Air4media Pilot v10 BETA | 🗐 ACME Creative Agency OWNER ▾ | ⊕ ACME Creative Agency   👤 Laurent P Groult ▾

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👥 Accounts

	Username	Name	Company	Email	Access	Country	Last Active	Type	Actions
☐	zoipa	Zoi Patsioli	Atiikes	vickyhiou@hotmail.com	Web Download	GR	2016-07-15 00:50		
☐	yslpr1	jessica hodgson	Yves Saint Laurent	jessica.hodgson@us.ysl.com	No Download	US	2017-04-11 20:55		
☐	yrmendo7	Yvette Mendoza	Bauer Publishing	ymendoza@bauerpublishing.com	Full Download	US	2014-04-06 04:13		
☐	ypineau		LaPresse Canada - apps	YPINEAU@LaPresse.ca	No Download		2016-04-17 18:49		
☐	YouTube				No Download		Never		
☐	yahootracy			tpepey@yahoo-inc.com	Full Download		2017-06-25 05:08		
☐	yahootiffini			tiffini@yahoo-inc.com	Full Download		2016-01-27 14:00		
☐	yahoosuzy			suzy@yahoo-inc.com	Full Download		Never		
☐	yahoopogue			pogue@yahoo-inc.com	Full Download		Never		
☐	yahoopaul			rosales@yahoo-inc.com	Full Download		Never		
☐	yahoomarcus			merrico@yahoo-inc.com	Full Download		2016-01-25 15:29		
☐	yahoolisa			ldragani@yahoo-inc.com	No Download		2026-01-11 20:22		
☐	yahoojordan			jgimbel@yahoo-inc.com	Full Download		Never		
☐	yahoojfox	Jennifer Fox	Yahoo	jfox@yahoo-inc.com	No Download	US	2018-08-20 09:39		
☐	yahoogiana			gmucci@yahoo-inc.com	Full Download		Never		

Search... 🔍   All Levels   👤+ New Account

Showing 1 to 15 of 1215 records   Previous 1 2 … 81 Next

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 user is assigned one of six color-coded levels — **Guest**, **Pending**, **No Download**, **Web Download**, **Full Download**, or **Admin** — so you can see at a glance who can do what.
- **Approve Pending Accounts**: New self-registered users appear with a yellow **Pending** badge and a dedicated **Approve** button. One click grants them Web Download access 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 show only Pending users, only Full Download users, or any other level — useful when auditing who has full 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 — they are upgraded to Web Download access 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 (e.g., upgrade from Web Download to Full Download).
3. Click **Save**. The badge on the row updates instantly.

Filter and Search

1. Use the **Level** dropdown to narrow the list — for example, select **Full Download** to review everyone with full access.
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 have Full Download.
- If a client should only view assets without downloading, set them to **No Download** 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.