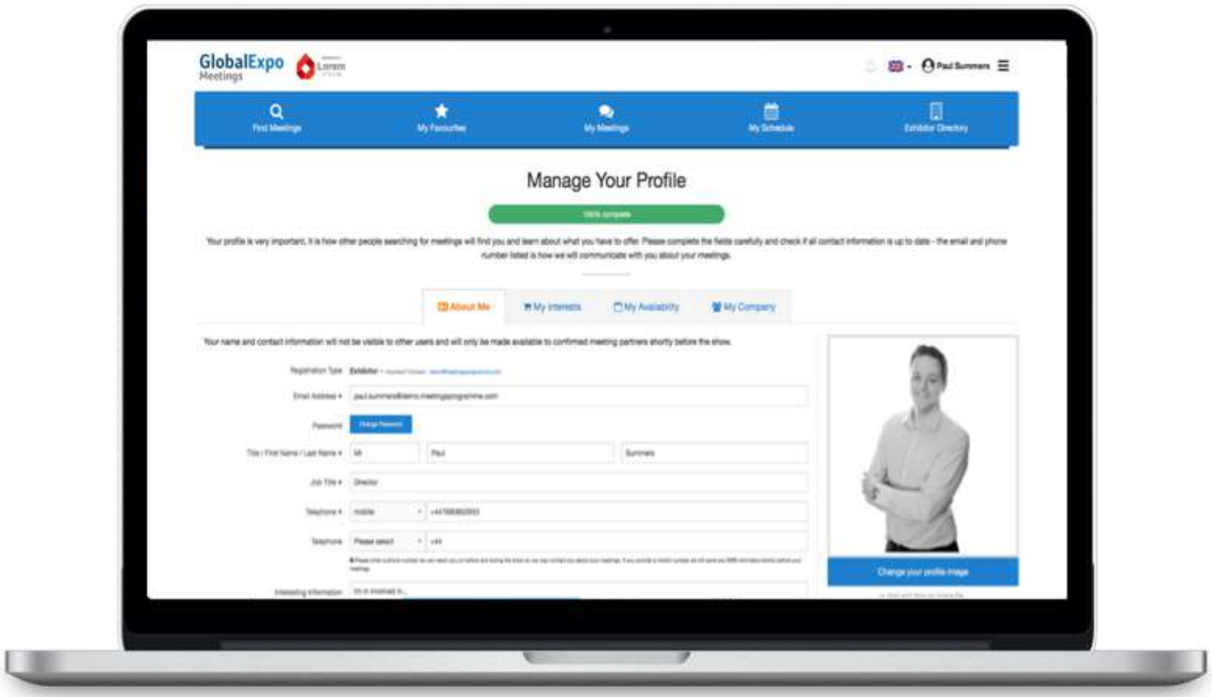
Management Tool User Guide

Manage multiple accounts

We can give one person the ability to manage colleagues accounts and manage their meetings.

