



EasyBusiness tutorial

How to manage users and credits

My access and users

The screenshot displays the EasyBusiness user interface. At the top, there is a dark navigation bar with icons for 'My Lists', 'My campaigns', and 'My report'. On the right side of this bar, there is a 'Help' icon and a user profile section for 'Mr. ett' with a 'My account' link. A red dashed line points from a text box to the 'My access and users' option in the user profile dropdown menu. The main content area shows a welcome message, a search bar with a 'NEW SEARCH' button, and a section for 'My alerts' with a table of recent updates. A 'chat' button is visible in the bottom right corner.

Mouse over your username on upper right edge of EasyBusiness and click on ***“My access and users”*** to start managing your access and users

My Lists My campaigns My report

Hi ett-dpa.courbevoie ett-dpa.courbevoie, welcome to EasyBusiness

Target your searches with access to 12 million B2B companies across 70 countries

NEW SEARCH

4
Remaining credits (not allocated) BUY CREDITS +

My alerts

Yesterday	Executive	• SOROFI modified its executive team
Yesterday	Company moves	• SOROFI modified their email address
Yesterday	Executive	• CARPOSTAL VILLEFRANCHE SUR SAONE SAS modified its executive team
Yesterday	Executive	• CARPOSTAL VILLEFRANCHE SUR SAONE SAS changed Marketing Director/Manager

<< < > >>

chat

Help Mr. ett
My account

My access and users
My credits
Language
Logout

EasyBusiness user types

With reference to an active EasyBusiness subscription a user can have

The screenshot shows the 'My access and users' page in the EasyBusiness by KOMPASS interface. The page features a table of users with columns for User, Manager, Status, Allocated, Consumed credits, and Action. Three red dashed lines branch from the top text box to three red-bordered boxes: 'FULL ACCESS', 'LIMITED ACCESS', and 'NO ACCESS'. Each box contains specific permissions for that user type.

FULL ACCESS

- Has unlimited credits among those of his/her company
- Can activate & deactivate "Limited access" users
- Can allocate credits to "Limited access" users

LIMITED ACCESS

- Can have limited or unlimited credits among those of his/her company, depending on what he/she has been granted by "Full access" users
- Cannot do any action or setting on other users

NO ACCESS

User	Manager	Status	Allocated	Consumed credits	Action
Moufid Ch		default	0	0	
moufid gn			0	0	
MM KOMPASS			Unlimited	9555	
Lucie Cort				18923	
Rahim JIV			Unlimited	0	
Ambre BALUSTRE	ambre.balustre@kompas.com		Unlimited	4124	
Formation Kompas	formation@kompas.com	<input checked="" type="checkbox"/> Yes	249	106438	
astreinte astreinte	astreinte@kompas.com	Manager <input type="checkbox"/> No	Unlimited	0	

My access and users

NOTE: the features described in the following slides are available to “Full access” users only; if you are a “Limited access” user and want to be upgraded to a “Full access”, please contact the person in charge of the EasyBusiness subscription in your company, who will then contact the Kompas team

EasyBusiness
by KOMPASS

Search

My Lists

My report

Help

Mr. etl
My account

My access and users

751
Total credits available (allocated + unallocated)

4
Remaining credits (unallocated)

22
Number of access licences available

Need help?


Contact us
0800 0185 882


User	Access	EasyBusiness redirection by default	Allocated	Consumed credits	Action
Moufid Chetouane		No	0	0	
moufid gmail chetouane gmail		No	0	0	
MM KOMPASS	Manager	Yes	Unlimited	9555	
Lucie Cordeiro		No		18923	
Rahim JIWA	Manager	No	Unlimited	0	
Ambre BALUSTRE	Manager	Yes	Unlimited	4124	
Formation Kompas		Yes	249	106438	
astreinte astreinte	Manager	No	Unlimited	0	


As a “Full access” user, you will find a recap of your **credits** and the number of EasyBusiness **users** licenses your company purchased


My access and users


EasyBusiness
by **KOMPASS**

 Search

 My Lists

 My report


 Help







 Mr. etl
My account

My access and users

751
Total credits available

22
Number of access licences available

Need help?

