

CEREBRO INTELLIGENCE User Manual

User Settings
v1.0



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Agenda

- 1 User & Group Creation
- 2 Theme Appearance
- 3 Side Bar Design
- 4 Change Password
- 5 Profile Info



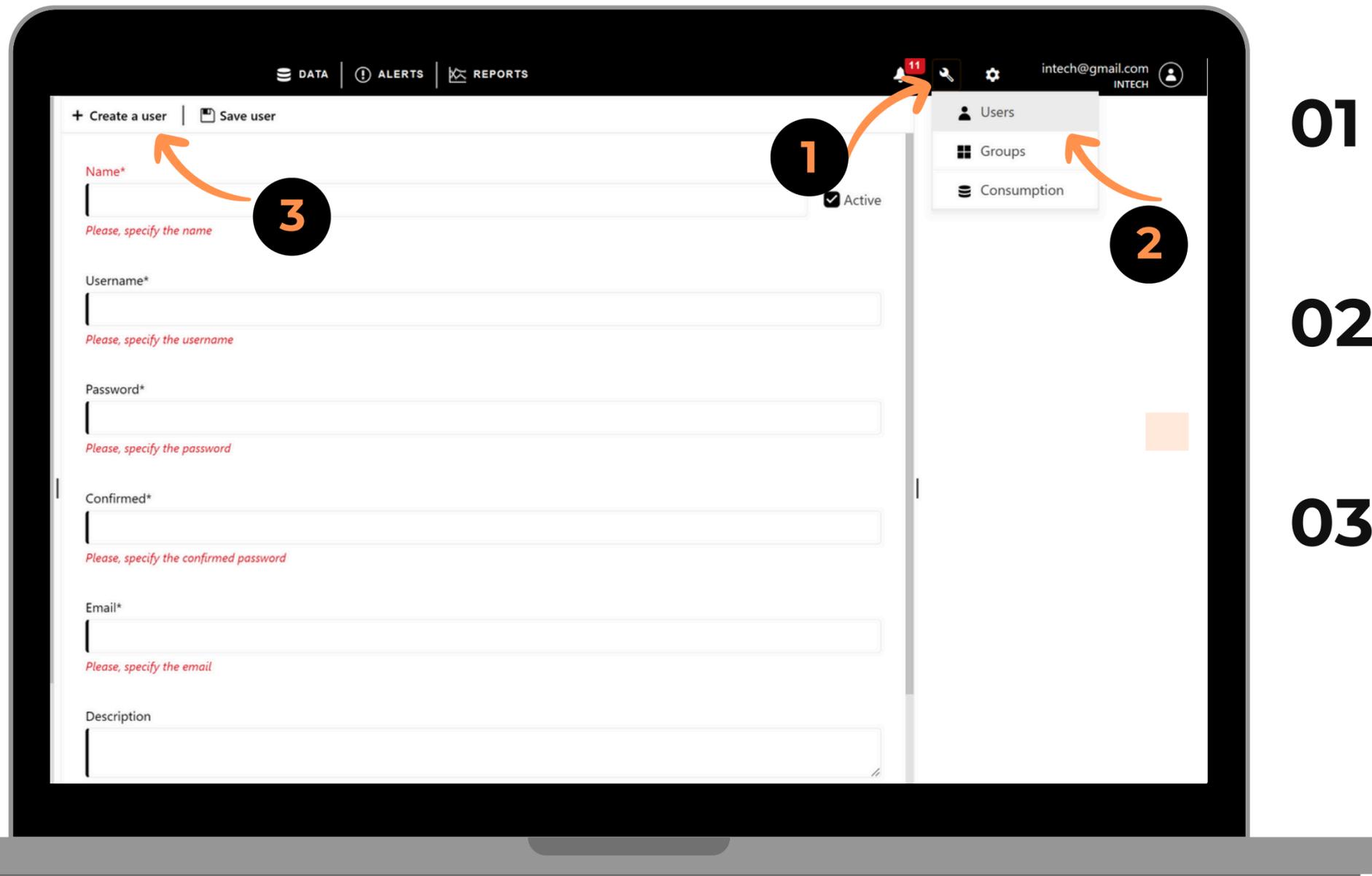
User & Group Creation

You can create users and assign them to a group!



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How to Create a User



- 01** Click on the wrench icon in the top-right menu.
- 02** Select User from the menu. This will take you to the user creation page.
- 03** Click on Create User and fill in all the required fields.



