

Software Tip

# Administrator

PRIME Lingo

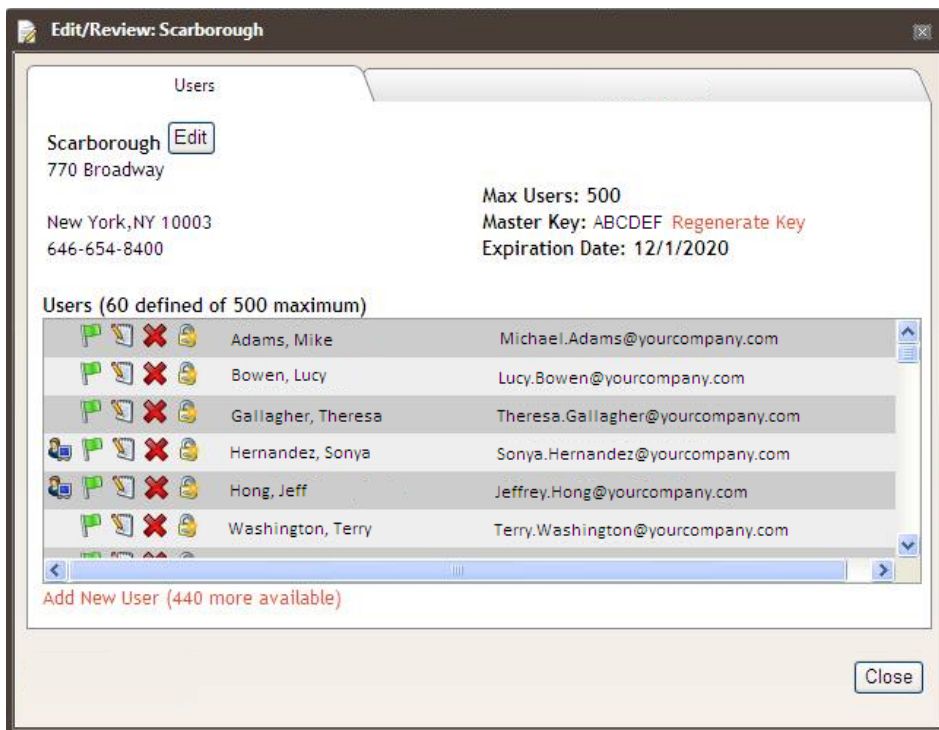
## What does it mean to be an Administrator?

In Prime Lingo, the Administrator is the person who manages the list of users for your company. When a user is an Administrator, they see **Administrator** listed under Documents in the Prime Lingo navigation pane.

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## How to manage users

Click on **Administrator** to see a list of all users with access to Prime Lingo. Administrators can also use the **Edit** button at the top of the screen to update their address information.



## To add a new user

Click on Add New User link at the bottom of the screen.

## To edit a user

Click on the notepad icon next to their name to change the email address or name

## To delete a user

Click the red X next to their name.

If a user is deleted, all custom definitions, dayparts, trade areas, and documents they created will also be deleted.

Be sure you or another Lingo user on your team, **import** all custom items your company would like to keep for future use, prior to deleting the user.

## To reset a user's password

Click on the lock icon next to their name.



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