FCA explains RegData: video transcript

Adding a user

At the top of the screen, hover over Firm & User Administration, then User Administration and select Manage User.

On the Manage User screen, click on add user.

At the top of the screen, enter the user's details.

Select the user's Access Level – either Firm User or Firm Admin.

Scroll to the bottom of the screen.

Select what the user can do for each data item by ticking the appropriate box, then click on add user.

At the top of the screen, you'll see confirmation that you've successfully added the user.

The new user will receive an email to inform them that they have been added.

If you want a new user to have the same permissions as an existing user, you can copy their permissions.

Click on Copy Existing User Data Item Permissions.

Select the user you wish to copy permissions for, and click on copy permissions.

At the top of the screen, you'll see confirmation that you've successfully added the user.

The new user will receive an email to inform them that they have been added.

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