How to Create a User

+ Create a user | Save user

Active

Please, specify the name

Username*

Please, specify the username

Password*

Please, specify the password

Confirmed*

Please, specify the confirmed password

Email*

Please, specify the email

Description

Type*

None

Please, specify the user type

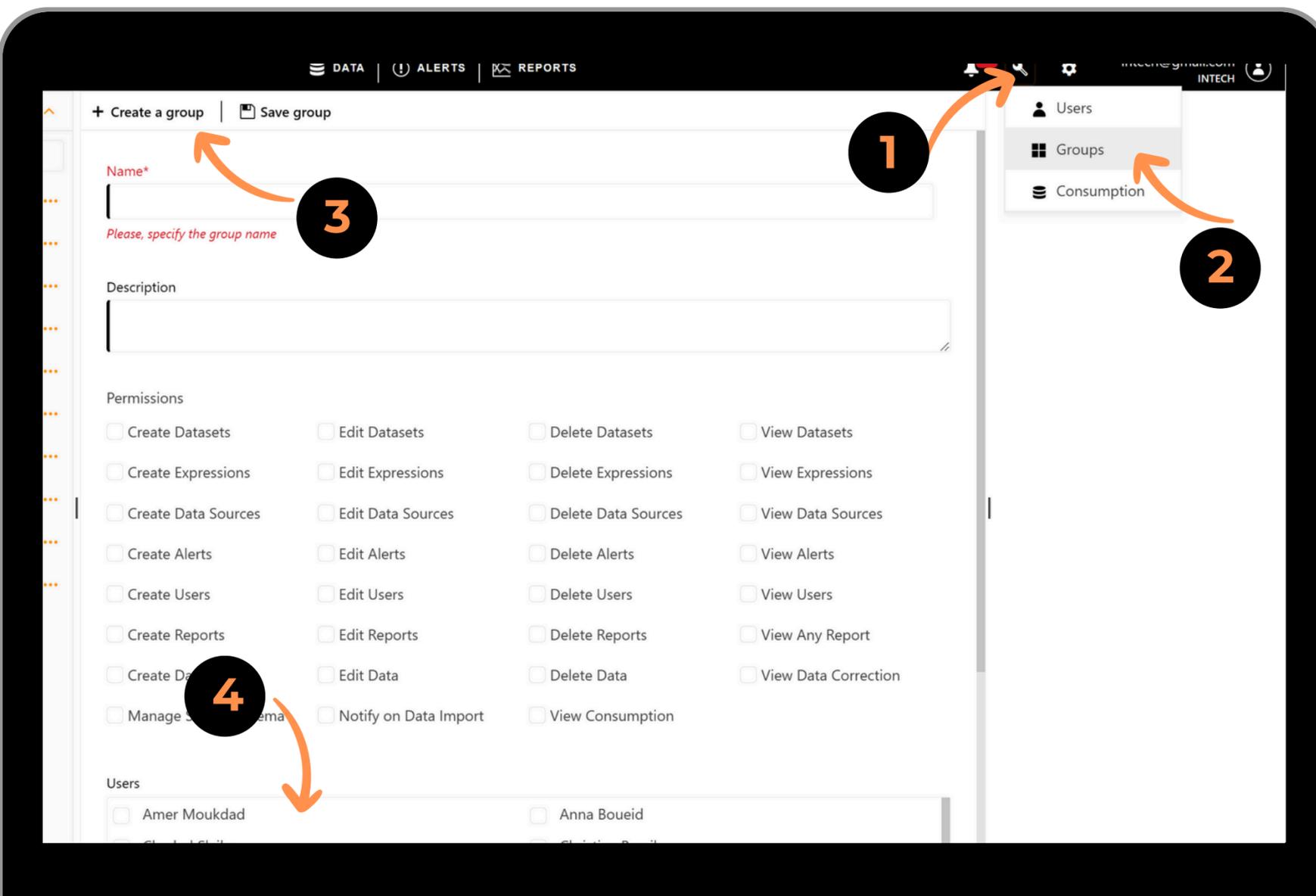
Groups

<input type="checkbox"/> Administrator	<input type="checkbox"/> Client
<input type="checkbox"/> Financial	<input type="checkbox"/> Management
<input type="checkbox"/> Marketing	<input type="checkbox"/> Marketing Lite

- 04** To assign the user to a group, check the desired group in the Group box.
- 05** To publish a user, check the active checkbox, to inactive a user, uncheck the active checkbox
- 06** Click Save to complete the process.



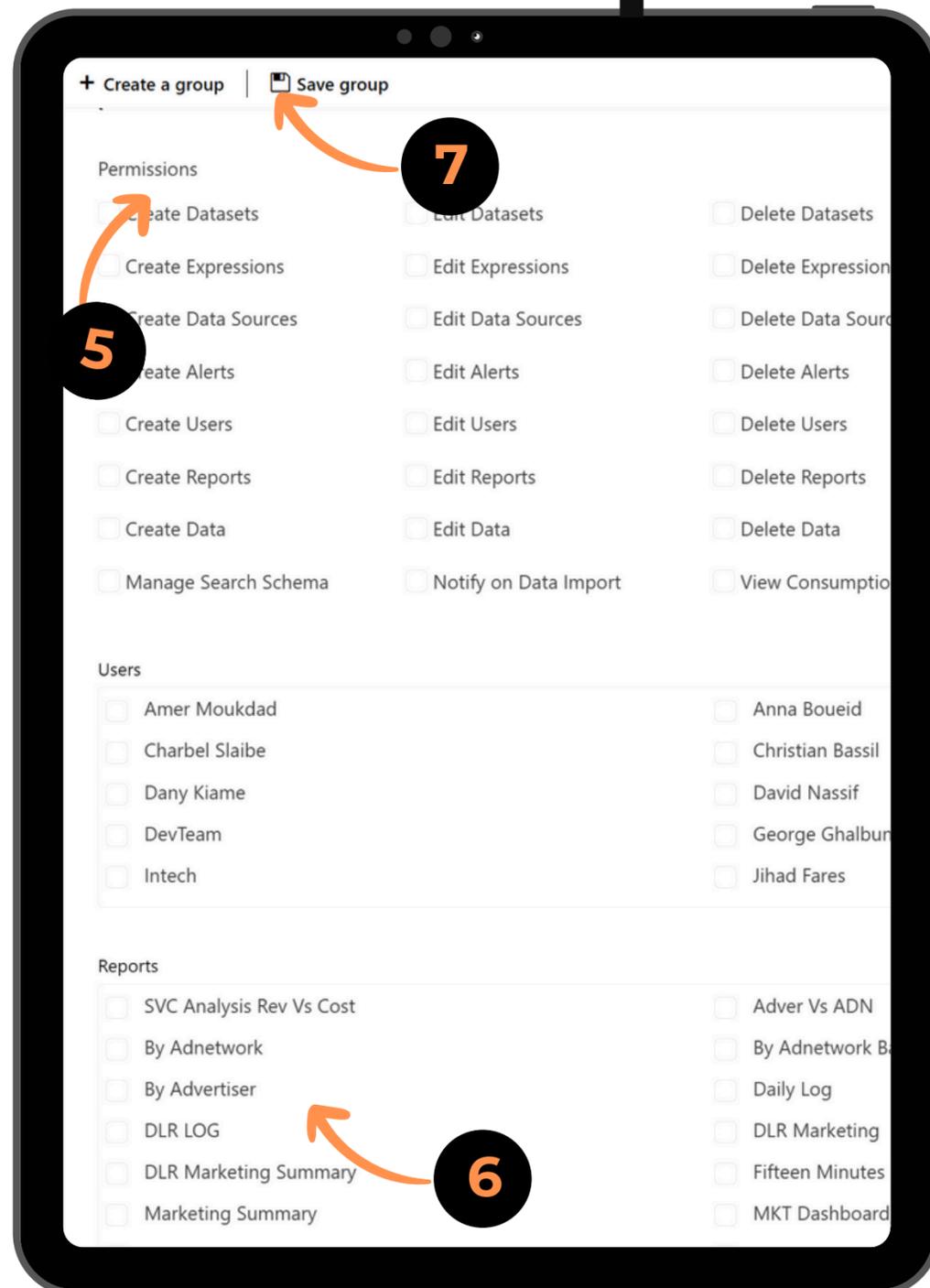
How to Create a Group



- 01** Click on the Wrench icon in the top-right menu.
- 02** Select Groups from the menu. This will take you to the Group creation page.
- 03** Click on Create Group and fill in all the required fields.
- 04** To assign users to this group, check the desired users in the User box.



How to Create a Group



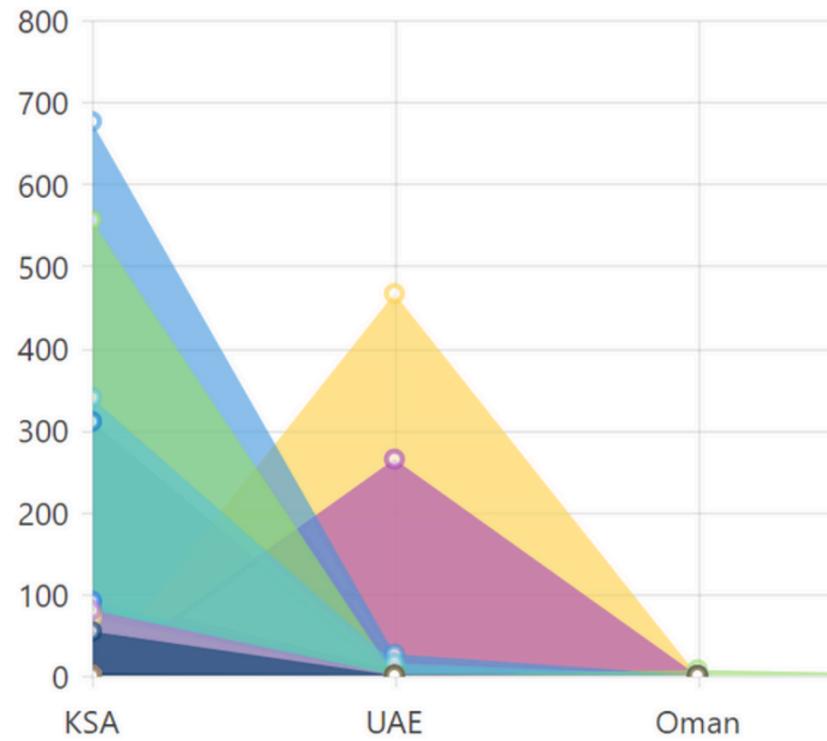
- 05** To add permissions, select the required features from the Permission box.
- 06** To assign specific reports, check the reports in the Reports box. If you want to grant access to all reports automatically, check "View any report" in the Permission section.
- 07** Click Save to complete the process.



