



# *Quick guide*

User profile as a company administrator

[gutmann.de](http://gutmann.de) | [tuulo.de](http://tuulo.de)



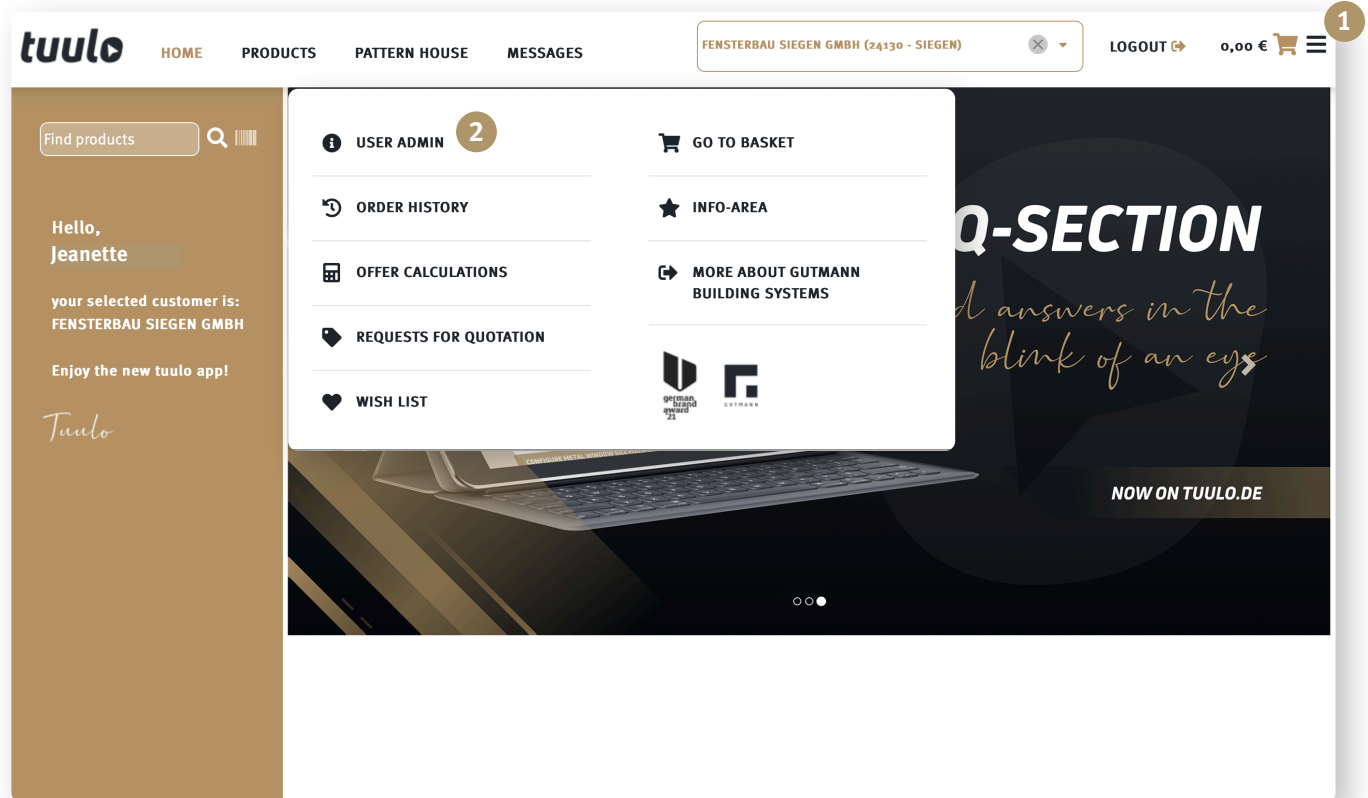
## ***Inhalt***

Where can I find my user profile? .....	3
User profile: information and settings .....	4 – 6
Change permissions and password .....	7
Forgot your password? .....	8
Add new user .....	9 - 10


# Where can I find my user profile?

Select 1 "Menue" ☰.

