

WordFinder Unlimited - Account and User Administration for Administrators

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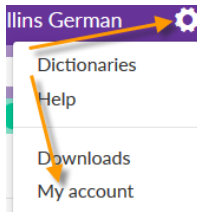
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Your Account Page in WordFinder Unlimited

As an administrator of your WordFinder Unlimited account, you have the ability to access your **Account** page, where you can manage various settings and preferences to customize your experience.

To access your WordFinder Unlimited account page, please follow the steps below:

1. Sign in to app.wordfinder.com with your admin account credentials
2. Click on the **Settings menu** icon (represented by a cog-wheel)
3. Select **My account** from the menu



After completing these steps, you will be directed to your account page, where you can manage your settings and preferences.

In case you encounter any issues accessing your account, please check your email inbox for the message titled "Welcome to WordFinder!" from **Support at WordFinder**. This email contains your login details and will assist you in getting started. Please note that some of the paragraphs in this guide are marked with *(only for card customers)*. If you are an invoice customer, these chapters are not relevant for you.

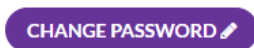
The General Tab

From your account page, navigate to the **General** tab. On the general tab you can change your password and download or delete user information.

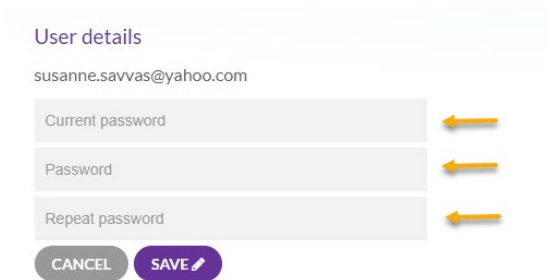
Changing Your Password

To update your account password, follow these simple steps:

1. Click on the **Change password** button



2. Enter your current password and your desired new password twice to confirm in the provided User details form.



User details

susanne.savvas@yahoo.com

Current password

Password

Repeat password

CANCEL SAVE


Three yellow arrows point to the 'Current password', 'Password', and 'Repeat password' input fields respectively.

3. Save the changes by clicking the **Save** button.

By changing your password regularly, you can help ensure the security of your account and protect your personal information. Remember to choose a strong password and avoid using common phrases or easily guessable information.

Downloading your Data

To download the personal data associated with your account, simply click on the **Download Personal Data** button.

DOWNLOAD PERSONAL DATA 

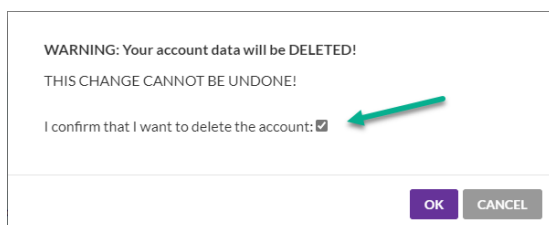
The file will be downloaded to your Downloads folder and is named **WordFinder-Personal-Data.json**.

Deleting your Account Data


This option will delete all data associated with your account. To delete the account data, click on the **Delete All Account Data** button.

DELETE ALL ACCOUNT DATA 

When you click on the Delete All Account Data button the warning shown below will be displayed. You have to confirm that you want to delete your account by ticking off the provided check box followed by **OK**.



WARNING: Your account data will be DELETED!
THIS CHANGE CANNOT BE UNDONE!

I confirm that I want to delete the account: ☒ 

OK CANCEL

WARNING: The changes cannot be undone. After deleting the data, all account resources will become inaccessible.


The Payment Tab *(only for card customers)*

From your account page, navigate to the **Payment** tab. On the payment tab you can add or change your credit card information and your billing address.

The payment tab is accessible to customers paying with credit card.

Adding a Credit Card

To add a new credit card, click on the **Change** button located in the **Payment** section of the webpage.

CHANGE 

Add your new credit card information in the provided form. Visa and Mastercard are both accepted as forms of payment. Accept the terms and click the **Subscribe** button.

