stage you can do so.

Either tick the users you want to email or choose all by ticking the box to the left of "USER NAME". You are also able to edit the text in the email and write your own text if you wish.

A screenshot of the Rillion One 'Users' management interface. The top navigation bar includes 'Invoices', 'Documents & Contracts', 'Purchase order', 'Reports', 'My profile', 'User', 'Administration', and 'Settings'. Below this, there are tabs for 'Users' and 'User groups'. The main heading is 'Users'. Below the heading, there are two buttons: '+ Create new' and 'Import new users from file'. To the right of these buttons is a dropdown menu labeled 'Action for selected' with the option 'Send welcome email' selected and an 'OK' button. Below this is a table with columns for 'USER NAME' and 'FIRST NAME'. The table contains four rows of user data, each with a checkbox in the first column.

<input type="checkbox"/>	USER NAME	FIRST NAME
	Search..	Search..
<input type="checkbox"/>	sofie@rillionone.com	Sofie
<input type="checkbox"/>	michael@rillionone.com	Michael
<input type="checkbox"/>	angelica@rillion.com	Angelica
<input type="checkbox"/>	kristin@rillionone.com	Kristin