



Company Admin

The company admin will create the company account and will have the full set of permissions and access. The company admin can create a registration, edit an existing registration, link to an existing registration, and end a tenancy. They also can create branches, branch admins, branch operators and assign permissions to operators. Additional company admins can be added if required and will have the same permissions.

Company Operator

The company operator will have access to the tenancies assigned to them by the company admin. They will have the ability to create a registration and link to an existing registration however they cannot edit a registration or end a tenancy. Operators cannot make any changes to the main company profile.

Branch Admin

A company admin can create a branch or multiple branches. Each branch must be assigned a branch admin. The branch admin will have access to the tenancies assigned to them by the company admin. They will have the ability to create a registration, edit an existing registration, link to an existing

registration and end a tenancy. Branch Admins cannot make any changes to the main company account.

Branch Operator

The operator will have access to the tenancies assigned to them by the branch admin. They will have the ability to create a registration and link to an existing registration however they cannot edit a registration or end a tenancy. Operators cannot make any changes to the main company account or branch account.

Please see our video which takes you through the account creation steps for company's ([Link to video](#)).