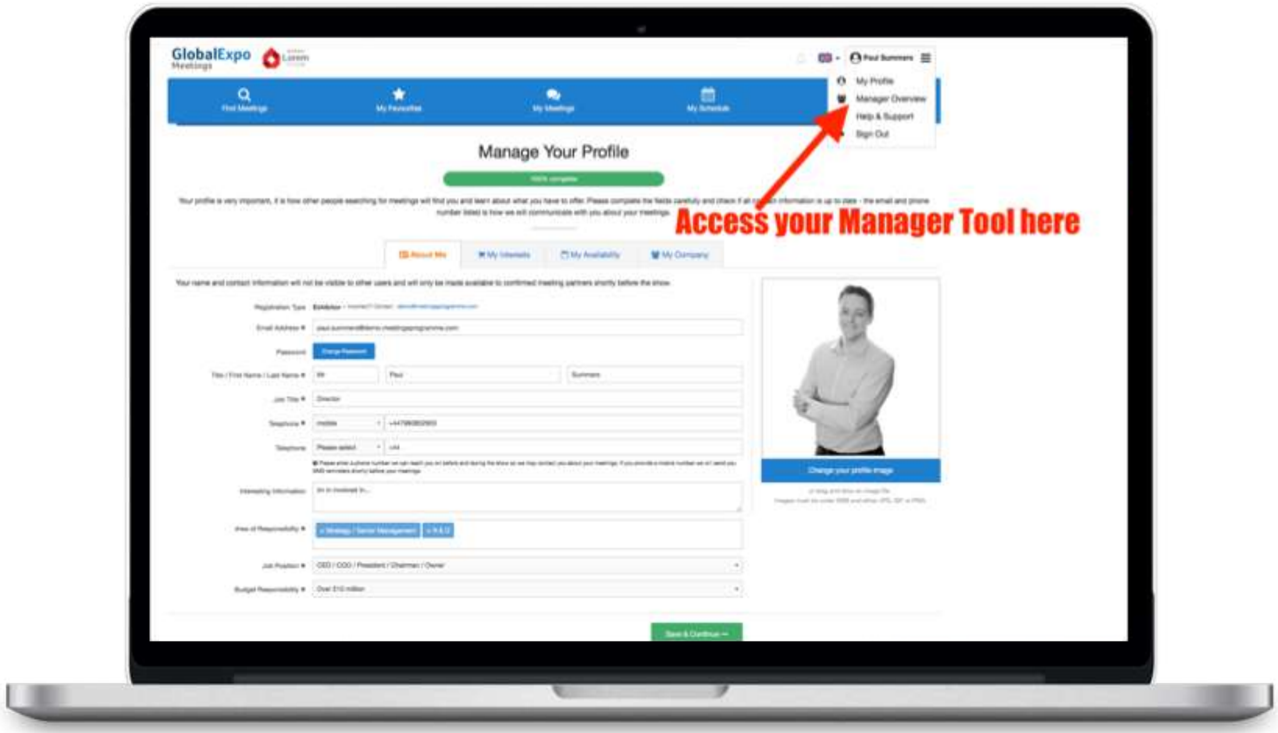
1. Login to your account and set-up your profile.
2. Email the Meetings Team with names of colleagues whose accounts you will be managing.



Accessing the Management Tool

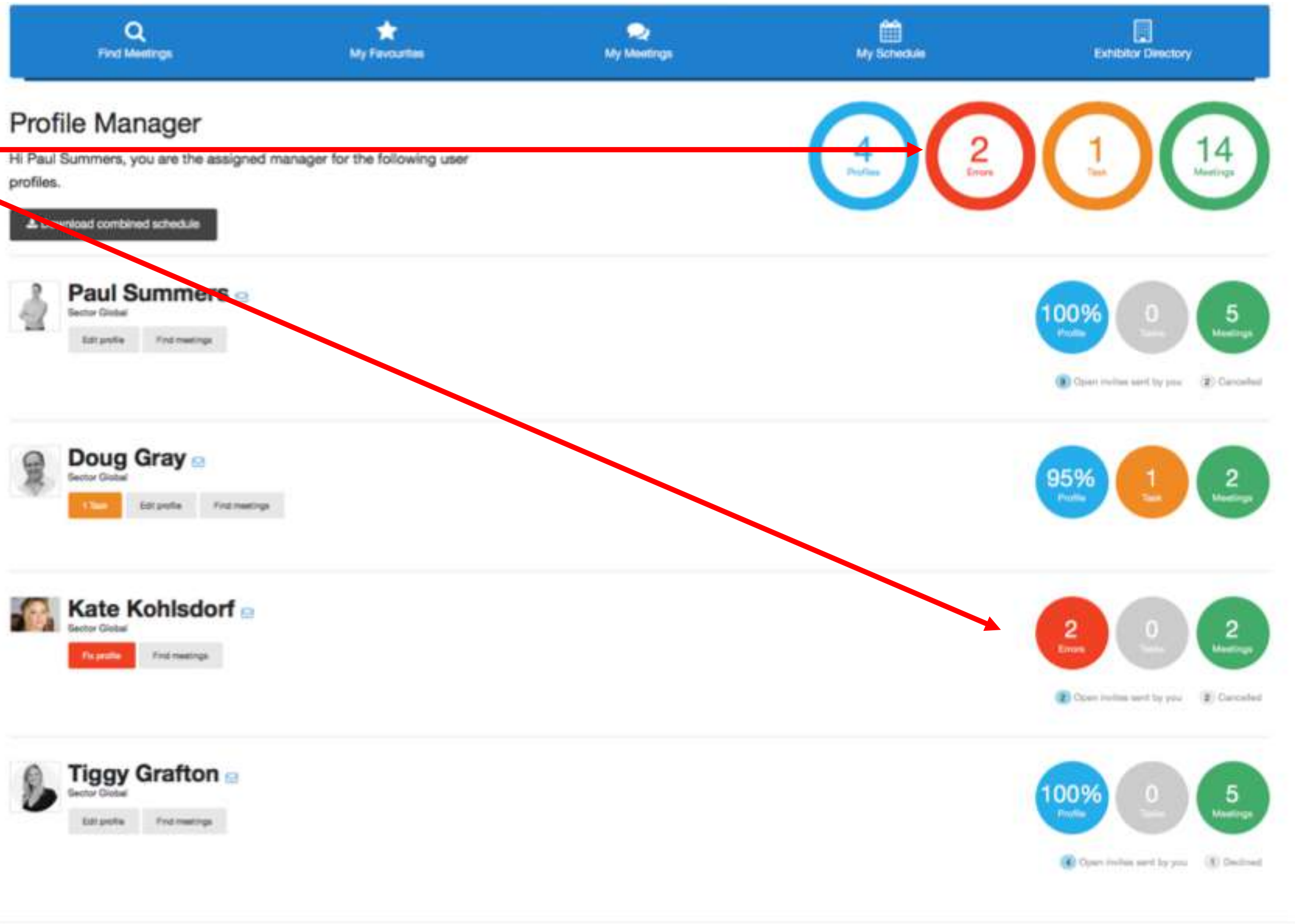
When the Management Tool is set-up, the button ‘Manager Overview’ will appear in the drop down menu

