Adding/Removing Users to your Dept. of the Air Force Profile

Adding and removing users of your Department of the Air Force profile in DLH is a simple process.

ADDING

1) Select "Users" from the hamburger menu on the top right of the static banner.

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2) Click on the "Add New Member" button.

Member List				ADD NEW MEMBER
Export To Excel				Customize Columns
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3) Complete the "Member Detail" form. (Note: If "Department of the Air Force" is not showing up in the "Licensor Name" box, please contact the DLH support team at support@directlicensinghub.com.)

Member Details		
Member Name-	Email Address-	
Permissions		
License Management		
Artwork		
Royalty Reports		
Accounting		
Disclosure		
Field Visibility and Permissions Assign these permissions to selected users		
Licensor Name		
Department of the Air Force		
SAVE MEMBER		

REMOVING

1) Select "Users" from the hamburger menu on the top right of the static banner.

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2) Scroll to the member's name \rightarrow click the "action" button to toggle between activate and deactivate.

Member List			ADD NEW MEMBER
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MEMBER NAME	EMAIL ADDRESS	PERMISSIONS	ACTION
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