

You have the profile « Organisation modification » on the Chorus Pro services portal. This profile enables you to modify the informations regarding your company.

1.

Manage user permissions

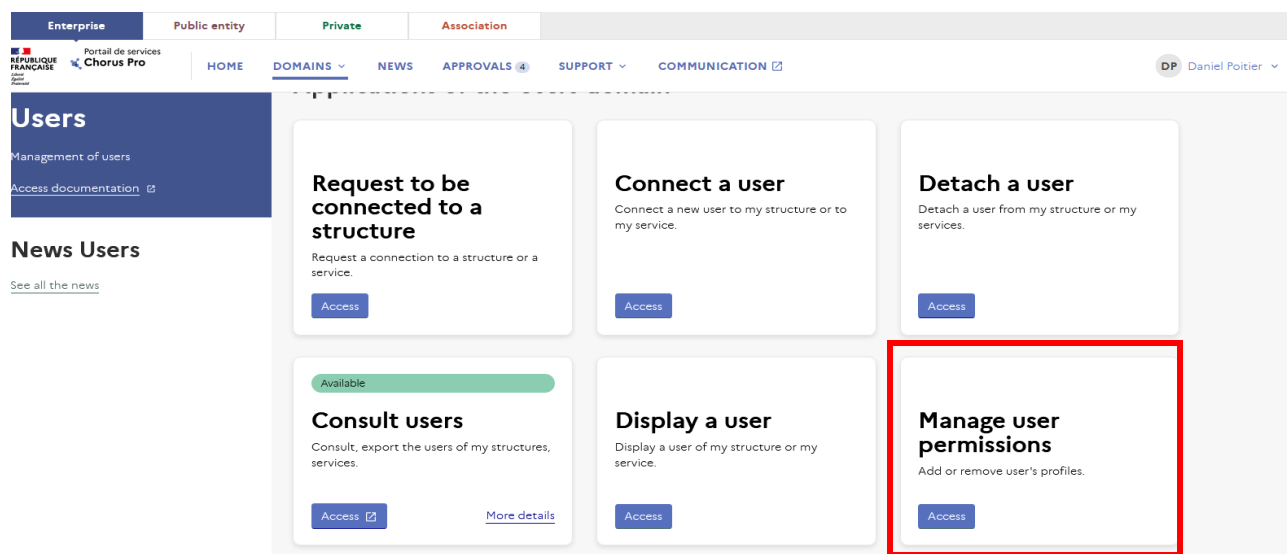
Two types of authorizations are implemented for each application of the Chorus Pro services portal : "consultation" or "modification".

In consultation mode, users will only be able to view the activities of the application without being able to make any changes or to process invoices. In modification mode, they will be able to make changes to the application and to process invoices.

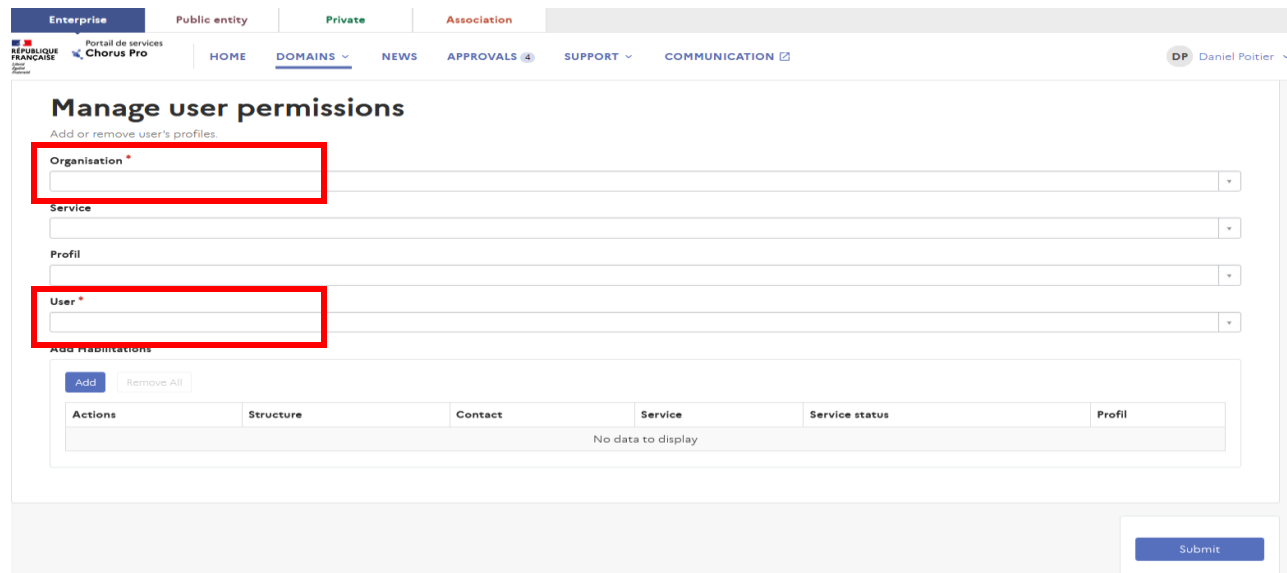
These permissions are "profiles" assigned to the user.

