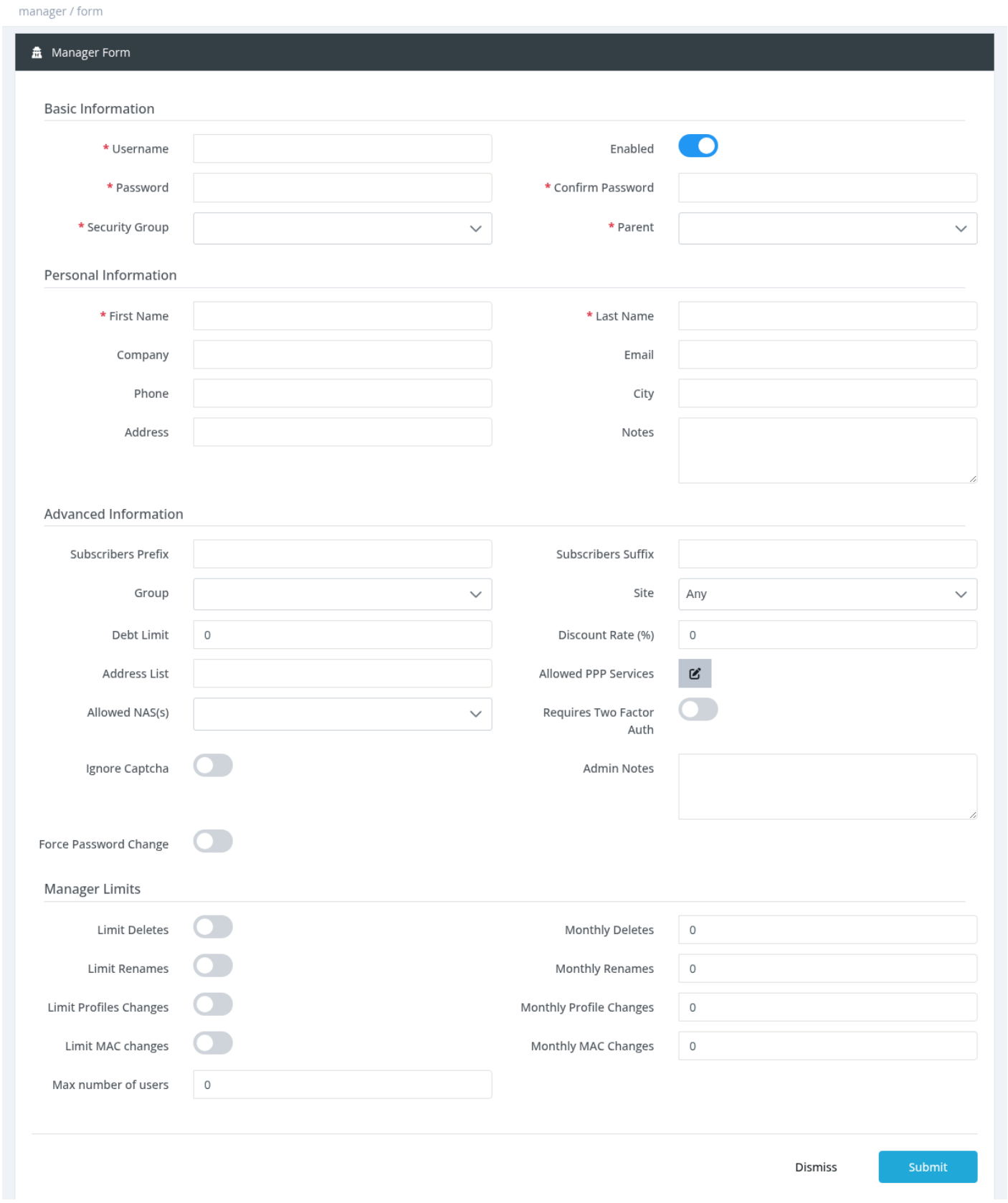
Creating a Manager

To add a reseller or staff account, open *Managers*, click **Actions → New**, fill in the form and click **Submit**.



A new manager starts with a balance of **0**. Make a deposit before they can activate subscribers (see Manager Balance: Deposit, Withdrawal and Pay Debt).

Basic Information

Username

Required and unique, up to 30 characters. Allowed: letters, digits and `. @ _` (no spaces or hyphens). It can't be changed in this form later; use Rename.

Enabled

ON by default. A disabled manager can't log in.

Password / Confirm Password

Required when creating. If *Enforce Manager Password Strength* is set in *Settings → General Settings*, the password must meet that rule (for example at least 6 characters with upper case, lower case and numbers).

Security Group

Required. The permission group that decides what this manager can see and do. Groups are created under *Settings → Permission Groups*.

> A manager who can create managers can give a sub-manager any security group that is not restricted. To keep powerful groups (such as administrator groups) for selected managers only, restrict them in *Permission Groups*.

Parent

Required. The manager this account belongs to. You can choose yourself or any of your sub-managers. There is no limit on the number of sub-managers or levels.

Personal Information

First Name and **Last Name** are required. **Company, Email, Phone, City, Address** and **Notes** are optional. The email must be in lower case.

Advanced Information and Limits

System administrators see more fields: subscriber prefix/suffix, debt limit, discount rate, allowed NAS, two-factor authentication and monthly limits. See Manager Advanced Settings and Limits.

Editing a manager

Click the manager's username (or **Actions → Edit**) and open the **Edit** tab.

- The username is locked; use Rename.
- Leave **Password** empty to keep the current password.
- You can't edit your own account here, or a manager above you in the tree.
- A manager can't be moved under one of its own sub-managers.

Required permission: Managers - Create (to edit: Managers - Edit / Update)

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