Interactions

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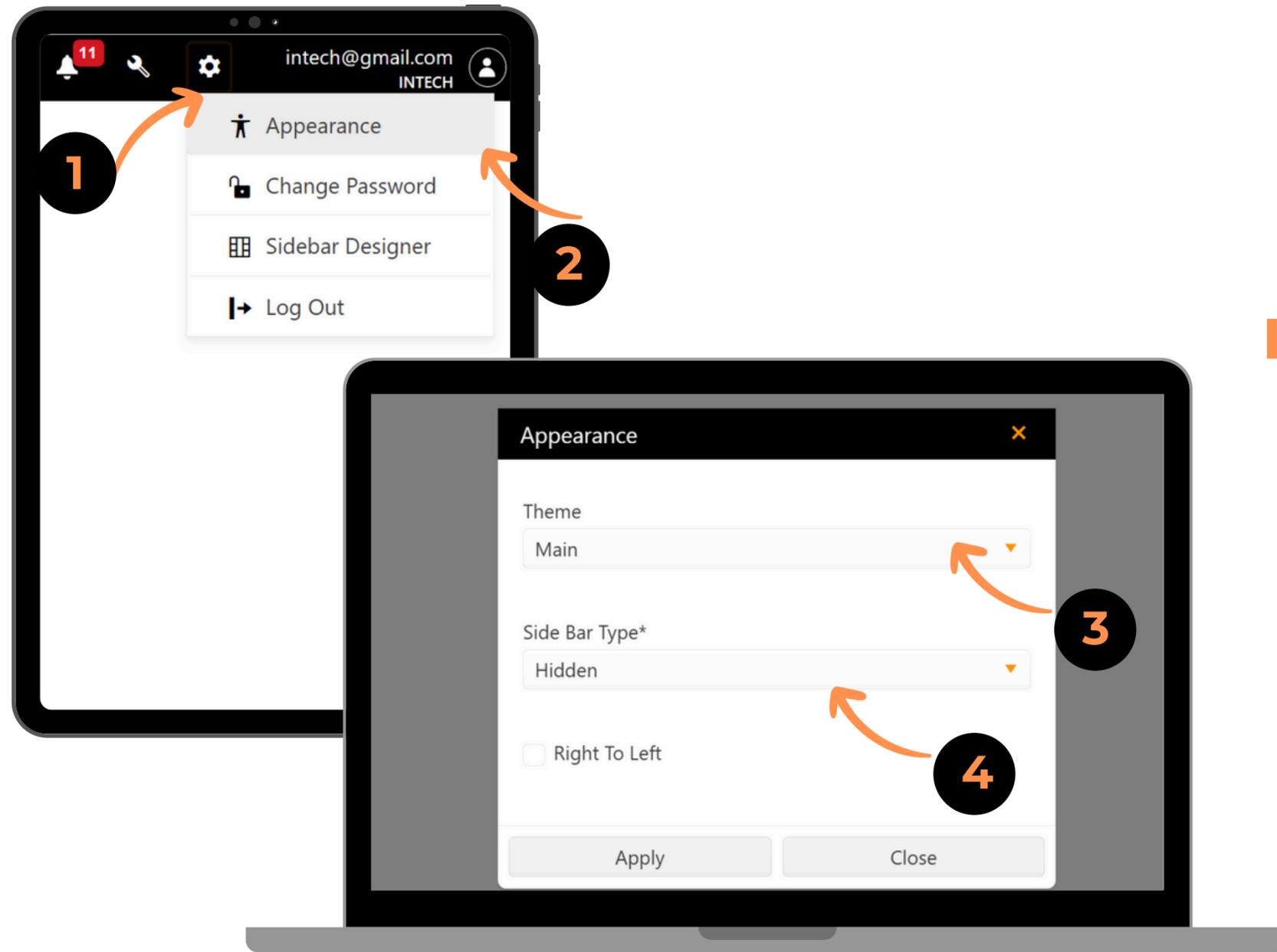
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Month / Year : ADN

