

# Creating and Managing Users



floorplans  
by tripleseat

Once you are set up with Floorplans by Tripleseat, the next step is to add your team. Seamlessly add users to Floorplans by following the steps below:

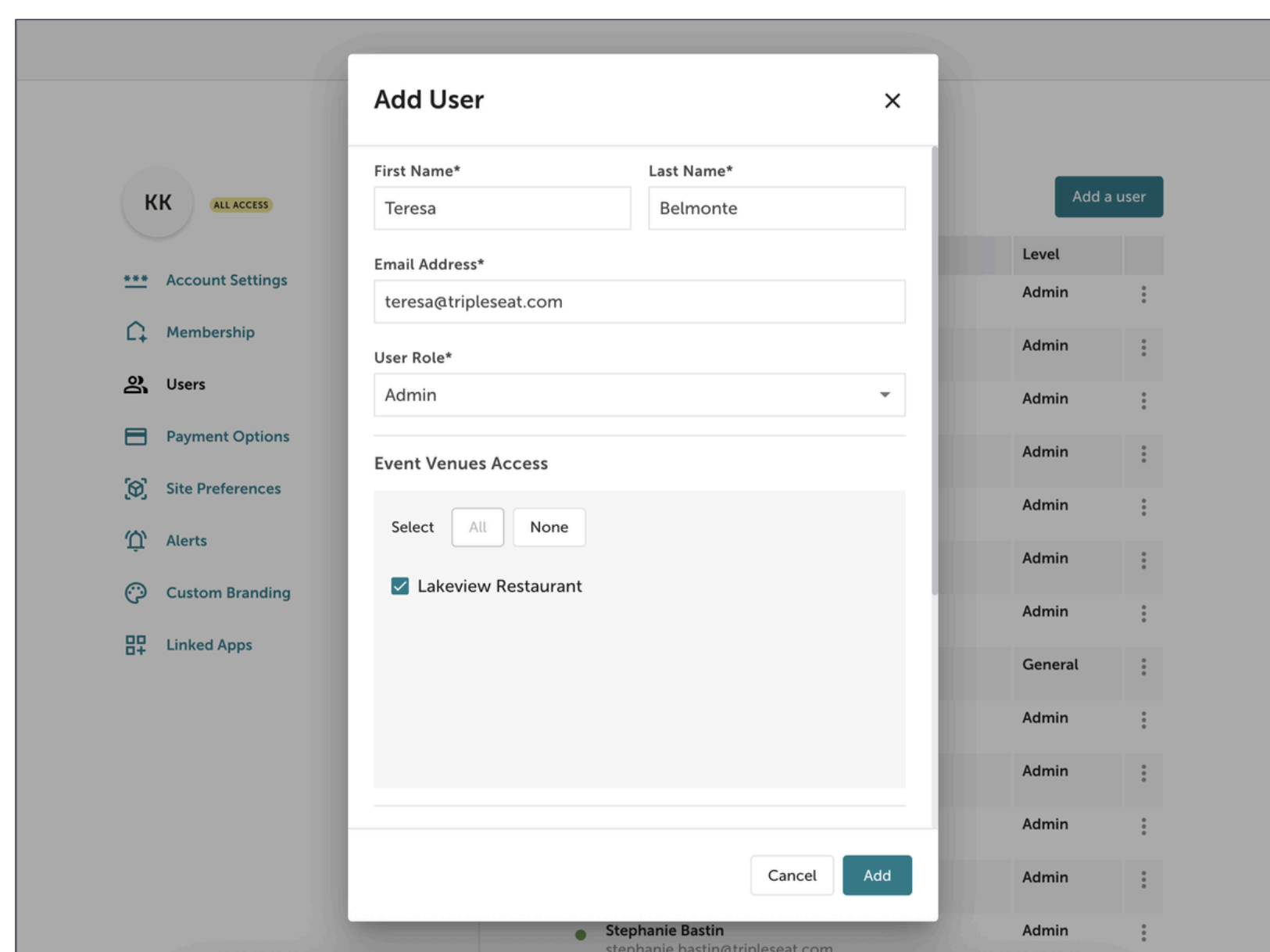
## Navigate to Account Settings.

- Navigate to Floorplans and select your initials on the top right-hand side.
- Click on **Account Settings**.
- Click on **Users**.
  - You will see a list of all users. Your name is at the top and all users are listed below alphabetically by first name. This includes active and deactivated users.

The screenshot shows the Floorplans by Tripleseat dashboard. At the top right, there is a 'Need help?' link and a user profile icon 'KK'. Below this is a navigation bar with 'Events', 'Venue Settings', 'Rental Quotes', and 'Showrooms'. Underneath is a sub-navigation bar with 'All Events', 'My Events', and 'Archived Events'. The main content area is divided into two sections. On the left is a sidebar with a user profile 'KK' and 'ALL ACCESS' status, and a list of menu items: 'Account Settings', 'Membership', 'Users' (highlighted), 'Payment Options', 'Site Preferences', 'Alerts', and 'Custom Branding'. On the right is the 'Users' page, which has an 'Add a user' button and a table of users. The table has columns for 'Account', 'Level', and a three-dot menu icon. The users listed are: Katie Kerr (Admin), Amelia Deering (Admin), Brian Neste (Admin), Candice Kalil (Admin), Cara Celebratto (Admin), CeCe Garfield (Admin), and Christina Culinaire (Admin). A dropdown menu is open on the right side of the page, showing options: 'Events Dashboard', 'Venue Settings', 'Rental Quotes Dashboard', 'Showrooms Dashboard', 'Profile Links' (with a dropdown arrow), 'Account Settings' (highlighted), 'Help Center', and 'Log out'. Blue arrows point from the 'KK' icon to the dropdown menu and from the 'Users' menu item to the 'Users' page.


## Create Users

- Select **Add a user**.
  - Enter their first name, last name, and email.
    - As soon as you click **Add**, the user is active in Floorplans.
  - Select a User Role from the dropdown to determine their access level.
    - Admin: These users have full access to the Floorplans platform.
    - General User: These users have limited visibility and can access the following tabs only:
      - Account Settings
      - Site Preferences
      - Alerts (for Venues)
      - Linked Apps
  - Check off which venues the user should have access to.
  - Once saved, Click and **Send Welcome Email** to send the new user an email with instructions on how to access their account.




## Manage Users

Users can be deactivated or reactivated at any time. To deactivate a user:

- Navigate to the user, click  and deactivate.
  - A modal will appear to confirm the deactivation.
  - The user will still appear in your list of users, but they will be grey.
  - You will still have access to all of the deactivated user's work in the All Events tab. They will be unable to sign into their Floorplans account.



To activate a user:

- Navigate to the deactivated user, click  and activate.
  - A modal will appear to confirm the activation.

**Note:** Anyone on your Floorplans team can add or deactivate users.