

# Adding Users & Reports

Log into the cloud platform and navigate to the CPMailer > User Reports

If this is a new user, they must first be added as a specific 'Report only' user.

If this is not a new user, or once you add the user, click the users row in the listing table and you will be given a few options. (Note, that the current reports that the user gets are listed in the table)

cpmailer10			salesdet,clerkdet	
Edit Daily	Edit Weekly	Edit Monthly		
Delete CPMailer User				

You can select to edit Daily/Weekly/Monthly reports. In this instance, we wanted to change the weekly reports, so we click on the button.

This will take you to a screen with the optional reports for the user. Here you can select the reports you want to send. The preview on the right will adjust as you add/remove reports.

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