



How to invite a user by email or phone number

- **Step 1:** Go to <https://cms.mobietrain.com>
- **Step 2:** Login with the email and password previously chosen for the application
- **Step 3:** Click Invite user and complete the form (explained below)

+ Invite user

If your user has an email or phone number, you can send an invitation and the user will set the password.

Click on invite user



Attention: You can enter both an email address as a phone number. When you fill in both, the priority for sending the invitation is the Email address. When you only fill in a phone number the user will receive a registration text message

Invite user

First Name
Example

Last Name
Name

E-mail
example@email.com

Phone number
code ▾

Job Position
Sales Associate

User/Company ID

Stores:
Storedemo X
Stores ▾

User groups:
Default Group X
User groups ▾

User

Invitation language
English

By ticking this box the employee expressed his/her consent to us processing, personal information, the provided email address or phone number for the purpose of sending emails related to the training that will be followed via the application, and agrees with the [EULA](#).

Cancel Invite

Enter First Name

Enter Last Name

Enter Email

Phone number

Important: The field "Job Position" is a free field. Please be consistent in the way you write the job position

Select the correct store/location

Select the relevant User groups for the user

Select if you are inviting a User / Manager / Admin

Select preferred language

Agree to terms & conditions

Click Invite





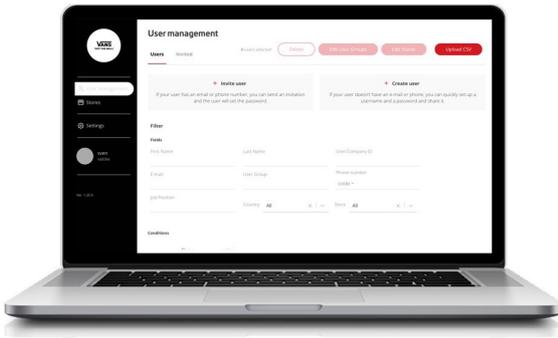
How to create a login and password

- Step 1: Go to <https://cms.mobietrain.com>
- Step 2: Login with the email and password previously chosen for the application
- Step 3: Click Create user and complete the form (Email and phonenumber are not available)

+ Create user

If your user doesn't have an e-mail or phone, you can quickly set up a username and a password and share it.

Ask the system to generate a username and password based in the information you filled in.



User login details

Username

MHavet_425



Password

E8j9k



Close

How to delete a user

- Step 1: Go to User management
- Step 2: Select a user or multiple users
- Step 3: Press the button "Delete" on the right top corner

User management

Users Invited Groups

1 users selected

Delete

Edit User Groups

Edit Stores

Upload CSV

Conditions

Show Empty

None



First Name

Last Name

User/Company ID

Added to



Ahma

Besiana

742228

Default Group

Outlet

Germany

Store Management