Contact us
0800 0185 882

User	Email	Access	EasyBusiness redirection by default	Allocated	Consumed credits	Action
Moufid Chetouane	moufid.chetouane@kompass.com		No	0	0	
moufid gmail chetouane gmail	chetouane.moufid@gmail.com		No	0	0	
MM KOMPASS	horya.mida@kompass.com	Manager	Yes	Unlimited	9555	
Lucie Cordeiro	lucie.cordeiro@kompass.com		No		18923	
Rahim JIWA	rahim.jiwa@kompass.com	Manager	No	Unlimited	0	
Ambre BALUSTRE	ambre.balustre@kompass.com	Manager	Yes	Unlimited	4124	
Formation Kompass	formation@kompass.com			249	106438	
astreinte astreinte	astreinte@kompass.com	Manager		Unlimited	0	

Here you will find the list of the users that are connected to your company profile: first and last name (left column) and e-mail address (right column)

TIPS

Name and last name of a user can be edited. The **e-mail address** is the login and **cannot be edited**

Activating/deactivating users

EasyBusiness by KOMPASS

Search My Lists My report

Help Mr. etl My account

My access and users

751 Total credits available (allocated + unallocated)

22 Number of access licences available

Need help?
Contact us
0800 0185 882

For any “Limited access” user in your company, you can **activate or deactivate his/her access to EasyBusiness by the switch button here**

TIPS

As a “Full access” user you can manage your company’s “Limited access” users and decide who to activate or deactivate. When the number of users purchased by your company is reached, you cannot activate a new user unless you deactivate another first

To activate a new user, switch the red button to green. Once the icon will be green that user will be able to access EasyBusiness

If you need to edit a “Full access” user, please contact the person in charge of the EasyBusiness subscription in your company, who will contact the Kompass team

User	Email	Access	EasyBusiness redirection by default	Action
Moufid Chetouane	moufid.chetouane@kompass.com	<input checked="" type="checkbox"/>	No	
moufid gmail chetouane gmail	chetouane.moufid@gmail.com	<input checked="" type="checkbox"/>	No	
MM KOMPASS	horya.mida@kompass.com	Manager	Yes	
Lucie Cordeiro	lucie.cordeiro@kompass.com	<input type="checkbox"/>	No	
Rahim JIWA	rahim.jiwa@kompass.com	Manager	No	
Ambre BALUSTRE	ambre.balustre@kompass.com	Manager	Yes	
Formation Kompass	formation@kompass.com	<input checked="" type="checkbox"/>	Yes	
astreinte astreinte	astreinte@kompass.com	Manager	No	

Setting automatic redirection to EBOL at login

The screenshot shows the 'My access and users' page in the EasyBusiness by KOMPASS system. The top navigation bar includes 'EasyBusiness by KOMPASS', 'Search', 'My Lists', 'My report', 'Help', and a user profile 'Mr. ett My account'. The main content area displays summary statistics and a table of users.

Summary Statistics:

- 751 Total credits available (allocated + unallocated)
- 4 Remaining credits (unallocated)
- 22 Number of access licences available

Annotations:

- Top Right:** A red box highlights the user profile area with the text: "Here you can set for each user if he/she is or is not **redirected to EasyBusiness by default** when he/she logs in on Kompas website".
- Left Side:** A red box labeled 'TIPS' contains the text: "If you use EasyBusiness only, we advise you to put the redirection on **“Yes”**, so that you don't need to click on **“EasyBusiness”** in the upper menu to access it after login".
- Bottom Left:** A red box contains the text: "Whether you purchased a **Booster** advertising subscription or not, if you're interested into managing your public company profile on Kompas.com in order to enhance your company visibility on Internet, we advise that you set **“No”** to the users who will regularly add info and content to it, so that when they login they land on their profile dashboard".
- Table:** A red box highlights the 'EasyBusiness redirection by default' column in the user table.

