How to Grant Admin Access to Accounts in the MSPBots app

Management tasks can be shared by assigning administrator privileges to other users in the MSPbots app.

To add admin accounts:

1. On the MSPbots app, navigate to Settings then click the Get Started button.



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- 2. When the Get Started tab appears, click number 5 on the progress line on the right.

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3. When the Add more Admins screen appears, click on the **Please select user** field and select the name that needs admin access. Then click the **A** dd Extra Admin button.

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Note: To remove admin access from a user, simply click the [x] mark next to the username.

If you are having issues with adding an admin, reach out to support@mspbots.ai. To get started, $\underline{\text{LOGIN}}$ to your account. No account yet? $\underline{\text{SIGN UP}}$ now!