Click on it to view the contacts you are managing.



Updating Profiles

The red circles in your managed accounts will tell you if you need to update the individual profiles.



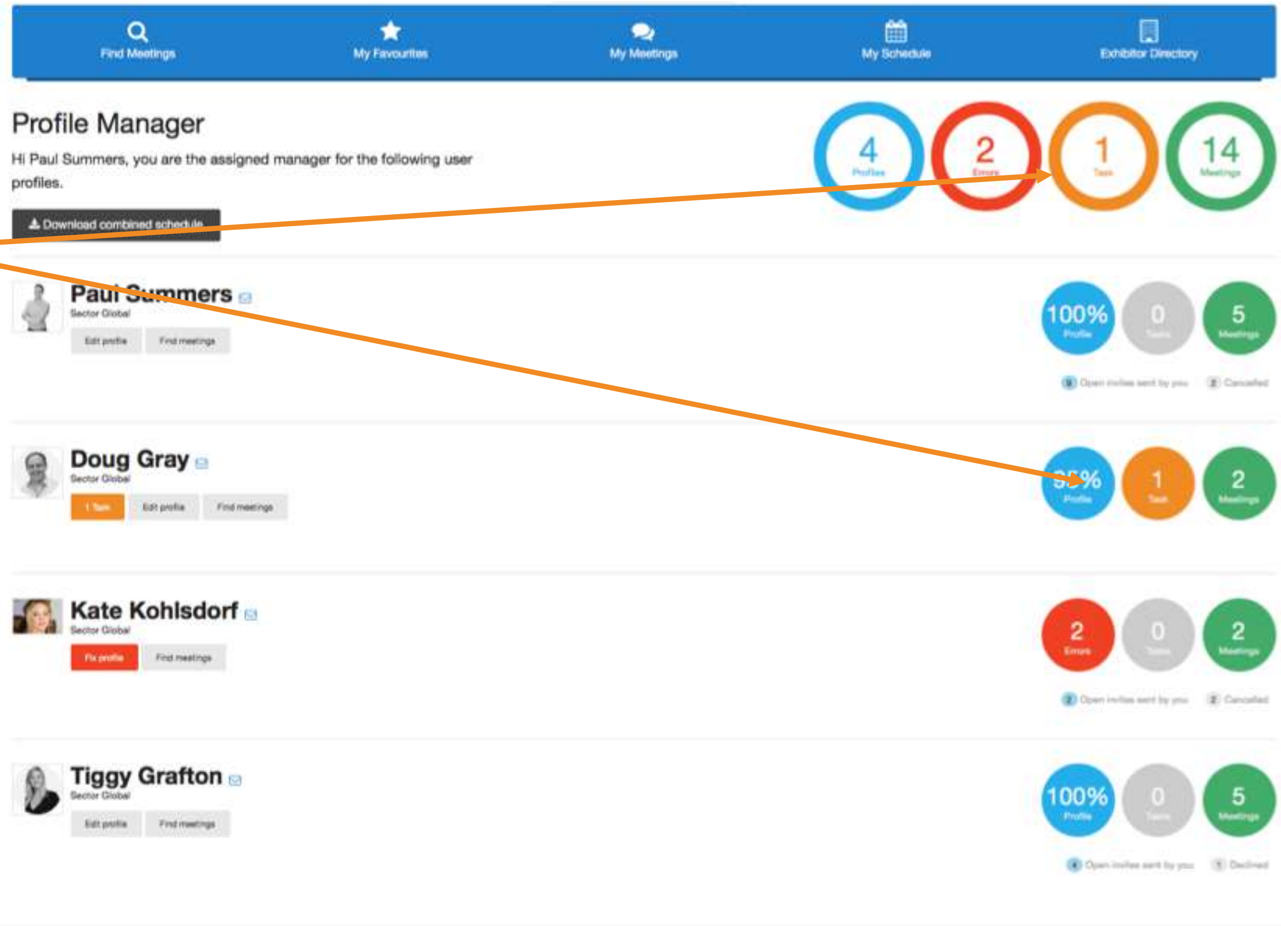
Click on individuals “Fix Profile” to update their profile.