Theme Appearance

How to Change the Appearance



01 Click on the Gear icon in the top-right menu.

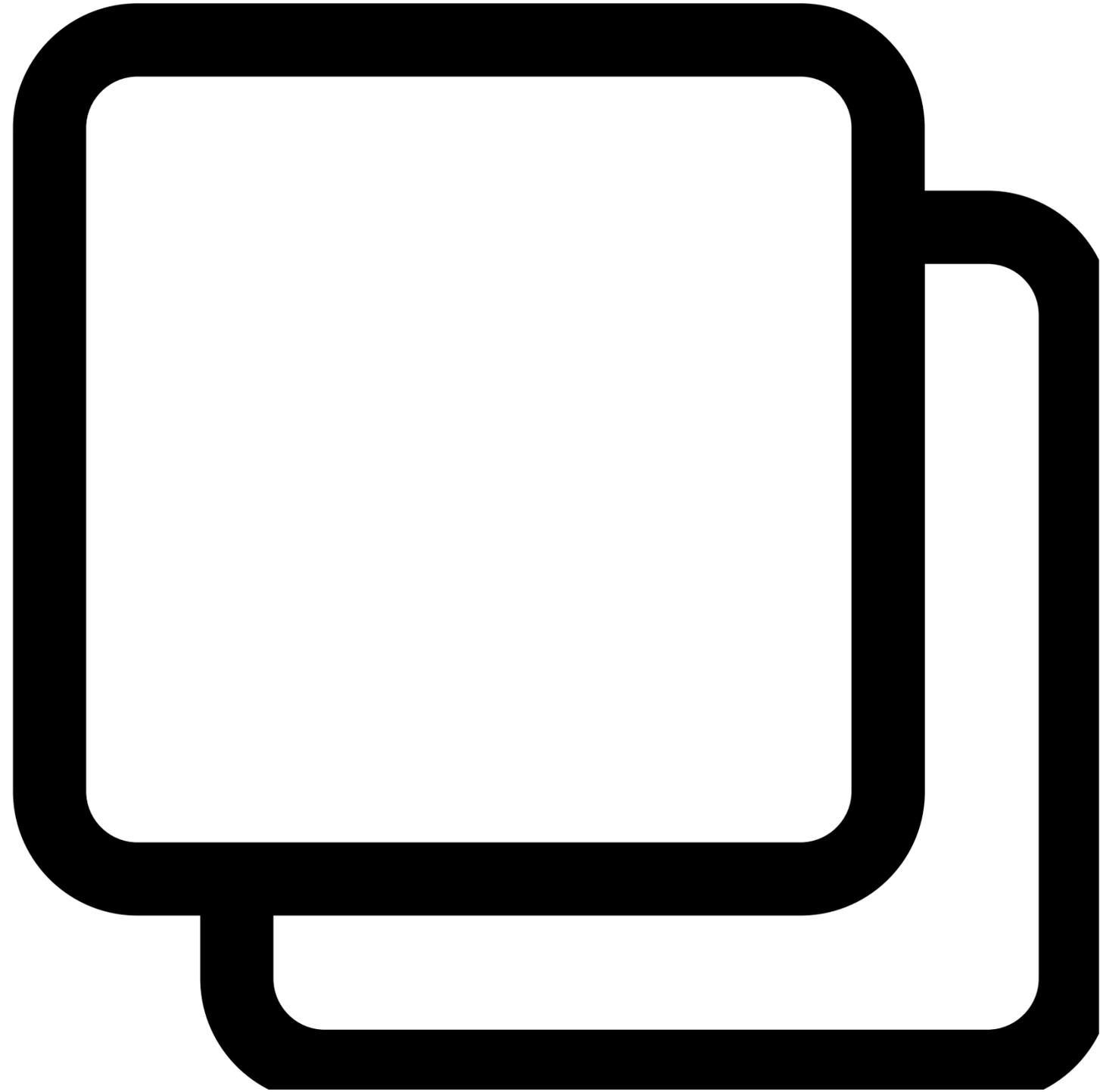
02 Click on Appearance

■ **03** A popup will be shown, you can change the theme by selecting one of the themes available

04 You Can hide the side bar or make it mini, by selecting from the Side Bar Type dropdown

05 Press Apply to save the changes





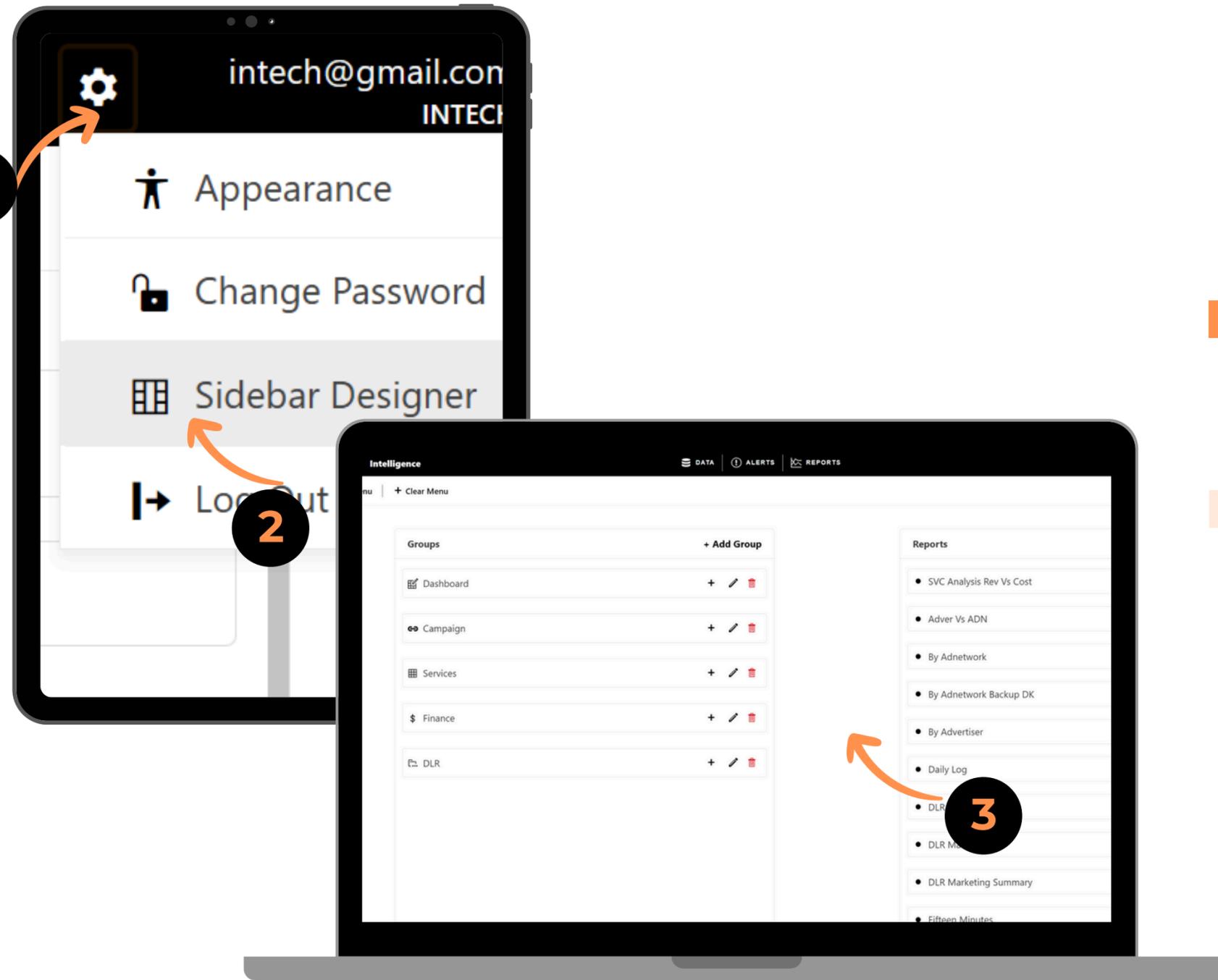
Side Bar Design

Where you can build your BURGER menu!



