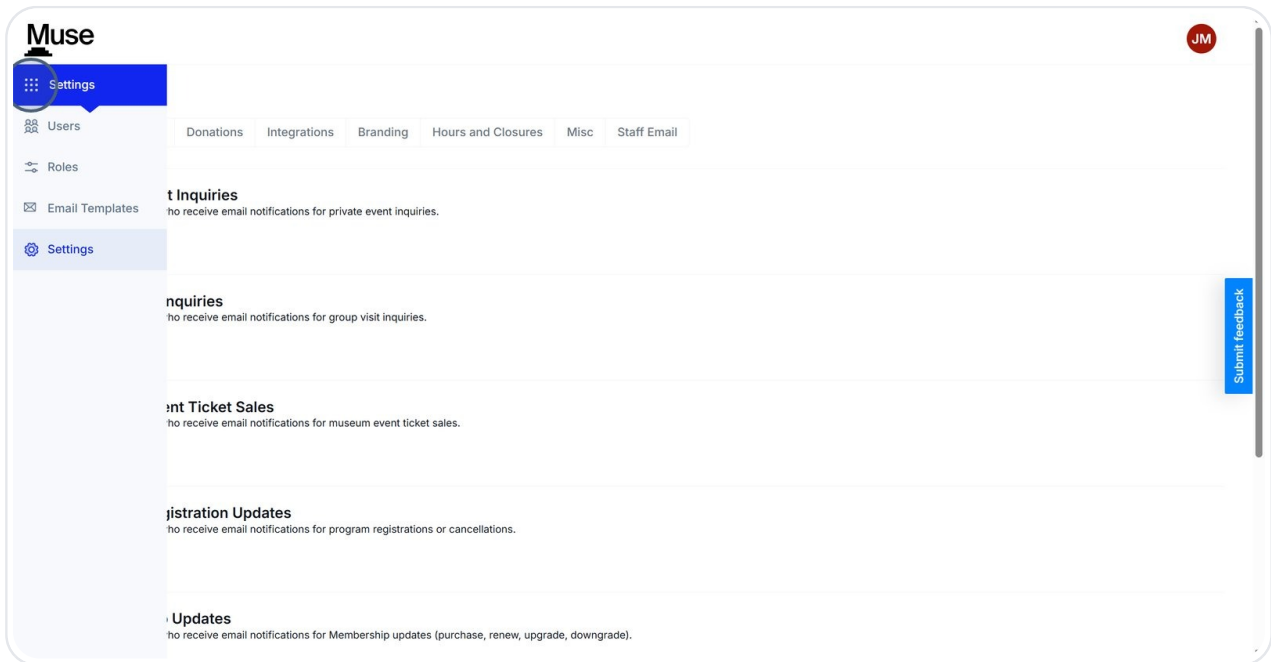


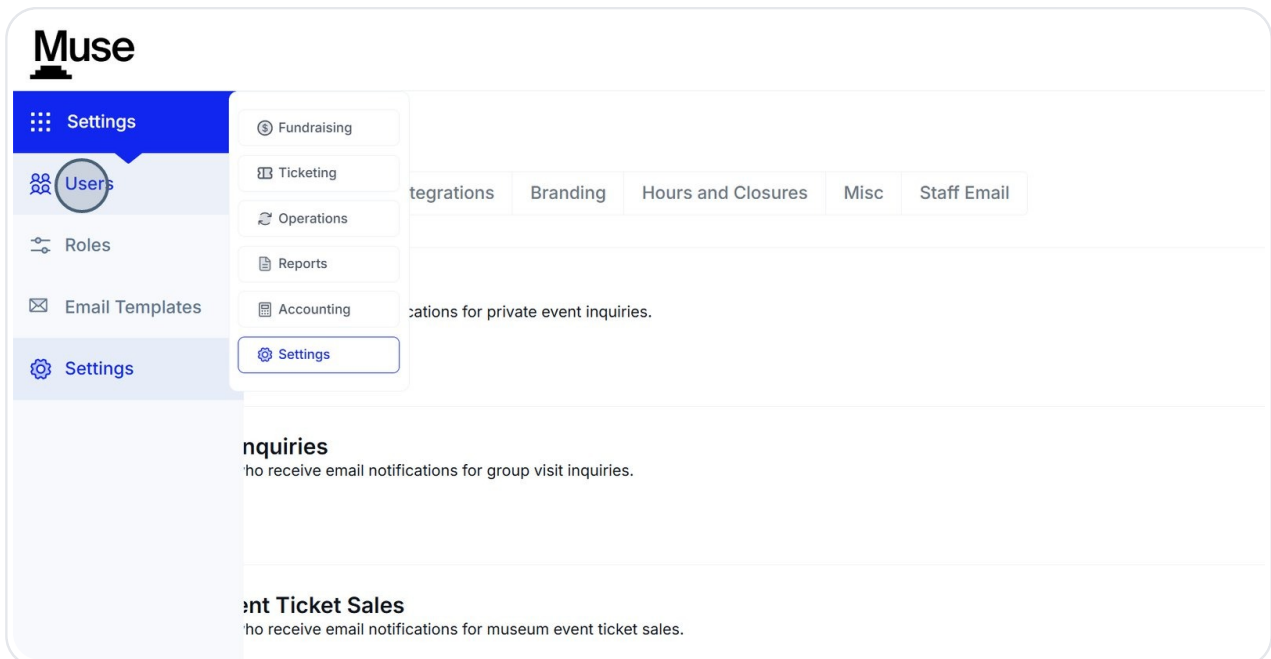
Muse


Users

1. Click on the blue North Star icon.



2. Click the "Users" menu option from within the admin settings menu.



3. Click "New user." It is recommended that you only invite the team members who will be part of the implementation and configuration of Muse.

[illegible]

4. Capture first name,

The screenshot displays the Muse application interface. On the left, a vertical sidebar contains icons for a grid, users, a key, an envelope, and a gear. The main content area is divided into two sections. The top section, titled 'Users', lists several users: Ben Wright, Sales Demo, Travis Fuller, Chris Bilbro, Prash Ambekar, Brett Steinke, Robert Payton, and Alex Mercado. The bottom section, titled 'Create a User', is a modal form with the following fields: 'First name' (with a text input containing a vertical bar and a circular selection indicator), 'Last name' (with an empty text input), 'Email' (with an empty text input), and 'Role' (with an empty text input). A 'Cancel' button is located at the bottom right of the modal. The footer of the application shows the email 'alexandra.mercado@musesoftware.ai' and the name 'Muse'.

5. last name,

Create a User

First name

Last name

Email

Role

alexandra.mercado@musesoftware.ai	Museum Admin
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6. email address,

Muse

Users

Name
Ben Wright
Sales Demo
Travis Fuller
Chris Bilbro
Prash Ambekar
Brett Steinke
Robert Payton
Alex Mercado
Brandon Gabosch

Create a User

First name

Last name

Email

Role

alexandra.mercado@musesoftware.ai	Museum Admin
brandon.gabosch@musesoftware.ai	Museum Admin