The "Organisation modification" profile is only given to the main manager. This profile makes it possible to modify all the information of the structure and to manage the users.

To manage the profiles assigned to each user : from the « Organisation » area , click on the « User » area, and then on the « Manage user permissions » application. You may then use the form to add or delete « profiles » for any given user or your entity.



The screenshot shows the 'Users' management interface. The 'Manage user permissions' card is highlighted with a red box. The interface includes a top navigation bar with tabs for Enterprise, Public entity, Private, and Association. The left sidebar shows 'Users' and 'News Users'. The main content area has several cards: 'Request to be connected to a structure', 'Connect a user', 'Detach a user', 'Consult users', 'Display a user', and 'Manage user permissions' (highlighted). Each card has an 'Access' button.



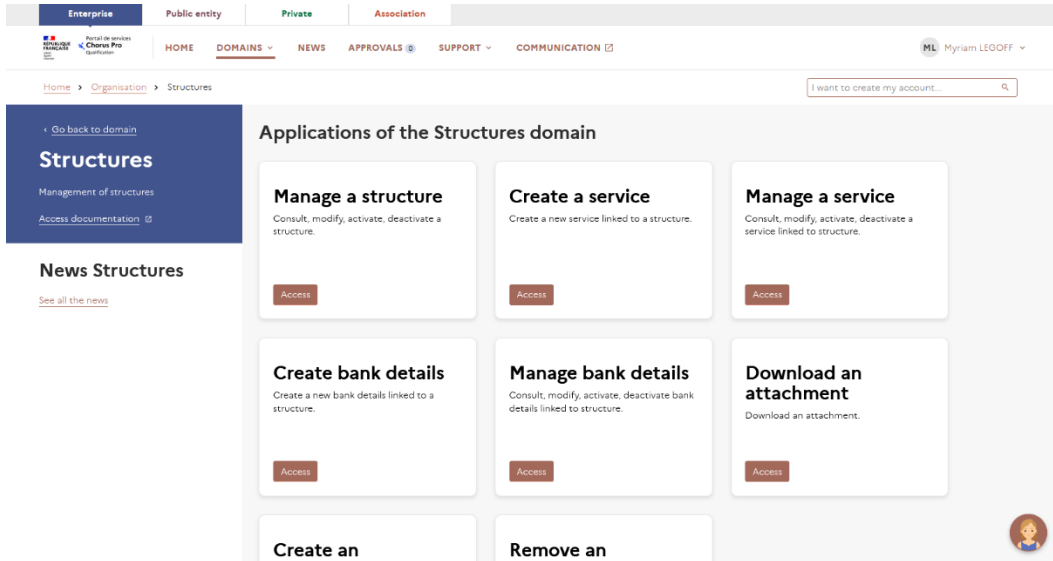
The screenshot shows the 'Manage user permissions' form. The 'Organisation' and 'User' dropdown menus are highlighted with red boxes. The form includes fields for 'Service' and 'Profil'. Below these fields is a table with columns: Actions, Structure, Contact, Service, Service status, and Profil. The table currently displays 'No data to display'. There are 'Add' and 'Remove All' buttons at the bottom left of the table.

2.

Main activities of the manager

Your structure can be managed from the "Structures" area.

