RYSK IT

Manual relation users

Do you want to give one of your relations the option to request their own trips then you can give your relation access to the relation portal.

Create a user with the role "Relation user":

- Click on the dashboard on "Users".
- Click on "+ User" on the right hand side.
- Give the user a name and a valid email address.
- Select the role "Relation user".
- Click on "Create user".

The user has been created.

Link a relation to this user:

- Click on the dashboard on "User relations".
- Click on "+ User relation" on the right hand side.
- Search for the relation that should have access to the portal by typing (a part of) their name in "Select relation". Click on the suggestion.
- Search for the user you created earlier by typing (a part of) their name in "Select user". Click the suggestion.
- Give the user the needed rights. Make sure that "Read" is enabled.
- Select the start date and end date of the period the user is allowed to login.
- Enable "Active" or the user still can't login.
- Click on "Create relation".

The relation can use "Forgot your password?" to create a password. Make sure that the relation has access to the e-mail address you used when creating the user.