7. Click "Invite User" to email profile set-up instructions to this individual.

Last name

Cancel

Invite user

alexandra.mercado@musesoftware.ai	Museum Admin	Active	
brandon.gabosch@musesoftware.ai	Museum Admin	Active	
john.kulis@musesoftware.ai	Museum Admin	Active	
taryn.astar@musesoftware.ai	Museum Admin	Active	
ryan.grande@musesoftware.ai	Museum Admin	Active	

8. To manage your users, click the vertical ellipses to the right of the user in the list view.

JM

Filter

New user

Email	Role(s)	Status	
ben+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
sales+demo@musesoftware.ai	Museum Admin	Active	⋮
travis+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
chris+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
prash+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
brett+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
robert+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
alexandra.mercado@musesoftware.ai	Museum Admin	Active	⋮

Submit feedback

9. From here you have the option to Edit (first name, last name or role), Reset Password, or Deactivate.

JM

Filter

New user

Email	Role(s)	Status	
ben+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
sales+demo@musesoftware.ai	Museum Admin		⋮
travis+salesdemo@musesoftware.ai	Museum Admin		⋮
chris+salesdemo@musesoftware.ai	Museum Admin		⋮
prash+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
brett+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
robert+salesdemo@musesoftware.ai	Museum Admin	Active	⋮
alexandra.mercado@musesoftware.ai	Museum Admin	Active	⋮
benjamin.mercado@musesoftware.ai	Museum Admin	Active	⋮

Edit

Reset Password

Deactivate

Submit feedback