Please note: once you have clicked on the circle, you will act as your colleague.

Responding to Meeting Invitations

The orange circles will tell you if you have any outstanding tasks. Those task are all meeting related and need your urgent attention.

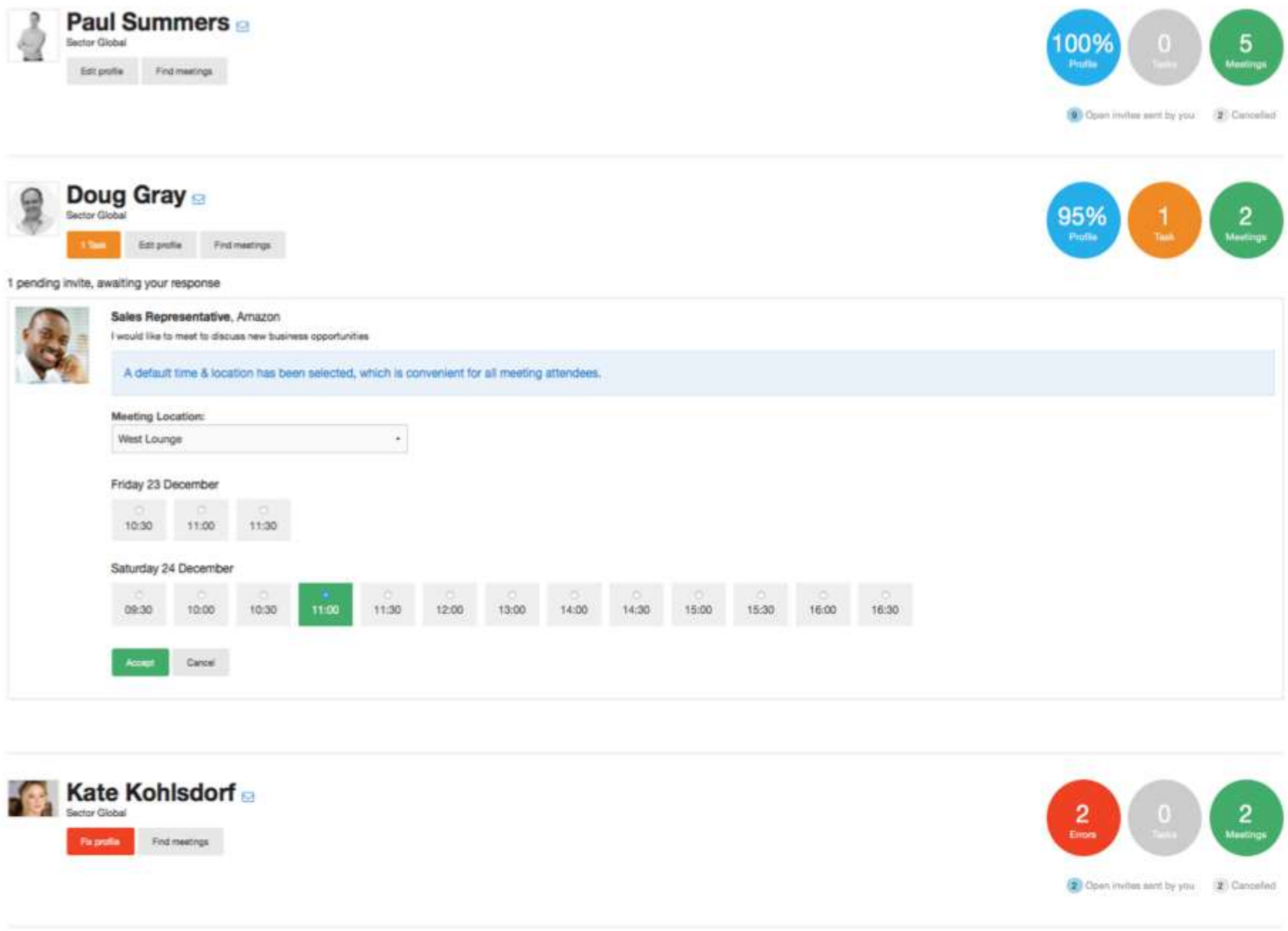
Click on the task to see what needs to be actioned.



