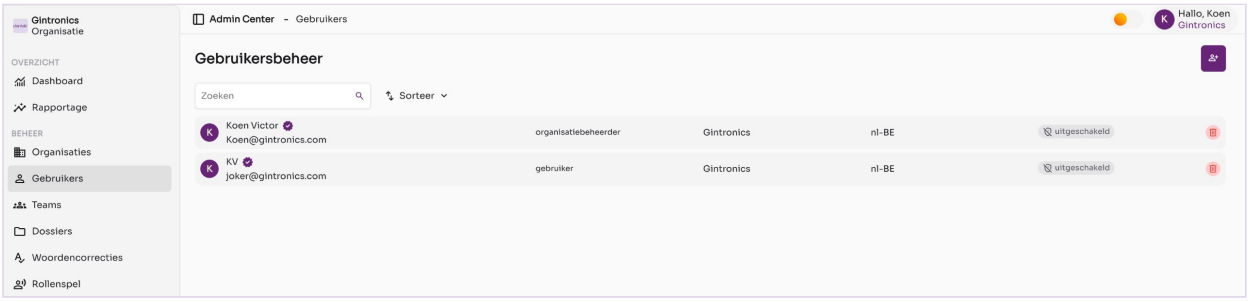
Manage users

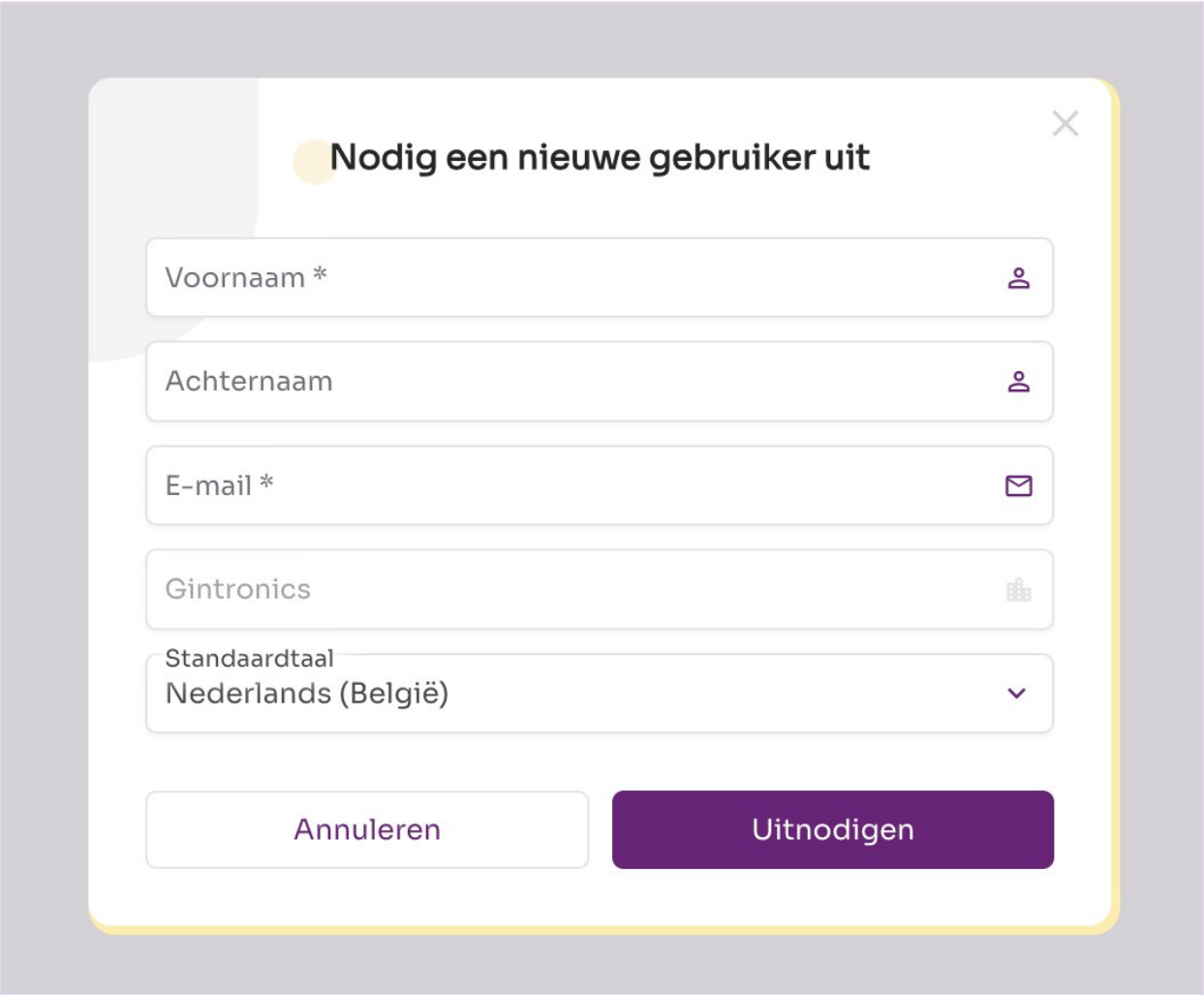
In **User Management** you see all users of your organization with their role, organization, language setting and the status of two-factor authentication. From here you invite new colleagues and modify existing accounts.



