

## Information on 'Additional users'

### Infobox

Here you may grant other persons access to the application. When doing so you may define authorisations for the application ('Read-only') and to view the business data ('Access to business data'). Additional users may only be invited or deleted by the main user (i.e. the user who created the application).

An overview shows the main user who he has invited as additional user(s) so far, including authorisations. Once the additional user has opened the invitation link and logged in, the stated name of the user will be displayed in addition. The status shown (not allocated/active/inactive) in the last column refers to the additional user and not to the application. "Not allocated" means that the person concerned has not opened the invitation link yet.

**Please note that the application can still only be sent by the main user.**

**NB.** Please also note that in the case of approval or rejection of the application any other users that may have been added will be disabled automatically. If the project is approved and the same persons are in charge of accounting, the relevant other users must be authorised again by the main user (by means of the 'Re-enable user' button).

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Here you may grant other persons access to the application. This function allows editing and reading of the application by several users (staff, cooperation partners) at the same time.

PLEASE NOTE. If a menu item is being edited, other users have read-only access to the same (similar to Microsoft Word read-only documents). You will be informed thereof by a note on the lower left of the screen. Once the user has left the menu item, the page will be available within one minute.

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\_\_ Name\*  
of the person to be authorised

\_\_ Read-only\*  
Define whether the additional user is to be granted read-only access to the application only. If you check 'No' the person will be authorised to make entries and changes in the application.

\_\_ Access to business data\*  
Define whether the additional user is to be authorised to view or access the 'Business data' item of the main menu (including sub-tabs). If you check 'No', the entire menu is invisible to the user.  
Please click on 'Add user' first to be able to invite that user.  
An invitation link will be displayed.

\_\_ Invitation link  
Send the link to the person concerned via email for him to be able to view your application. If that person has no login for Vienna Business Agency online submissions yet, he must register first.

### **Administration of additional users:**

You may change the rights of specific additional users at any time. Do not forget to save your changes. The following buttons are also available:

— 'Delete entry and revoke rights'

You may delete additional users at any time.

Use this button if you want to fully revoke access to the application for a user that has already been added. The person concerned will then no longer be able to view the application.

— 'Revoke rights' / 'Re-enable user'

You may suspend the authorisation of additional users and thus merely disable them. The additional user will then no longer have any authorisations and no access to the application.

If you have any questions please do not hesitate to contact us at +43-1-4000-86165 or [foerderungen@wirtschaftsagentur.at](mailto:foerderungen@wirtschaftsagentur.at).