Changing your Billing Address

If you need to change your billing address, go to the **Billing** section of the webpage and find the **Change** button. Update your information as needed, and then click on **Save** to save the changes. Your new billing address will now be displayed on all future payment receipts.

The Subscription tab *(only for card customers)*

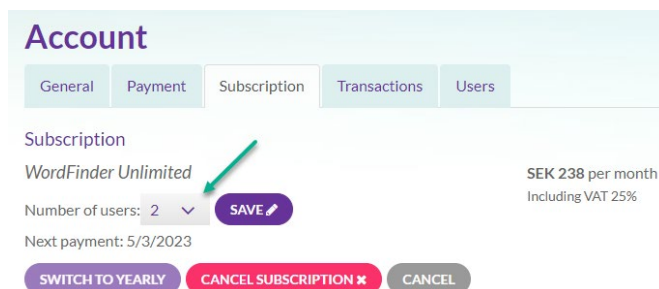
You can access the **Subscription** tab by navigating from the account page. Once you are on the Subscription tab, you have the option to make changes to your subscription, such as modifying the number of users, changing the payment interval or cancelling it.

Modifying the Number of Users

If you need to modify the number of users, click on the **Change** button.

CHANGE 

Then, find the **Number of Users** dropdown list and select the desired number.





Account

General Payment **Subscription** Transactions Users

Subscription

WordFinder Unlimited

Number of users: 2  **SAVE** 

Next payment: 5/3/2023

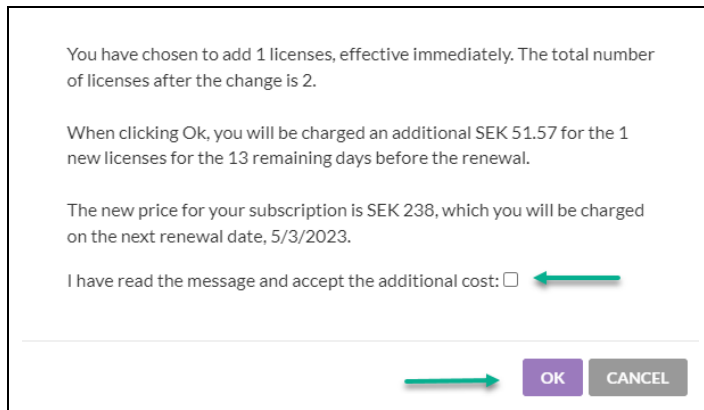
SEK 238 per month
Including VAT 25%

SWITCH TO YEARLY **CANCEL SUBSCRIPTION** **CANCEL**

The new price that will be charged on the next renewal date will be displayed on the right side of the page.

When you click the **Save** button to confirm the changes, a message will appear summarizing the immediate additional cost for the remaining period before the ordinary renewal, as well as the new subscription price that will be charged on the next renewal date.


To accept the additional cost, simply check the box and click **OK** to confirm the changes.




You have chosen to add 1 licenses, effective immediately. The total number of licenses after the change is 2.

When clicking Ok, you will be charged an additional SEK 51.57 for the 1 new licenses for the 13 remaining days before the renewal.


The new price for your subscription is SEK 238, which you will be charged on the next renewal date, 5/3/2023.

I have read the message and accept the additional cost: ☐ 

 **OK** **CANCEL**

Changing the Payment Interval

When you signed up for your subscription, you chose to pay either monthly or yearly. If you want to change the payment interval, click on the Change button.


CHANGE 

Select the desired payment interval by clicking either the **Switch to yearly** or **Switch to monthly** button.

A message will display the new price that will be charged on the next payment date if you click OK. Confirm the changes by clicking OK.

Cancelling the Subscription

If you wish to cancel your subscription, click on the Change button.

CHANGE 

Click the **Cancel subscription** button. A message will display the cancellation date if you click **OK**.

Resubscription

To resubscribe, click on the **Resubscribe** button.

RESUBSCRIBE 

A message will be displayed indicating the price that will be charged immediately or on the next payment date. To confirm the changes, click on the OK button.