The user overview. For each user you see name, email, role, organization, language and the status of two-factor authentication.

Invite a new user

1. Open Users
   Click **Users** in the left menu.
2. Click the invitation icon
   In the top right is a purple button with a person and a plus sign. The window *Invite a new user* opens.

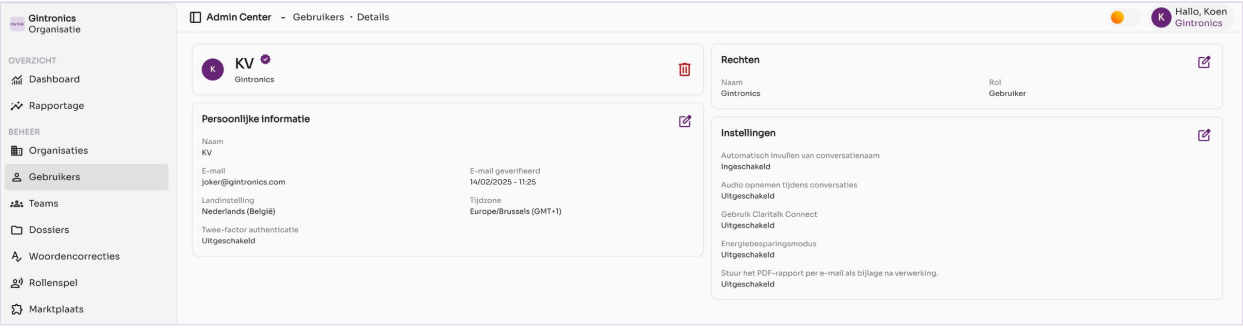


The invitation window.

3. Enter the information
   Provide at least the **first name** and **email address**. The organization is pre-filled. Choose the language in **Default Language** in which the user will see Claritalk.
4. Click Invite
   Your colleague receives an email with a link to set a password. After the first login, the user appears in the overview with the role *user*.

Change a user's role

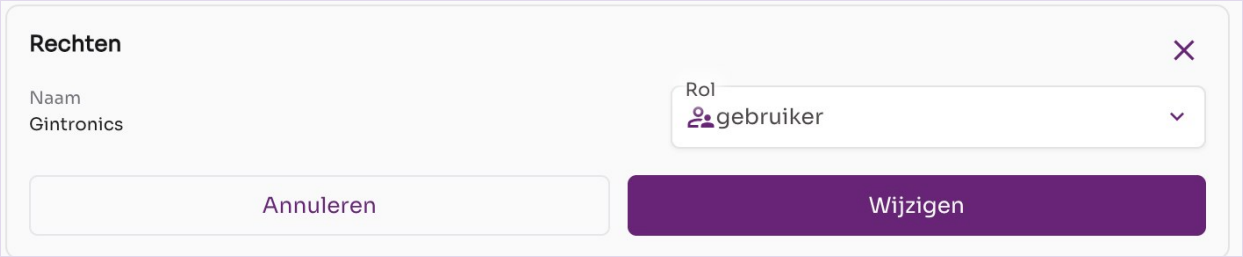
1. Open the user
   Click the user's name in the overview. You go to the detail page with three sections: *Personal Information*, *Permissions* and *Settings*.