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How to Build your Menu



01 Click on the Gear icon in the top-right menu.

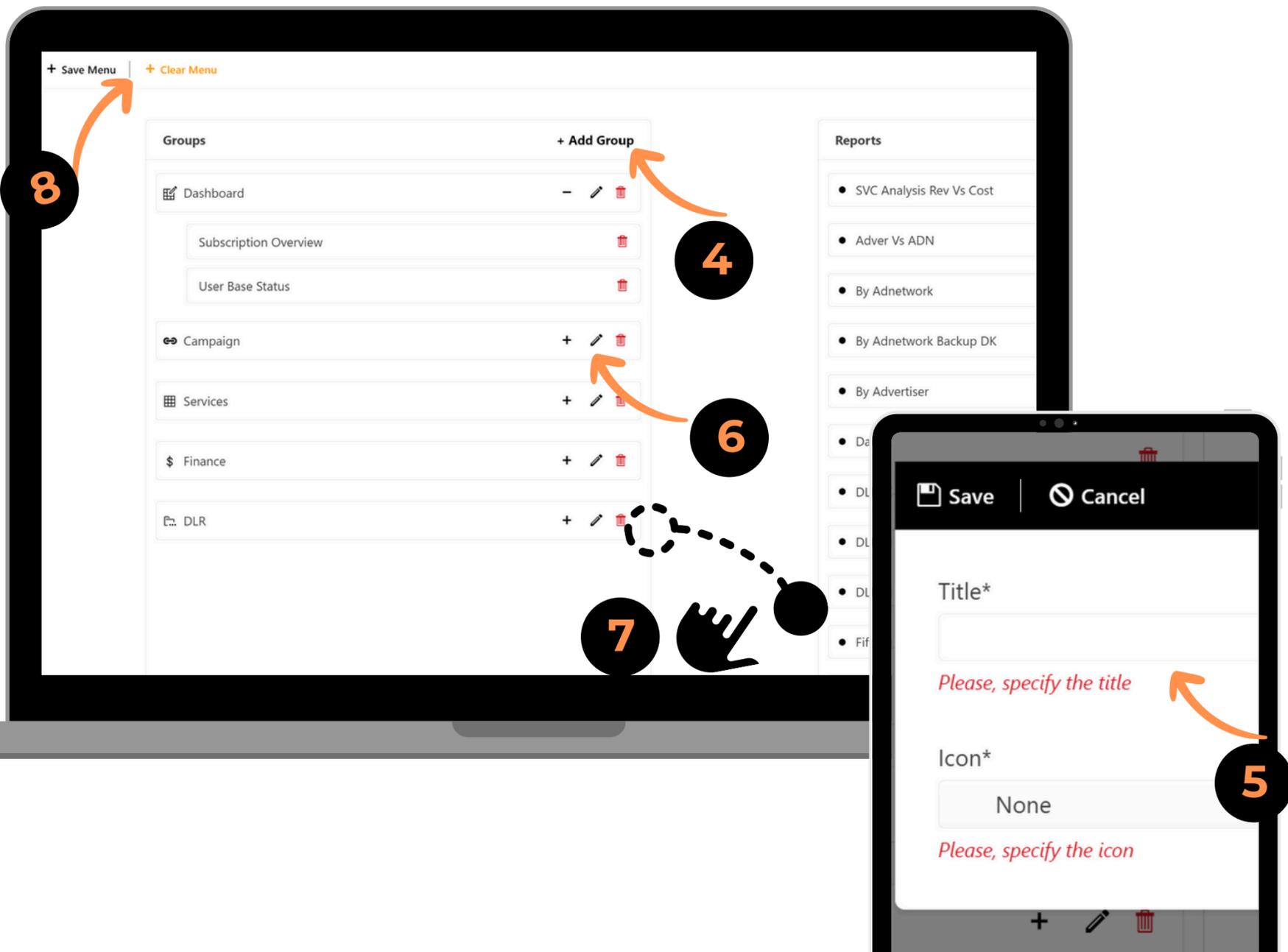
02 Click on Sidebar Designer

03 You will be redirected to the sidebar designer page



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How to Build your Menu



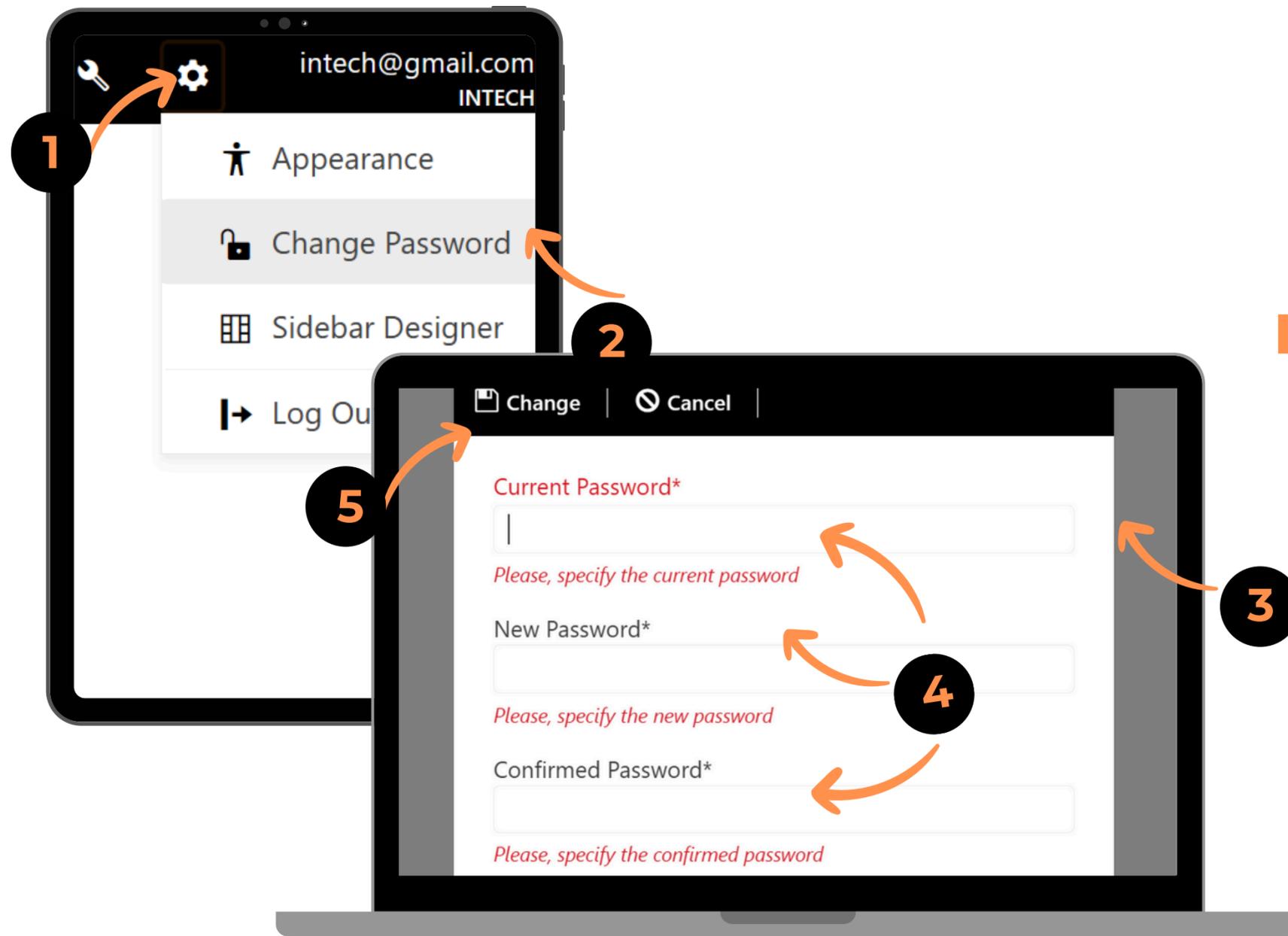
- 04** Click on Add group to create a group
- 05** After Clicking on add group, a popup will appear to add a title and choose an icon, and then save
- 06** You can delete, edit, or expand the group but clicking on the icons
- 07** To add reports under the group, you have to drag and drop the report under the specified group
- 08** Click Clear Menu, to clear all the groups, or Click Save Menu to save your changes