User Table:

User	Access	EasyBusiness redirection by default	Allocated	Consumed credits	Action
Moufid Chetouane	<input checked="" type="checkbox"/>	No	0	0	
moufid gmail chetouane gmail	<input checked="" type="checkbox"/>	No	0	0	
MM KOMPASS	Manager	Yes	Unlimited	9555	
Lucie Cordeiro	<input type="checkbox"/>	No		18923	
Rahim JIWA	Manager	No	Unlimited	0	
Ambre BALUSTRE	Manager	Yes	Unlimited	4124	
Formation Kompas	<input checked="" type="checkbox"/>	Yes	249	106438	
astreinte astreinte	Manager	No	Unlimited	0	

Credit allocation

EasyBusiness by KOMPASS

Search My Lists My report

My access and users

751 Total credits available (allocated + unallocated) 4 Remaining credits (unallocated)

Here you see the credits that are currently allocated to each user and the number of credits each of them already burned

Clicking on the pen icon you can set the credits allocation for the "Limited access" users

Need help? Contact us 0800 0185 882

User	Email	Access	EasyBusiness redirection by default	Allocated	Consumed credits	Action
Moufid Chetouane	moufid.chetouane@kompas.com	<input checked="" type="checkbox"/>	No	0	0	
moufid gmail chetouane gmail	chetouane.moufid@gmail.com	<input checked="" type="checkbox"/>	No	0	0	
MM KOMPASS	horya.mida@kompas.com	Manager	Yes	Unlimited	9555	
Lucie Cordeiro	lucie.cordeiro@kompas.com	<input type="checkbox"/>	No		18923	
Rahim JIWA	rahim.jiwa@kompas.com	Manager	No	Unlimited	0	
Ambre BALUSTRE	ambre.balustre@kompas.com	Manager	Yes	Unlimited	4124	
Formation Kompas				249	106438	
astreinte astreinte				Unlimited	0	

TIP If you need to edit the credit allocation for a "Full access" user, please contact the person in charge of the EasyBusiness subscription in your company, who will contact the Kompas team

Credit allocation

Usage limit modification

What access limits would you like to apply to the user? Formation Kompas ?

Limitation : Limited 249

CANCEL VALIDATE

Need help?

After clicking on the “Action” pen icon you will be able to choose here whether to allocate a “**Limited**” or “**Unlimited**” number of credits to that user

If you set “**Limited**” credits, here you can set the number of credits to allocate to that user, e.g. 250

TIPS

- If you set no credits to a “**Limited access**” user, he/she will not be able to export data from EasyBusiness
- “**Full access**” users have unlimited credits

Once all your changes are done click on “**Validate**”

	Manager	Yes	Unlimited	Consumed credits	Action
			0	0	
			Unlimited	9555	
			Unlimited	4124	
			249	106438	
	Manager	No	Unlimited	0	

Invite a new user

EasyBusiness
by **KOMPASS**

Search My Lists My report

Help Mr. ett-dpa.co
My account

User	Email	Access	EasyBusiness redirection by default	Allocated	Consumed credits	Action
Moufid Chetouane	moufid.chetouane@kompas.com		No	0	0	
Moufid Chetouane	chetouane.moufid@gmail.com		No	0	0	
M M KOMPASS	harry.h@kompas.com	Manager	Yes	Unlimited	9555	
Lucile Cordier	lucile.cordier@kompas.com		No			
Rahim J	rahim.j@kompas.com	Manager	No			
Ambre	ambre@kompas.com	Manager	Yes		4124	
Formatis	formatis@kompas.com		Yes		249 105438	
actreinte astreinte	actreinte@kompas.com	Manager	No			
Andreani Céline	celine.andreani@kompas.com	Manager	No			
Stefan Zürcher	zus@ofwi.ch		No			

Invite a new user

Note: this user will automatically receive an email including access instructions upon clicking on "Send invitation".

Email :

TIPS

Use this feature to create a new EasyBusiness user within your subscription. Enter an e-mail address (that will be the user's login) and click on "Send invitation" and an automatic message with access instruction will be sent to that mailbox

After the new user is created, you will have to give access to him/her by switching the "Access" icon. Once the icon will be green that user will be able to access EasyBusiness.

