

# Inviting Users to Fydo

Need to invite more users to Fydo? Read below to find out how!

First lets head to **Settings**



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Then, from the menu, select **Users**.

> Users

You will arrive at a page displaying information about all your users. To create a new one, lets click on **Add User**

Add User

Fill out any relevant information. Things such as:

- First and Last Name
- Email (where the invite will be sent to)
- Group (user group access level)
- Personal Message (this is optional)

User Details	
ID	<input type="text"/>
First Name	<input type="text" value="Kourtney"/>
Surname	<input type="text" value="Kardashian"/>
Email	<input type="text" value="kourtney@kardashianempire.com"/>
Raise Ticket From	<input type="text"/>
Raise Ticket Location	<input type="text"/>
Group	<input type="text" value="Reception"/>
Restrict IP	<input type="checkbox"/>
SSO Mandatory	<input type="checkbox"/>
Disable 2FA	<input type="checkbox"/>
Personal message	<input type="text"/>
Status	<span>Active</span>

Once you have the details entered. Click the green **Save** button

Save

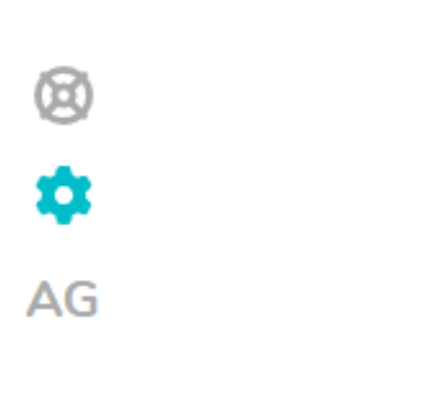
All done! Fydo will now send an email to the designated address, with instructions on how to proceed.

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## User Groups in Fydo

If you don't have any **User Groups** set up within Fydo, here's how you can do it!

1. First, lets go to **Settings**.



2. Then, select **User Groups**.



You will now see a list of all your **User Groups**, as well as some additional information about them such as:

- **Name**
- **Description**
- **Linked Users (Amount of users in this group)**
- **Status**

SETTINGS > USER GROUPS

☐ Show Inactive

Add User Group

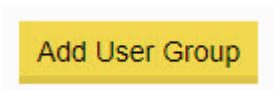
ID	Name {1}	Description	Linked Users	Status
2	Reception	Reception & Administration	0	Active
1	Subscriber	Subscriber	1	Active

100

Records/Page

Records 1-2 of 2 (Page 1 of 1)

If you wish to create a new group, select **Add User Group**, as seen below.



Now, set a **Name** and a **Description (Optional)** for your group.

Name	<input type="text" value="Reception"/>
Description	<input type="text" value="Reception &amp; Administration"/>

Setting up permissions for your newly named **User Group** is as simple as clicking **On/Off** for any parts of Fydo you wish to grant, or deny access to.

There are a whole host of options, so have a look around and see which settings are perfect for your group.

Once you are happy with what you have created, click **Save**.

Save

You have now created a **User group**!