

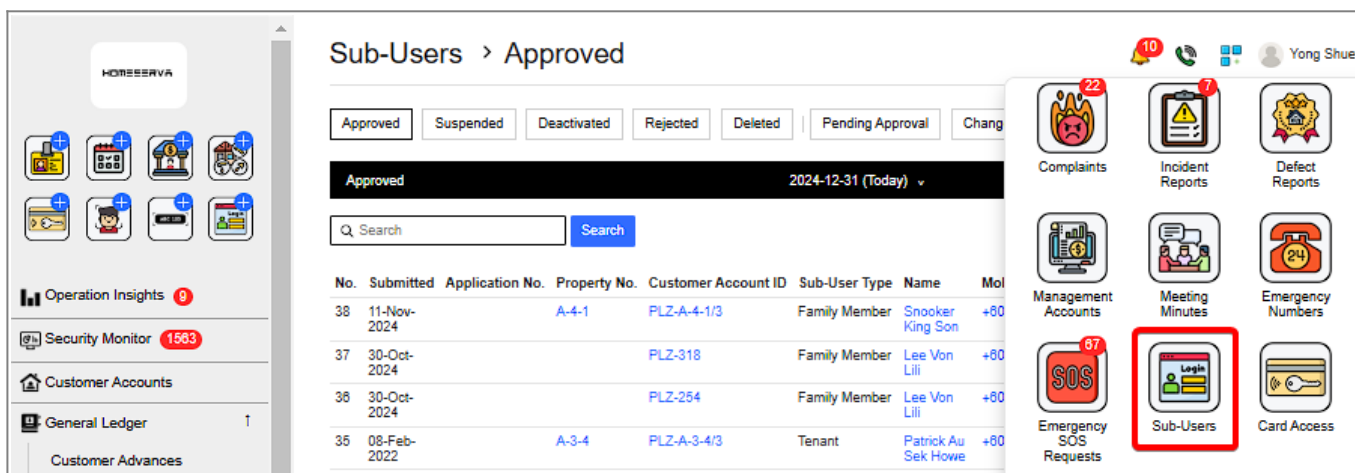
Management User Guide: Sub-Users

1. Introduction

2. Sub-Users

2.1 Add New Sub-User

Go to **Sub-Users > New Sub-User > Fill in details > Add**



Details include:

1. Select Customer account
2. Sub-User Type
3. Relationship to
4. Select Sub-user account
5. Select whether to Email the primary contact as well for any notification generated for this sub-user

If subuser account already exist , the following information are autofilled. Otherwise , manual fill in details are required.

1. Select Entity type
2. Sub-User Full legal name
3. Sub-User National Identification Number (eg. MyKad/NRIC No.)
4. Sub-User Passport No.
5. Sub-User Country of Nationality
6. Sub-User Mobile Phone No.
7. Sub-User Alternative Contact No.
8. Sub-User WhatsApp No.
9. Sub-User Primary Email Address
10. Sub-User Alternative Email Address
11. Sub-User Date of Birth
12. Sub-User Gender

- 13. Insert Sub-User Profile Picture
- 14. Insert Sub-User NRIC Picture (Front & Back)
- 15. Insert Sub-User Passport Picture
- 16. Insert Sub-User Visa Picture

The screenshot displays a web interface for managing sub-users. A modal window titled "New Sub-User" is open, allowing for the creation of a new sub-user profile. The background shows a "Sub-Users > Approved" page with a navigation menu on the left and a table of sub-users on the right.

Sub-Users > Approved

Account: [Select Account](#)

Sub-User Type:

Relationship to:

Sub-User Information

Entity: Individual

Full Legal Name:

National Identification Number (eg. MyKad/NRIC No.):

Passport No.:

Country of Nationality:

Mobile Phone No.:

Alternative Contact No.:

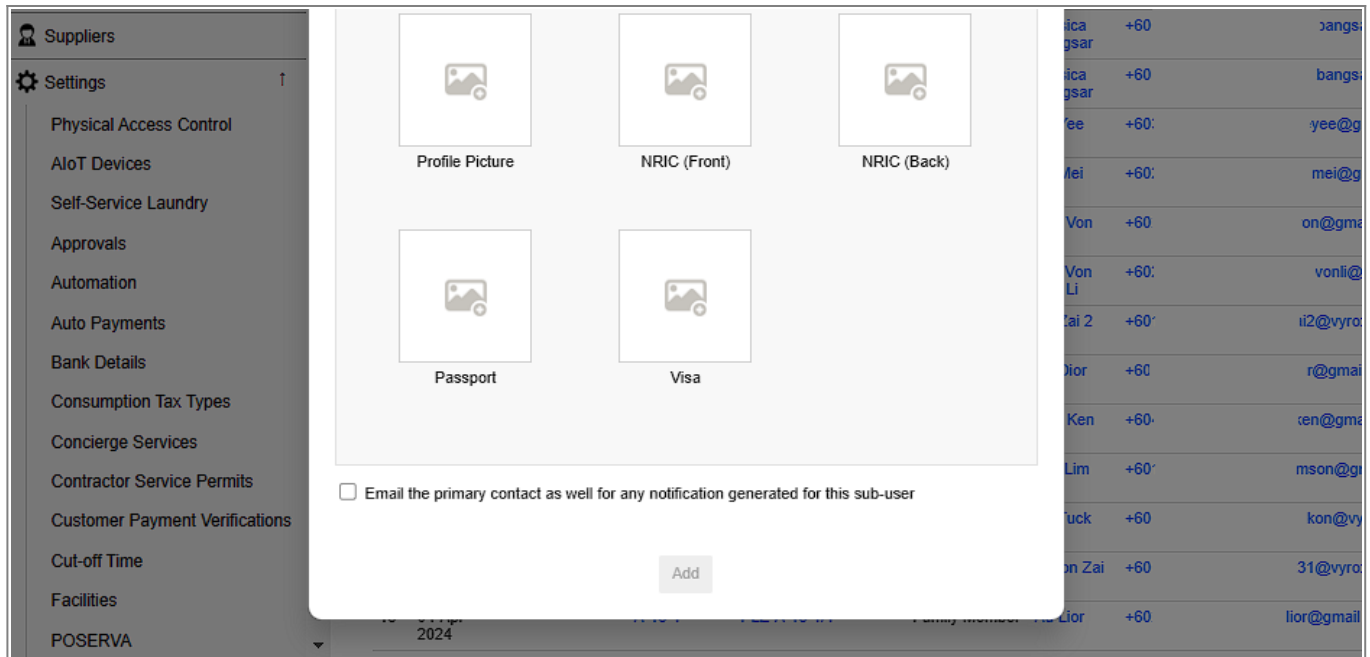
WhatsApp No.: [Same as Mobile No.](#)

Primary Email Address:

Alternative Email Address:

Date of Birth: Gender: Male Female Prefer not to say

Mobile Phone No.	Email Address
+60	okerkings
+60	vonlil@g
+60	vonlil@g
+60	oweash@
+60	amaia@
+60	19@vyro
+60	8894@g
+60	8894@g
+60	cabangs
+60	cabangs
+60	eeyee@g
+60	eimei@g
+60	von@gma
+60	nvonli@
+60	zai2@vyro
+60	dior@gmai
+60	ken@gma
+60	imson@g
+601	ckon@vy
+60182	31@vyro



After this, management need to approve sub-user by going to Pending Approval page.

2.2 Suspend , Deactivate or Delete Sub-User

To suspend , deactivate or delete sub-user , Go to **Approved page** > **click on the triple bar of selected sub-user** > **Select either to uspend , Deactivate or Delete Sub-User.**

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