The Transactions tab (*only for card customers*)

Access your payment history and receipts on the **Transactions** tab. To access it, navigate to the **Transactions** tab from your account page.

Opening a receipt

Open a receipt by clicking on the link in the payment history list displaying the payment date you are interested in.

Transactions

WF0022014	1/3/2023	SEK 119
WF0022312	2/3/2023	SEK 119
WF0022566	3/3/2023	SEK 119
WF0022847	4/3/2023	SEK 119

The receipt will then be displayed and can be saved or printed.

The Users tab

The **Users** tab is used for user administration. To access it, click on the **Users** tab on the account page. Please note that customers who create an account through our webshop will automatically be assigned the **Admin** role, which grants access to the Users tab.

Users and Roles

Locate the list of users and their respective roles. Users can be classified as **Admin**, **User**, and **Admin and User**.

An **Admin** user has the ability to add or delete users and modify their roles. A **User** is able to access dictionaries and utilize them in all WordFinder Unlimited applications. An **Admin and User** has the ability to perform all of the aforementioned tasks.

By properly administering user accounts, you can ensure that only authorized individuals have access to your account and its resources. Be sure to regularly review and update the user list and user roles as needed, to maintain account security and prevent unauthorized access.

License Counter

You can keep track of the available licenses using the license counter, which displays the number of unused licenses, as shown in the example shown in the picture below there are currently 13 unused licenses. The counter shows how many available user licenses you have.

The screenshot shows the 'Users' tab interface. At the top, it says 'Users'. Below that, a message states 'Unused user licenses: 13' with an orange arrow pointing to it. Below this is a table with columns for 'Email address', 'Admin', and 'User'. The first row shows the email 'susanne.savvas@yahoo.com' with checkmarks in both the 'Admin' and 'User' columns, indicated by orange arrows. At the bottom left, there is a purple button labeled 'CHANGE' with a pencil icon, also indicated by an orange arrow.

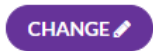
Adding Users

To add new users, you need to ensure that each user has a valid email address. You can add users one by one or in a batch, depending on your requirements. Here's how to add users:

Adding a Single User

To add a single user, follow these steps:

Click the **Change** button.



Click the **Add users+** button.



The Add users window will appear. Enter the user's email address in the provided field. Click the **Add** button to add the user.

Add users

Enter email addresses, separated by commas, spaces, or new lines:

user01@wordfinder.com

ADD

CANCEL

The user list will now display the newly added user, who has been automatically marked as an active user. The changes that will occur after the admin clicks the **Save** button are highlighted in the **Changes** column: These changes include the user being granted full access to the dictionaries (**subscribe**), as well as the sending of a welcome email containing login details to the user's email address (**send email**). Please refer to the picture below.

Account

General

Payment

Subscription

Transactions

Users

Users

Unused user licenses: 13

Delete

user	Email address	Admin	User	Changes
<input type="checkbox"/>	susanne.savvas@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user01@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email

ADD USERS+

CANCEL

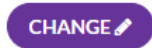
SAVE

Click the on the **Save** button to save the changes.

Adding Multiple Users

If you need to add multiple users at once, you can do so by following these steps:

Click on the **Change** button.



Click on the **Add Users+** button.



The **Add Users** window will appear, as shown in the picture below. Enter the email addresses of all the users you want to add in the provided field, one per line, or separated by commas or spaces, and click on the **Add** button.

Add users

Enter email addresses, separated by commas, spaces, or new lines:

user04@wordfinder.com
 user07@wordfinder.com
 user08@wordfinder.com
 user09@wordfinder.com
 user10@wordfinder.com
 user11@wordfinder.com
 user12@wordfinder.com
 user13@wordfinder.com
 user14@wordfinder.com
 user15@wordfinder.com
 user16@wordfinder.com
 user17@wordfinder.com
 user20@wordfinder.com
 user21@wordfinder.com
 user30@wordfinder.com
 user33@wordfinder.com
 user34@wordfinder.com
 user43@wordfinder.com

→
ADD
CANCEL

The new users will be shown on the user list, as depicted in the picture below. The new users will be automatically marked as active users in the **Users** column.