Responding to Meeting Invitations

Once you click on the orange task button, the meeting invitation of the contact you are managing will appear.

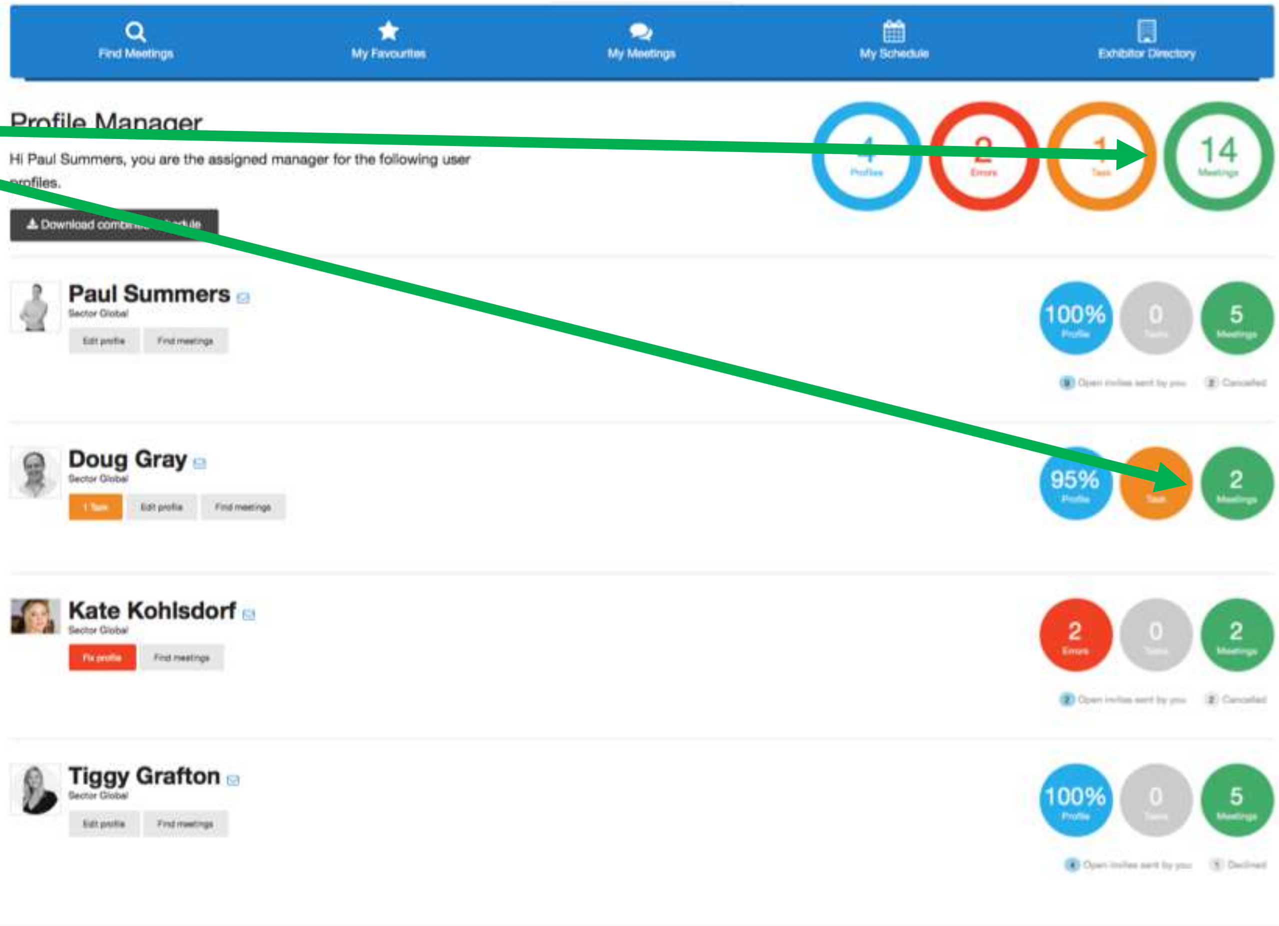
You can then set a location, date and time of the meeting.