If the maximum number of EasyBusiness users included in your subscription has already been activated, you will still be allowed to send an invitation and then create a user, but not to activate him/her as an EBOL user

How to buy credits

NOTE: the *credit on-line purchase* is available both to “Full access” and “Limited access” users

The screenshot displays the EasyBusiness by KOMPASS user interface. At the top, a dark navigation bar contains the logo on the left and icons for Search, My Lists, My report, Help, and a user profile. The user profile dropdown menu is open, showing options for 'My access and users', 'My credits' (highlighted with a red box), 'Language', and 'Logout'. A text box with a red border explains that to buy credits, one should click on 'Buy credits' in the homepage or 'My credits' in the upper right menu. A red dashed line connects this text box to the 'My credits' menu item and the 'BUY CREDITS +' button. The main content area shows a welcome message, a search bar, and a 'NEW SEARCH' button. The 'My credits' section displays '3,457 Remaining credits (not allocated)' and the 'BUY CREDITS +' button, which is also highlighted with a red box.

EasyBusiness
by KOMPASS

Search My Lists My report Help Mr. Cedrone My account

My access and users
My credits
Language
Logout

Hi Daniele Cedrone, welcome to EasyBusiness

Search across 20 million selected companies in more than 70 countries

NEW SEARCH +

You need to follow up your companies?
[Check out the alerting system](#)

My alerts

My credits

3,457
Remaining credits (not allocated)

BUY CREDITS +

My credits

EasyBusiness
by **KOMPASS**

Search

Find here the number of **credits** that are **available to your user**

Help

Mr. Cedrone
My account

My credits

You have **3457** available credits on your **EasyBusiness World** subscription.

Here are the **credit packages** that you can **purchase on-line**

Credits	Price (excl. tax)	Action
1,000 credits	399 €	ADD TO CART
5,000 credits	1,499 €	ADD TO CART
10,000 credits	2,499 €	ADD TO CART

Need help?

Contact us
800.100707

You have no orders

If you made an on-line order in the past, you'll find the **order history** here with all the details, including the invoice in PDF available for download

Cart

KOMPASS
Your route to business worldwide

1 Here you will find the credit packages you added to your cart

2

3 Details

4 Final Review

Basket - 1 product(s)

Credits (1000 credits) - 2 + €399.00 EUR

Continue Shopping

If you have a **promotional code**, fill it in here **to get a discount**

Summary

Code promo ^

Please insert your promotion code *

Apply

Total: €798.00 EUR

Checkout

Secure payment

CB VISA

This is the final price you're going to pay if you complete the purchase process

When you're ready to **finalize your on-line purchase**, click on "**Checkout**"

Cart

KOMPASS
Your route to business worldwide

1
Cart

2
Delivery Address

3
Payment Details

4
Final Review

Personal information

Title	Mr.
First Name	Daniele
Name	Cedrone
Email	d.cedrone@sevendata.it

Check both boxes
before clicking on
“Continue towards
payment”

Amount to be paid




Total: €798.00 EUR

☒ I have read and agree with the [Terms & Conditions](#)

☒ I accept the [personal data privacy use](#)

Continue towards payment

Secure payment



Billing information

Company name *
SEVENDATA

Street Name with Street Number *
Corso di Porta Nuova, 48

Post Code *
20122

* Italy

VAT number *
IT10107290966

Address Line 2

Town/City *
MILANO

Billing recipient


* Mr.

Name *
Cedrone

First Name *
Daniele


Make sure that all the
billing information
fields are filled in




Cart



Secure bank card payment page

Merchant	kompas (6073216)
Reference	03440753
Amount	798 EUR

 CM-CIC guarantees the confidentiality and security of your data.



Amount of the transaction : 798 EUR

Bank card number


Expiration date


Month


 /

Year

Credit card verification number [What is this?](#)




 Validate

 Cancel

 To cancel your payment and go back to kompas, click the Cancel button.

MasterCard.
SecureCode.
[learn more](#)

VERIFIED
by VISA

The symbols :    show that the transaction is a secure transaction.

Fill in your credit card details and click on “**Validate**” to **finalize the process and pay**: the credits you purchased will be allocated to you user

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KOMPASS

CTS (Beijing) International Information Consultant Co., Ltd.