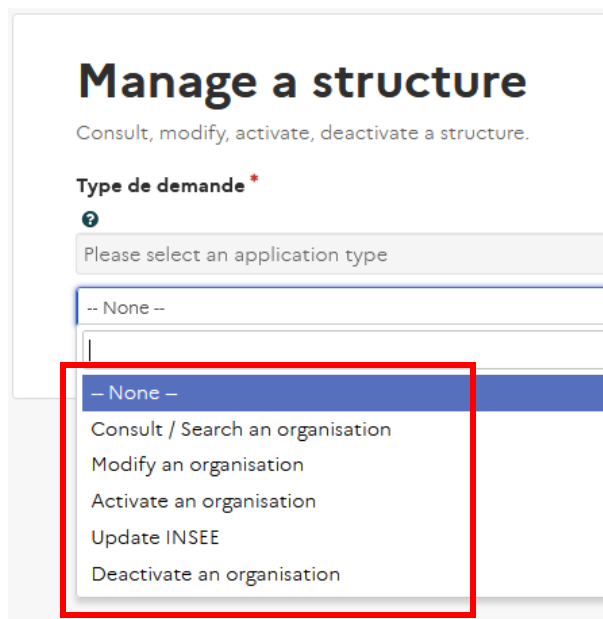
A. Access « Structures » area



B. Manage a structure

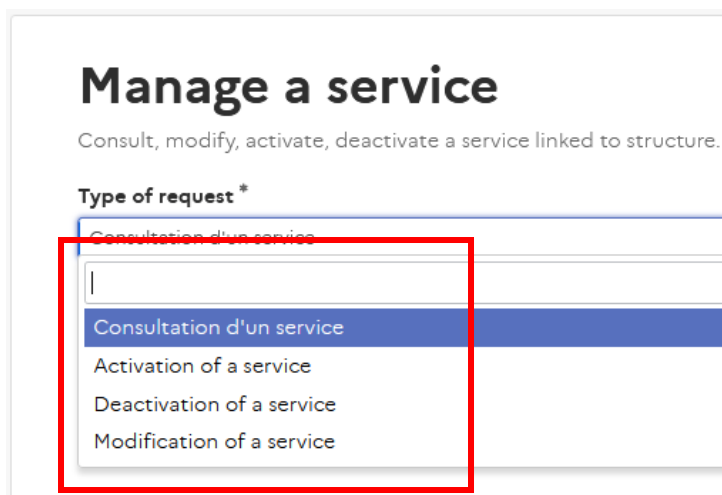
You can modify or complete informations concerning your company.

In the "Structures" area, click on the "Manage a structure" application and select a request type.



C. Manage a service

If you are the main manager, you can modify or complete informations concerning a service. In the "Structures" area, click on the "Manage a Service" application and select a request type.



Manage a service

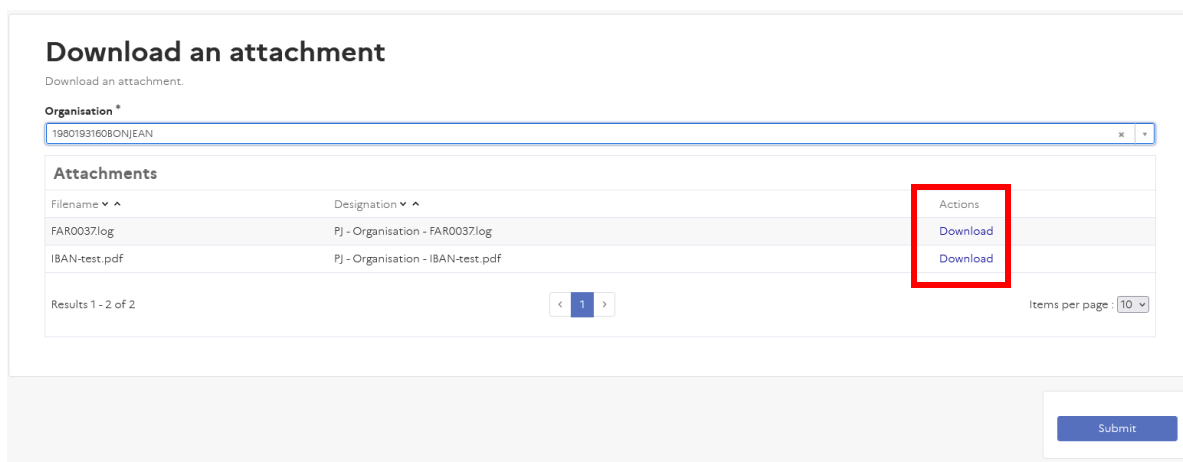
Consult, modify, activate, deactivate a service linked to structure.

Type of request *

- Consultation d'un service
- Activation of a service
- Deactivation of a service
- Modification of a service

D. Download an attachment

You can download attachments to your structure from the "Create an attachment" application. In the "Download an attachment" application, select your structure. The list of available attachments is displayed. You can then download a previously added attachment by clicking on the "Download" button of the associated line.



Download an attachment

Download an attachment.

Organisation *
1980193160BONJEAN

Filename	Designation	Actions
FAR0037.log	PJ - Organisation - FAR0037.log	Download
IBAN-test.pdf	PJ - Organisation - IBAN-test.pdf	Download

Results 1 - 2 of 2

Items per page : 10

Submit

You can find the detailed operating mode in the "Manage structures" guide.