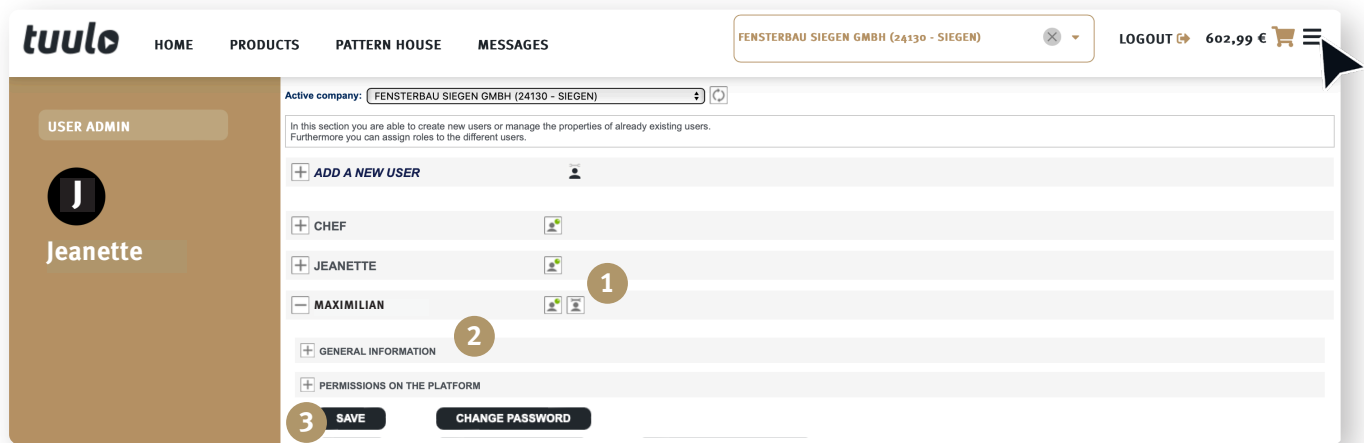
Select 2 "User admin".



# User Profile: information and settings

The **1** “Company admin” status is indicated by this  icon.

Change **2** “General information”.  
Confirm with “Save” **3**.



“Company admins” can also transfer their rights to other users  
(but only within the same company).

**Important:** There can only be a maximum of 1 admin.



# User Profile: Change permissions and password

1 “Permissions of the platform” and ones authorities can be changed. Changes are confirmed with 2 “Save”.

Select 3 “Change password”. Enter 4 “Current password” and 5 “New password” and confirm with 6 “Save”.



## ***New password must:***

- consist of at least eight characters
- contain capitals and small letters
- include at least one number
- include at least one special character

## ***Forgotten password***



### ***Password stored in Browser?***

See Quick guide:

**“View saved password in browser“.**



### ***Can't find your password?***

Please contact Tuulo Customer Service:

**tuulo@gutmann.de**

and ask for your password to be reset.