Change Password



How to Change your password



- 01** Click on the Gear icon in the top-right menu.
- 02** Click on Change Password
- 03** A popup will be shown, to change your password
- 04** Put your current password, then put your new password and then confirm the new password
- 05** Press Change button to change your password



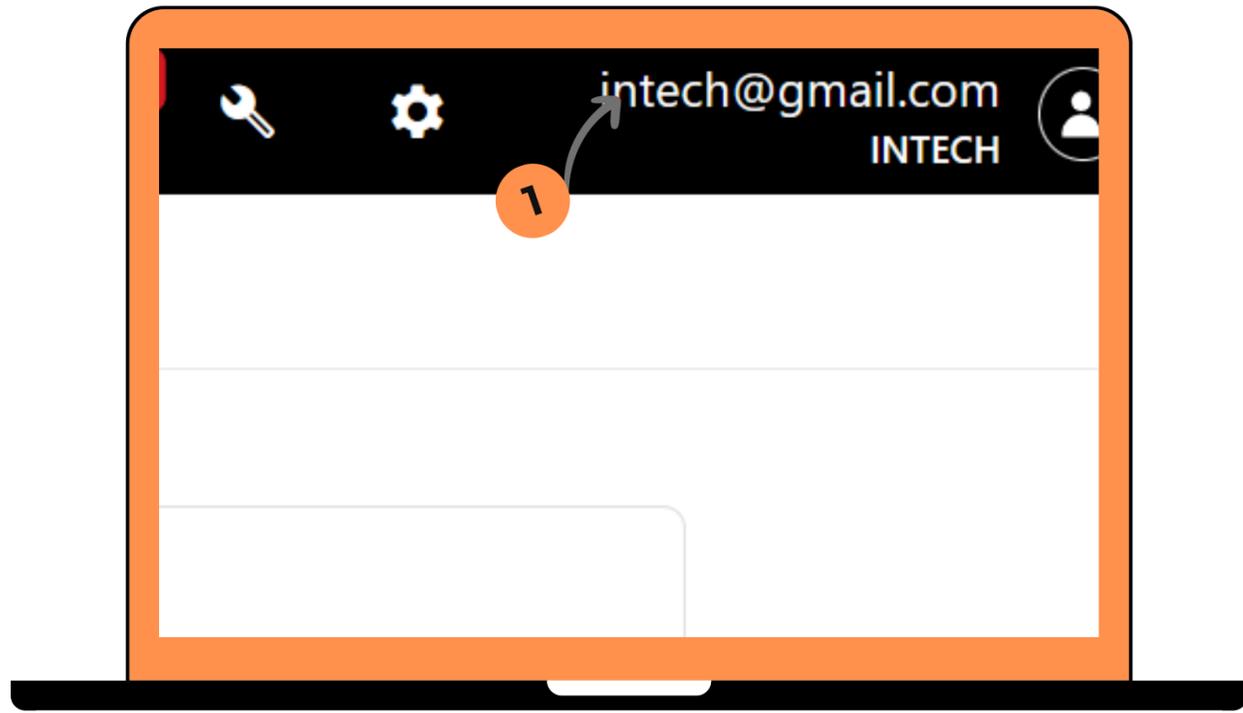


Profile Info

Where you can manage your info, billing, and subscription



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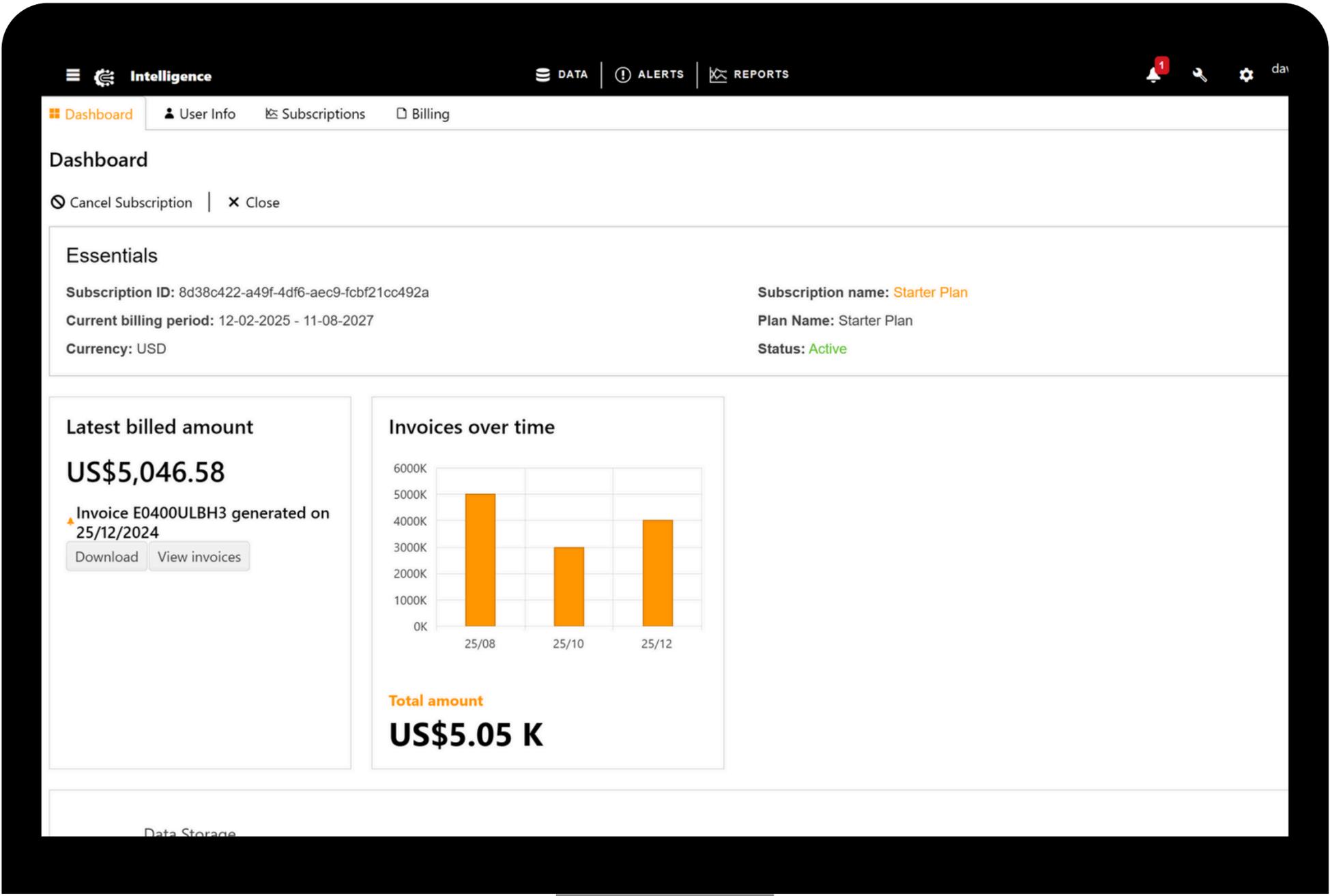


