

## How to Create Read-only User Accounts in Picreel

Learn how to create read-only user accounts in Picreel, granting limited access to key features while maintaining control of your main account.

**Use Case:** Imagine you want to share your Picreel account data with a colleague for analysis but don't want to risk any changes being made. Creating a read-only user account is the solution.

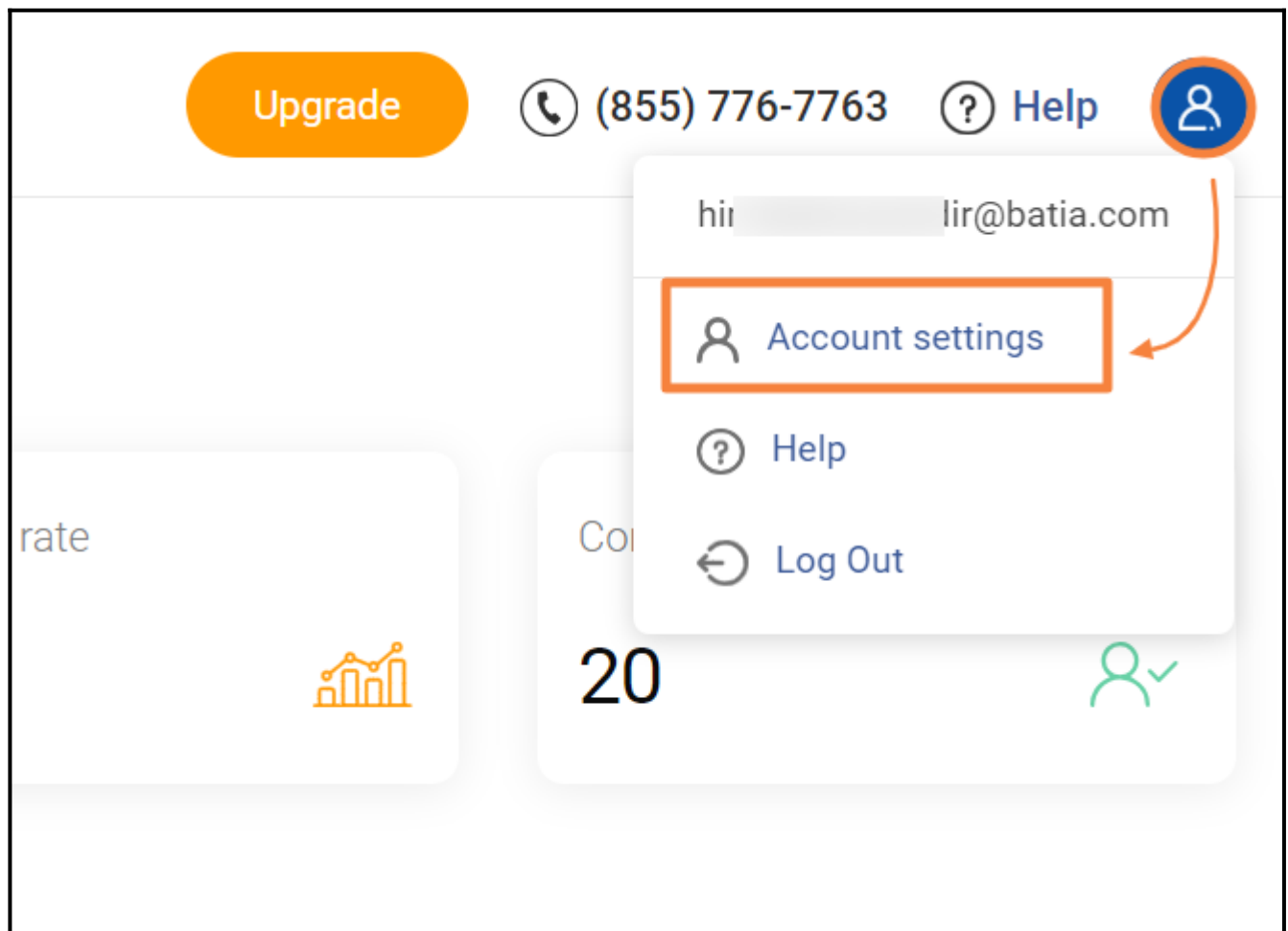
By creating Read-only user accounts, you can:

1. Easily delegate tasks and responsibilities to others without compromising the security of your main account.
2. Share only the necessary information with others while retaining control over your Picreel account.

## To Create Read-only User Accounts

### Step 1: Access User Management

- Click on the user icon in the top right corner of the screen.
- Select '**Account Settings**.'



You can also access the User Management by clicking "**Billing**" in the side panel.

The screenshot shows a sidebar on the left with five menu items: 'Campaigns' (with a document icon), 'Statistics' (with a line graph icon), 'Leads' (with a funnel icon), 'A/B Testing' (with an 'A/B' icon), and 'Billing' (with a list icon). The 'Billing' item is highlighted with an orange border. The main content area is titled 'User Management' and contains a form with the following fields: a password field (masked with dots), 'New Password', 'Re-enter New Password', a role dropdown menu (currently set to 'Read only'), 'User email' (containing 'henry.walsh@batia.com'), 'User Password', and 'Re-enter Password'. There is a blue 'Add User' button at the bottom left of the form and a blue 'Save' button at the bottom right.

**Step 2:** Scroll down within the 'Account Settings' until you find 'User Management.' This is where you can create read-only accounts.

This is a close-up of the 'User Management' form. It features a title 'User Management' at the top. Below the title are four input fields: a role dropdown menu (set to 'Read only'), 'User email', 'User Password', and 'Re-enter Password'. At the bottom left of the form is a blue 'Add User' button.

### Step 3: Add User

- Within '**User Management**,' you'll be prompted to enter an email and password for the read-only account you want to create.

- Click '**Add User.**'

## User Management

Username	Actions
james.murph@thisnext.com (Read only)	Delete

Read only

Read only

Full access

.....

.....

Add User

Save

**NOTE:** This account will provide access to Statistics, Campaigns, Leads, and A/B Testing sections, while other areas like Affiliate, Billing, and Account Settings remain off-limits.

If you wish to delete a Read-Only user Account, return to the 'User Management' section. Find the account you wish to delete and click the '**Delete**' button.

*You have successfully created a read-only user account in Picreel. If you encounter any issues or have any questions, feel free to contact our [support team](#).*

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