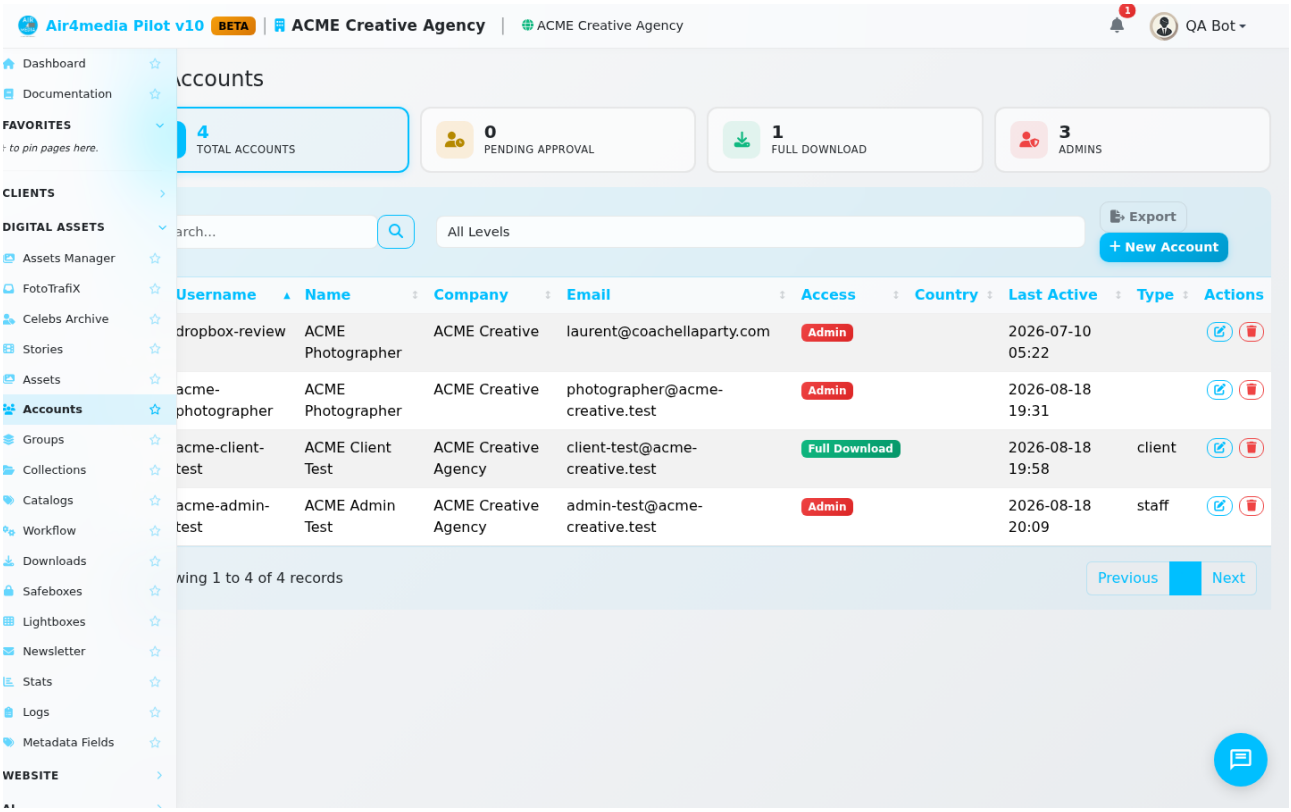


# Accounts

The Accounts section lists every person who has — or has requested — access to your media portal. For ACME Creative Agency, this is your single place to see all portal users, control what each person can do, and approve or revoke access as your team and client roster changes.

## Key Features

- **User List**: Each row shows the username, full name, company, email, access level badge, country, last active date, and account type.
- **Access Level Badges**: Each person carries a colour-coded badge showing the level of access you have given them, so you can see at a glance who can do what.
- **Approve Pending Accounts**: People who register themselves arrive awaiting your approval, with a dedicated **Approve** button. One click lets them in without opening the full edit form.
- **Add Accounts Manually**: Use the **New Account** button to create a portal user directly — no registration required.
- **Filter by Level**: Use the Level dropdown to narrow the list to a single level — useful when reviewing who currently holds which access.
- **Search**: Find any user by username, name, email, or company.

- **Edit & Delete**: Update any account's details or access level, or remove it entirely. Use checkboxes to delete multiple accounts at once.

# How to Use

## Approve a New User

1. Open the **Accounts** tab. Users waiting for approval appear with a yellow **Pending** badge.
2. Click **Approve** on their row — their access takes effect immediately.
3. To assign a different level first, click **Edit**, choose the level from the dropdown, and save.

## Change a User's Access Level

1. Find the user in the list and click **Edit**.
2. Change the **User Level** field to the access this person should have.
3. Click **Save**. The badge on the row updates instantly.

## Filter and Search

1. Use the **Level** dropdown to narrow the list to one level at a time and review who holds it.
2. Type a name, email, or company in the search box to find a specific user.

## Remove an Account

1. Click **Delete** on any row and confirm to remove that user.
2. To remove multiple accounts, check the boxes and choose **Delete Selected** from the batch actions bar.

# Tips

- Check **Pending** accounts regularly so new users are not left waiting for access.
- Use the **Level** filter to audit access before sharing a new asset batch — confirm only the right people can download.
- If a client should only view assets without downloading, lower their level rather than deleting their account — they keep their login but lose download access.
- The **Last Active** date on each row helps identify accounts that may no longer be in use — clean these up to keep your portal tidy.