



How to Add a User

Log in to AMS 360 as someone who has administrative or owner rights, select the employee center tab and select an existing employee.

1. Once the employee view is loaded, select edit employee in the upper left-hand corner.
2. Next, select security. Drill down to login information.
3. Select update agency license from the upper right-hand side of the screen.
4. Enter the new number of licenses you wish to have. Click update.
5. After this has processed, the new license is available and the new employee can be added.

Note: Updating your license count constitutes an order for an additional user. The user fees along with the licensing and support fees will be updated accordingly.

Which of My Users Have Licenses?

Follow the below steps to locate employees with licenses.

1. In the AMS 360 employee center expand "advanced search options".
2. Check the Authorized to Login box and apply the change.
3. Verify search options are set to include all employee types and statuses.
4. Click the search button and the results below display all employees with licenses (results limited to 100).

Maintaining AMS 360 Online User Licenses

With AMS 360 2.1.3, online agencies have the functionality to control additions and deletions of user licenses. This functionality has immediate results and allows you to manage your users quickly and easily.

Scenarios where this is helpful:


- An employee leaves the agency and you are adding a new employee
- Adding a new employee
- Permanently reducing the number of AMS 360 user licenses

The workflow for each scenario is similar. First log in with owner or administrative rights and review the list of employees authorized to log into AMS 360. Identify and remove login access for employees who no longer require it. If licenses are available, then you can add a new employee. If licenses are not available and you need to use the new link titled "update agency license," this is found when editing an employee > security > login information > update agency license or off the toolbox > system administration > utilities. This same area needs to be accessed if you want to reduce the total number of agency licenses you have.

The changes made on the update agency license link will impact your licensing fees. It is important to keep your training agency database in sync with your live agency. When increasing or reducing AMS 360 user licenses, make the same changes in your training agency.

Removing AMS 360 User Access

The following procedure removes AMS 360 login ability for an employee and recaptures a license for reassignment:

1. From the employee center, find the employee you want to remove. Open the account and click edit employee.
2. In the login information section, remove the user ID and password for the employee. Although not required, it is possible to mark them as inactive.
3. Click save and close from the file menu or click the icon. 

The user can no longer log into AMS 360. If the employee was an executive or representative assigned to customers,

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