How to see your profile details

Click on your email or Profile Icon
on the top right menu

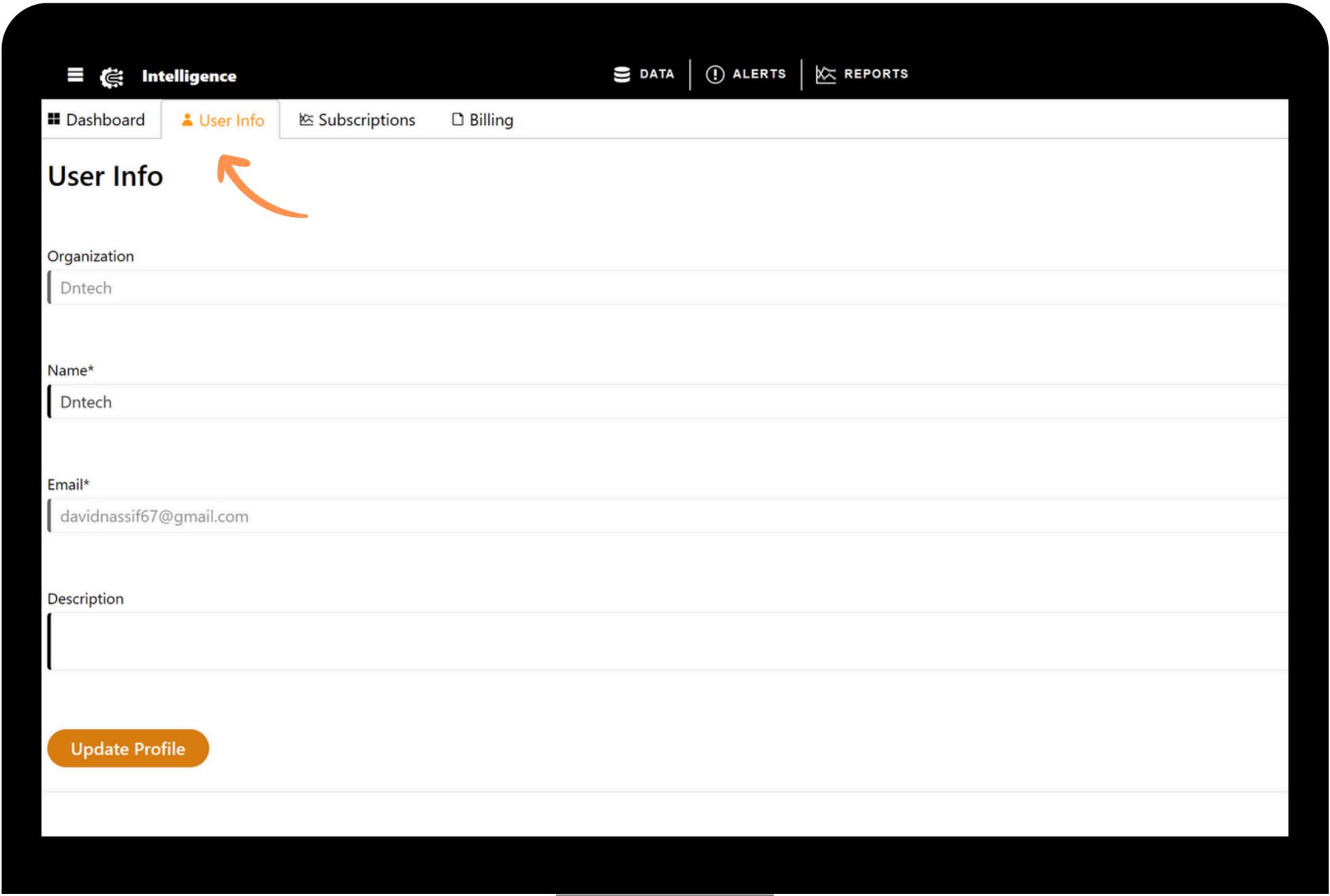


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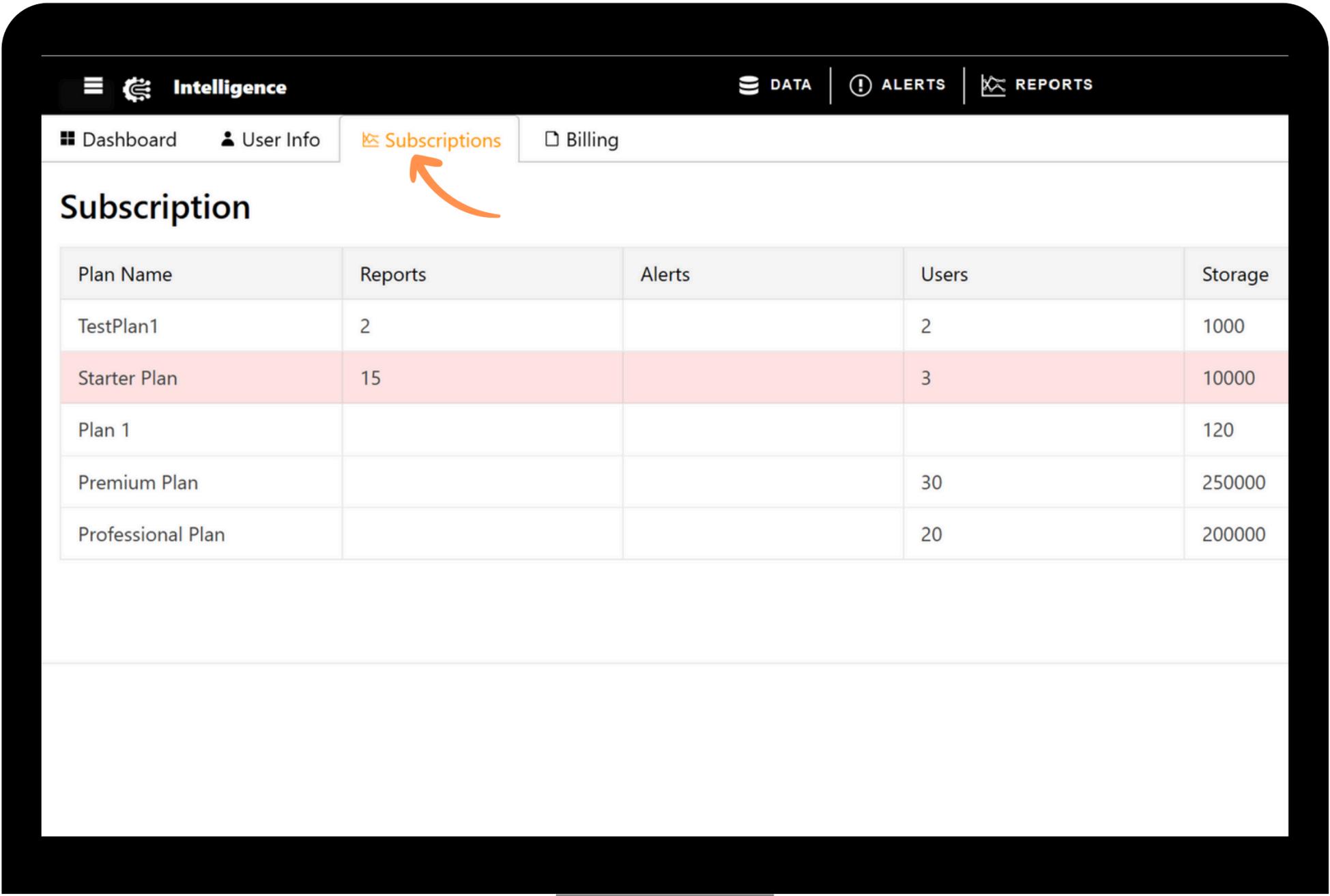
Dashboard