The detail page of a user.

2. Click the pencil icon in Permissions

   A dropdown list *Role* appears. Select the desired role and click **Change**.

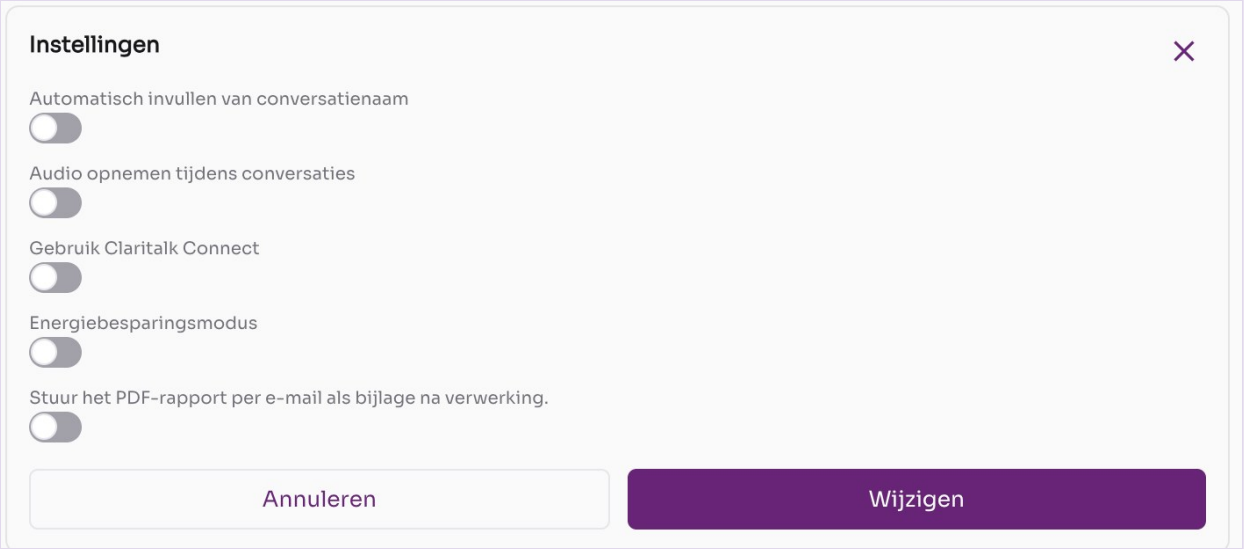


Adjust the role in the Permissions section.

Role	What the user can do
user	Record conversations, view reports and work in the files to which he or she has access.
organization administrator	Everything a user can do, plus access to the Admin Center.
admin.billing	Billing administrator: manages the organization's licenses and billing.

Adjust a user's personal settings

In the *Settings* section you manage the preferences that the user normally sets themselves. Click the pencil icon, toggle the switches and click **Change**.



The settings of a user in edit mode.

Setting	What it does
Auto-fill conversation name	Claritalk automatically suggests a title for each conversation.
Record audio during conversations	The audio of conversations is saved (if the organization allows it).
Use Claritalk Connect	The user works with the Claritalk Connect desktop app for conversation detection.
Power saving mode	Reduces Claritalk Connect consumption on laptops.
Send the PDF report by email as an attachment after processing	After each processed conversation, the user receives the PDF report in the mailbox.

Edit personal information

Via the pencil icon at *Personal Information* you adjust the name, email address, locale and time zone. You can also see when the email address was verified and whether two-factor authentication is active.

Remove a user

1. Click the red trash icon
   It is located on the right in the user's row in the overview, or in the top right on the detail page.
2. Confirm

The user immediately loses access to Claritalk.

Good to know

Note

Do not remove a user to temporarily block access. The user's conversations remain saved in the files, but you cannot restore the account itself.

- The green check mark next to a name means the email address is verified.
- The *disabled* badge on the right in the row shows the status of two-factor authentication. If you want to enforce this for everyone, enable the setting *Require two-factor authentication for all members* on the organization page.
- Rolling out users via Microsoft Intune? See the article *How do I distribute Claritalk Connect to different users with Microsoft Intune?*.