Confirmed Meetings

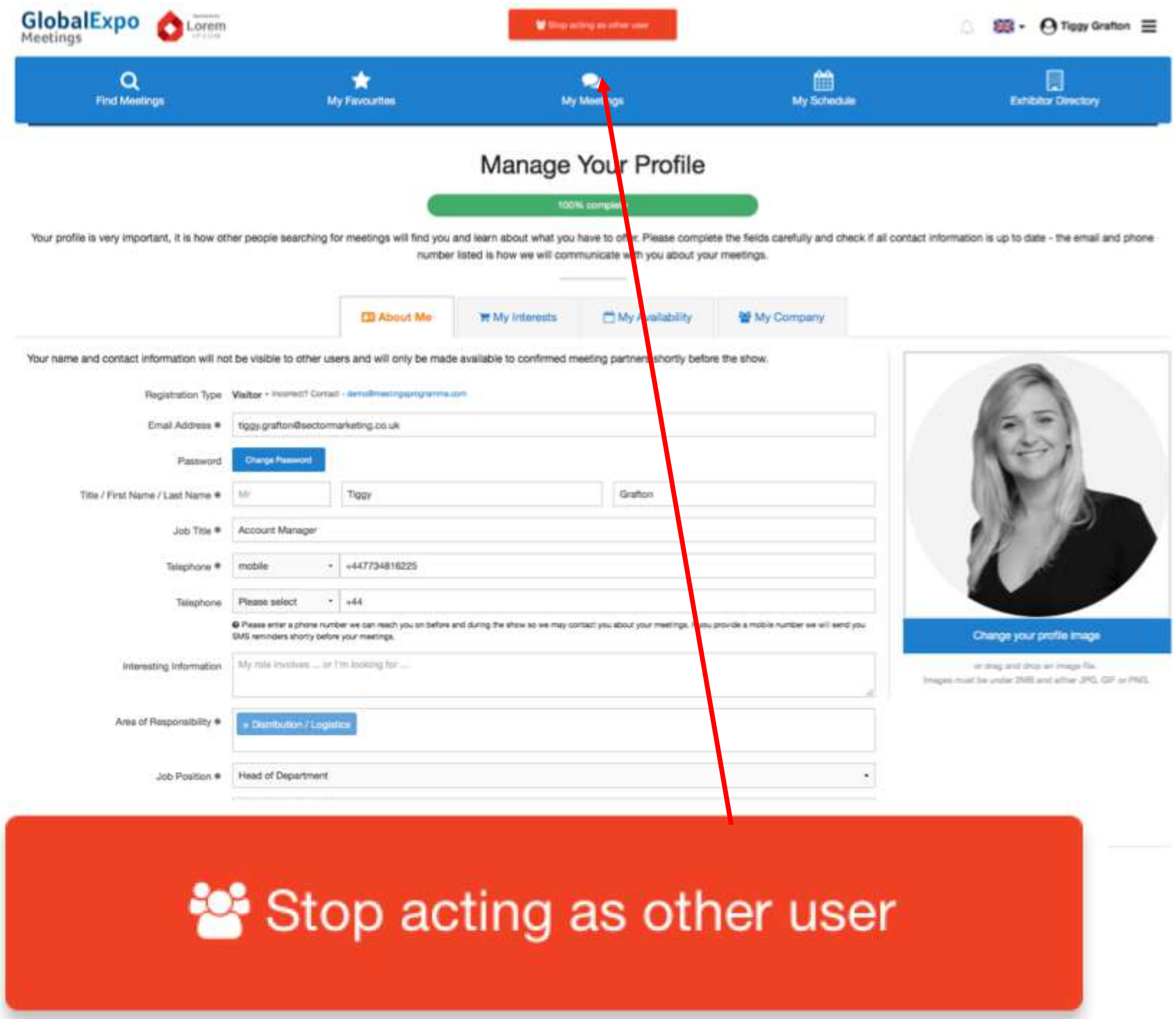
You will find a summary of all confirmed meetings for the contacts you are managing in the green circle on the top.

You will see the individual number of meetings in the different user accounts you are managing.



Management Tool

IMPORTANT: Once you have finished editing, responding or updating someone's profile, please click the red button on the top to return to the management page.
DO NOT press the back arrow.



The Management Tool is a very useful tool which allows one person to over see multiple accounts.

If you have any questions, please contact the **Team**. We are always happy to assist +44 (0)117 223 0006.