You will be redirected to the Dashboard Page where you can see a summary of your subscription, billing and consumption



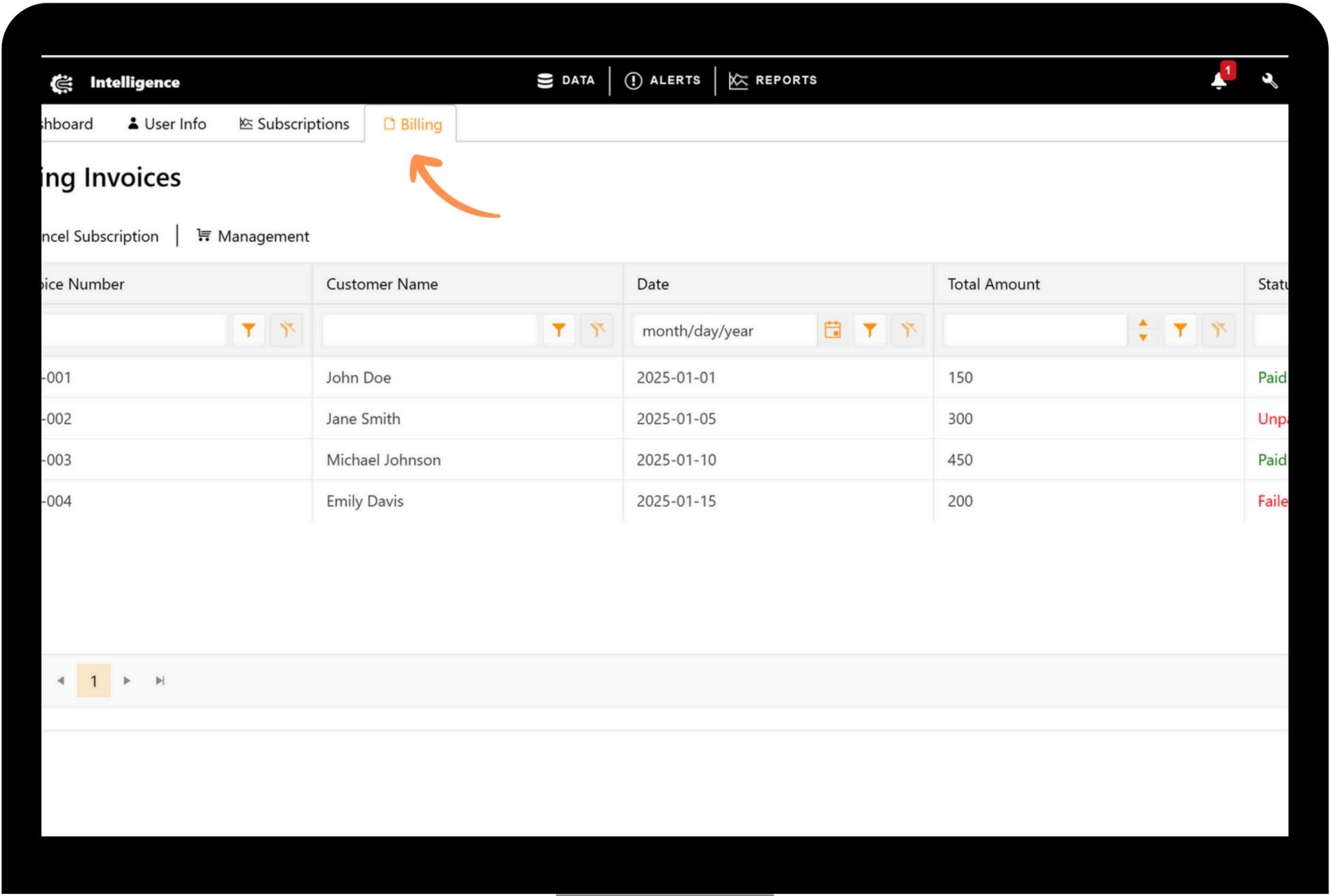
User Info

In User Info tab, you can update your profile and change your password



Subscription

On the Subscription page, you can see your current package with its benefits and you can resize your package anytime!



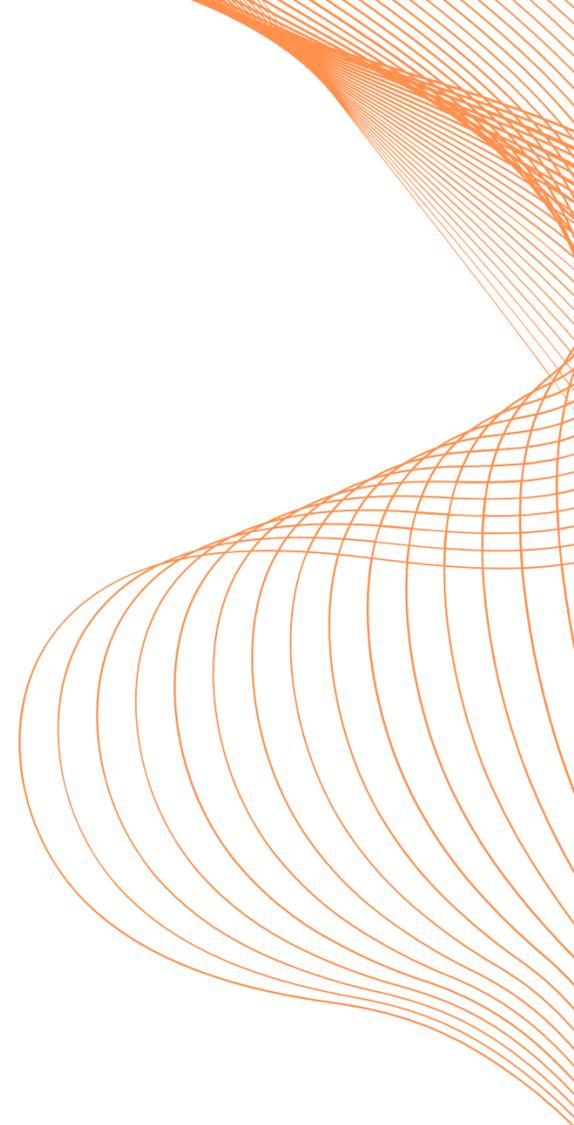
Billing

On the Billing page, you can see all the transactions with their status

ITS DONE!



Now it's time to put it into action!" 🚀



Thank you!



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