If the number of new users exceeds the number of available user licenses, the additional new users will be listed but will not be active. The changes that will occur after the admin clicks on the **Save** button will be displayed in the **Changes** column.

The marked users will become full users (**subscribe**) and receive a welcome email with login information (**send email**), as shown in the picture below.

Users

Unused user licenses: 0

Delete user	Email address	Admin	User	Changes
<input type="checkbox"/>	susanne.savvas@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user01@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user04@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user07@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user08@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user09@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user10@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user11@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user12@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user13@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user14@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user15@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user16@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user17@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user20@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user21@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	add
<input type="checkbox"/>	user30@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	add
<input type="checkbox"/>	user33@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	add
<input type="checkbox"/>	user34@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	add
<input type="checkbox"/>	user43@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	add

ADD USERS + CANCEL SAVE

Click the on the **Save** button to save the changes.

Deleting Users

To delete users, first click on the **Change** button:



Next, locate the users you wish to remove and select the corresponding checkboxes in the **Delete User** column. This is illustrated in the picture below.

After selecting the users you want to delete, their names will be crossed out in the **Email Address** column.

The changes that will occur after the admin clicks on the **Save** button will be displayed in the **Changes** column (**delete**).

Click the on the **Save** button to apply these changes.

By following these steps, the selected users will be permanently deleted from the system.

Users

Unused user licenses: 4

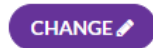
Delete user	Email address	Admin	User	Changes
<input type="checkbox"/>	susanne.savvas@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user01@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user04@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user07@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	user08@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	delete
<input checked="" type="checkbox"/>	user09@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	delete
<input type="checkbox"/>	user10@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user11@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user12@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user13@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user14@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user15@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user16@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	user17@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	delete
<input checked="" type="checkbox"/>	user20@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	delete
<input checked="" type="checkbox"/>	user21@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	delete
<input type="checkbox"/>	user30@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	user33@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	user34@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	user43@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	

ADD USERS + CANCEL SAVE

Changing User Roles

To modify a user's role, follow these steps:

1. Click on the **Change** button to begin.



2. You can modify the user's role using the following options:

- Change an admin to a regular user
- Change an admin to both an admin and a regular user
- Change a regular user to an admin
- Change a regular user to both an admin and a regular user

3. To make changes, simply remove or add ticks in the Users and Admin columns as necessary. The Changes column will show the modifications that will be applied once the admin clicks on the **Save** button.

If a tick is removed from the **User** column, the corresponding user will become inactive and unsubscribe from the system. This change will be displayed in the **Changes** column as **unsubscribe**. If a tick is removed from the **Admin** column, the corresponding user's admin privileges will be revoked. This change will be shown as **remove admin**. Conversely, if a tick is added to the **Admin** column, the corresponding user will become an admin, and this change will be displayed as **admin** in the **Changes** column.

Users

Unused user licenses: 5

Delete user	Email address	Admin	User	Changes
<input type="checkbox"/>	susanne.savvas@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user01@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user04@wordfinder.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	admin
<input type="checkbox"/>	user07@wordfinder.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	admin, unsubscribe
<input type="checkbox"/>	user10@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user11@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	unsubscribe
<input type="checkbox"/>	user12@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user13@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user14@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user15@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user16@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	user30@wordfinder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	subscribe, send email
<input type="checkbox"/>	user33@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	user34@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	user43@wordfinder.com	<input type="checkbox"/>	<input type="checkbox"/>	

To apply these changes, click on the **Save** button.

Changing the Number of User Licenses

If you need to upgrade or downgrade the number of users, please refer to the [Modifying the number of users](#) chapter.

Further Questions?

Please refer to the FAQ on our support page: www.wordfinder.com/support
 For direct contact, write to support@wordfinder.com.