

MIJNFLYNTH ADMINISTRATION AND CREATING EXTRA USERS

You can add an additional user in MijnFlynth. For example an employee you want to authorise for access to MijnFlynth or part of MijnFlynth, such as an online service (Apps) or approval of a tax return.

Each separate business unit and you as the entrepreneur are referred to as 'clients' in MijnFlynth. Via Cliënt (Client), you select the required business unit.

The screenshot shows the MijnFlynth administration interface. The top navigation bar includes 'Home', 'Actueel', 'Accordering', 'Dossier', and 'Beheer'. The 'Beheer' menu is highlighted with a red circle 1. Below the navigation bar, there are links for 'Mijn account', 'Mijn gebruikers', and 'Mijn cliënten'. 'Mijn gebruikers' is highlighted with a red circle 2. The main content area is titled 'Beheer Mijn gebruikers'. It contains a paragraph explaining that users can be managed for the 'Demo Client' and a button 'Nieuwe cliëntgebruiker aanmaken' with a red circle 3. Below this is a table with the following data:

	Naam	Gebruikersnaam	Cliënten	Verlooptdatum
<input type="checkbox"/>	P. de Democlient	democlient	Demo Client <small>Deze gebruiker heeft ook toegang tot 2 andere bedrijven.</small>	Nooit

At the bottom of the table, there is a button 'Toon meer resultaten'.

- 1 Click on **Beheer (Admin)**.
- 2 Then on **Mijn gebruikers (My users)**.
- 3 And then on the button **Nieuwe cliëntgebruiker aanmaken (Create new client user)**.
 - ! You are guided through the process automatically.
 - ! Complete the details in each step; click on **Volgende (Next)** in the bottom right to go to the next step.

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The screenshot shows the 'Beheer' (Management) section of the FLYNTH administration interface. The main heading is 'Beheer Nieuwe cliëntgebruiker aanmaken' (Management New client user creation). Below this, it states 'U maakt een nieuwe cliëntgebruiker aan voor Demo Client' (You are creating a new client user for Demo Client). A sidebar on the left contains a navigation menu with the following items: 1. Persoonalia, 2. Gebruikersgegevens, 3. Rechten, 4. Cliënten, 5. Communicatie, and 6. Afronden. The main content area is divided into two columns. The left column lists the following fields: Geslacht, Voornaam, Voorletters, Tussenvoegsel, Achternaam, Telefoon, Mobiel nummer, BSN, Taal, Locatie, and Gebruik foto. The right column contains the corresponding input fields: a dropdown menu for 'Geslacht', text boxes for 'Voornaam', 'Voorletters', 'Tussenvoegsel', and 'Achternaam', text boxes for 'Telefoon' and 'Mobiel nummer', a dropdown menu for 'Taal' (set to 'Nederlands'), a dropdown menu for 'Locatie' (set to 'Nederland'), and two sets of radio buttons for 'Gebruik foto' (Yes/No). At the bottom right, there is a red arrow pointing to the 'Volgende' (Next) button. Other buttons include 'Annuleren' (Cancel) at the top right, 'Vorige' (Previous) at the bottom left, and 'Nee' (No) and 'Ja' (Yes) buttons for the photo usage options.

! In the above screen, only the surname is obligatory for creating an account.
Logging in is based on a code by text, so please enter the mobile number of your client user.

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The screenshot shows the 'Beheer Nieuwe cliëntgebruiker aanmaken' (Manage New Client User Creation) interface. The left sidebar contains a navigation menu with items: 1. Persoonalia, 2. Gebruikersgegevens, 3. Rechten, 4. Cliënten, 5. Communicatie, and 6. Afronden. The main content area is titled 'Rechten' and 'Module'. It lists various modules with their respective access rights. A 'Toegang' (Access) section shows a list of modules with 'alles' (all) or 'gespecificeerd' (specific) options. A 'Volgende' (Next) button is at the bottom right.

Module	alles	niets	gespecificeerd
Bureaublad	✓	✗	☐
Nieuws	✓	✗	☐
Branche (Alleen voor oude layout)	✓	✗	☐
Rapportage (Alleen voor oude layout)	✓	✗	☐
Accordering	✓	✗	☐
Dossier	✓	✗	☐
Applicaties (Alleen voor nieuwe layout)	✓	✗	☐
Exact Online	✓	✗	☐
Flynth Scan-Boeken	✓	✗	☐
Online Boekhouden Twinfield	✓	✗	☐
Absentiemanager	✓	✗	☐
Online Arbeidszaken	✓	✗	☐
FlynthLink	✓	✗	☐
FlynthVision Dashboard	✓	✗	☐
Communicatie (Alleen voor oude layout)	✓	✗	☐
Instellingen	✓	✗	☐

- 1 When allocating rights to your new user, please check carefully what he/she should be authorised to do/see in MijFlynth. If your client user organises everything for you, you can click the button **Alle rechten (All Rights)**. If limited access is required, please specify the rights for each section..
- 2 A key section is your case file. You can give your user the option of viewing and updating your case file. Click on **Gespecificeerd (Specific)** to configure what should be displayed.

MIJNFLYNTH ADMINISTRATION AND CREATING EXTRA USERS

Beheer Nieuwe cliëntgebruiker aanmaken Annuleren

U maakt een nieuwe cliëntgebruiker aan voor Demo Client

1 Personalia
2 Gebruikersgegevens
3 Rechten
4 **Cliënten** 1
5 Communicatie 2
6 Afronden 3

Cliënten
Gebruiker heeft toegang tot de volgende cliënten:

Demo Client
 Demo Client B.V.
 Demo Client

Vorige Volgende

- 1 In step four, **Cliënten (Clients)**, you have the option of selecting which business units the new user can access.
- 2 In Communication, you can set the e-mail notifications the user should receive.
- 3 In step 6, **Afronden (Finish)**, check the details you entered, and click on **Opslaan (Save)** to create the user.
! The user will receive an e-mail with the user name and password.

Questions? Needing assistance?

Do you have any questions about creating a new user? Or do you need assistance? Then please contact your Flynth adviser.

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