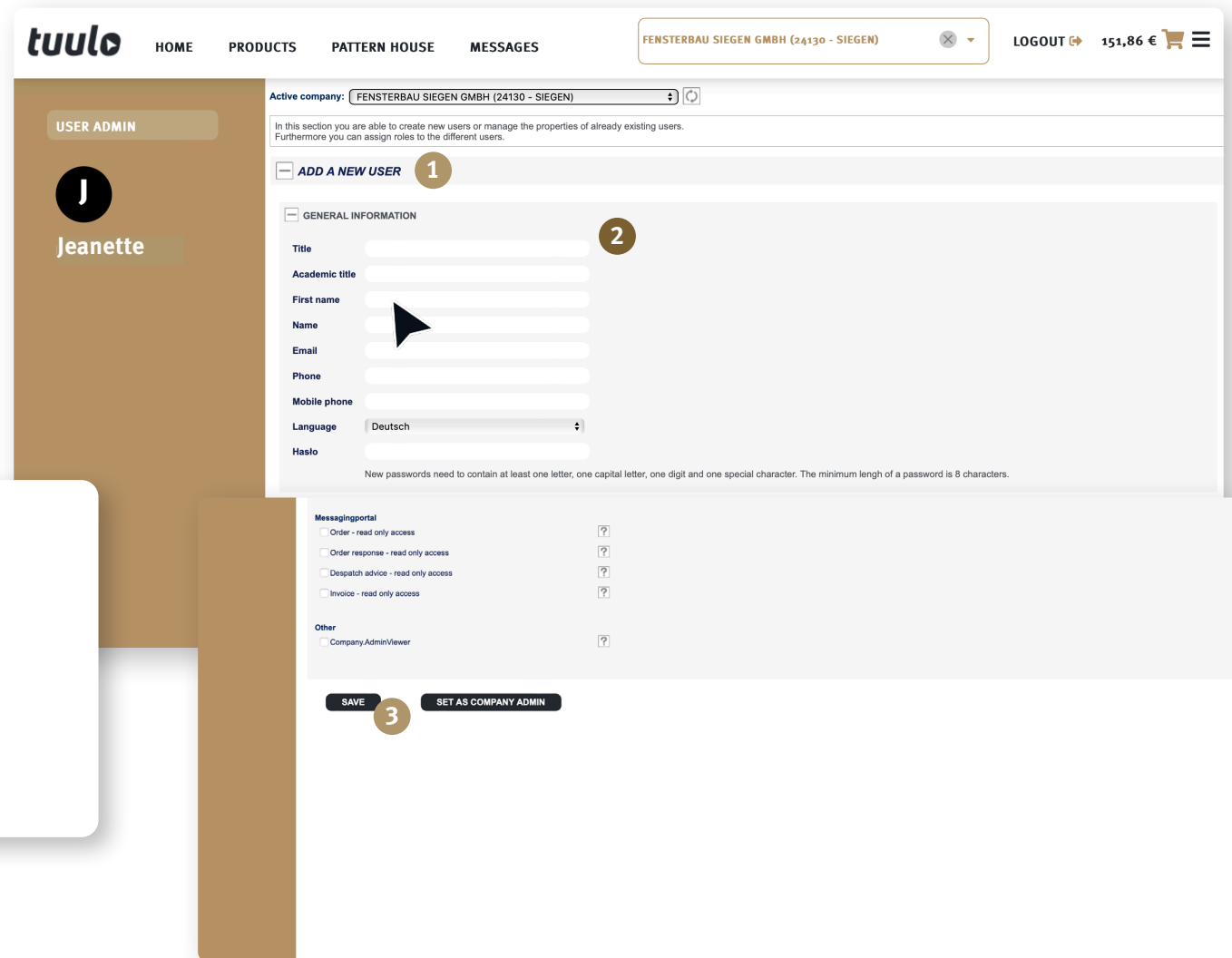




# Add new user

Click on **1** “Add New User“ and complete mandatory fields highlighted in gold.

Fill in required **2** “General Information“ and confirm with **3** “Save“.



## Password must:

- consist of at least eight characters
- contain capitals and small letters
- include at least one number
- include at least one special character

tuulo HOME PRODUCTS PATTERN HOUSE MESSAGES FENSTERBAU SIEGEN GMBH (24130 - SIEGEN) LOGOUT 151,86 €

Active company: FENSTERBAU SIEGEN GMBH (24130 - SIEGEN)

In this section you are able to create new users or manage the properties of already existing users. Furthermore you can assign roles to the different users.

Permissions for the company: FENSTERBAU SIEGEN GMBH **1**

**Shop**

- Shop.Access ?
- View baskets ?
- Create and fill baskets. ?
- Manage baskets ?
- Windowsill configurator ?
- Offer.Requestor ?

**Messagingportal**

- Order - read only access ?
- Order response - read only access ?
- Despatch advice - read only access ?
- Invoice - read only access ?

USER ADMIN  
J  
Jeanette

Click on required **1** "Permissions for the company".  
After ticking the permissions confirm with **2** "Save".

tuulo HOME PRODUCTS PATTERN HOUSE MESSAGES FENSTERBAU SIEGEN GMBH (24130 - SIEGEN) LOGOUT 151,86 €

Active company: FENSTERBAU SIEGEN GMBH (24130 - SIEGEN)

In this section you are able to create new users or manage the properties of already existing users. Furthermore you can assign roles to the different users.

- Despatch advice - read only access ?
- Invoice - read only access ?


**Other**

- Company.AdminViewer ?

**2**

SAVE SET AS COMPANY ADMIN

USER ADMIN  
J  
Jeanette



The company admin role can be defined or transferred here.





GUTMANN

GUTMANN Bausysteme GmbH  
Nürnberger Straße 57  
D - 91781 Weißenburg  
T +49 (9141) 995 11 36  
F +49 (9141) 995 11 37

[info@gutmann.de](mailto:info@gutmann.de)  
[www.gutmann-bausysteme.de](http://www.gutmann-bausysteme.de)

[tuulo@gutmann.de](mailto:tuulo@gutmann.de)  
[www.tuulo.de](http://www.tuulo.de)