

Managing users

Decide who in your organisation can log in to Memo Cockpit.

08

<https://cockpit.memo-offitel.be/>

WHERE

Menu > Gebruikers

TIME

2 minutes

YOU WILL LEARN

Creating a user and choosing a contact type

The **Gebruikers** (users) page shows your subscription and everyone who can log in on behalf of your organisation. The number of users is unlimited.

Creating a user



- 1 Existing user with their status, e.g. *Uitgenodigd, nog niet aangemeld* (invited, not logged in yet).
 - 2 Change the **contact type** of an existing user.
 - 3 Email address of the new user.
 - 4 **Contact type** (optional).
 - 5 Toevoegen (add).
- 1 Go to **Gebruikers**.
 - 2 Under **Gebruiker toevoegen** (add user), type your colleague's email address, for example name@company.com.
 - 3 Optionally choose a **contact type** (see below).
 - 4 Click **Toevoegen**. The user appears in the list with the status *Uitgenodigd, nog niet aangemeld* (invited, not logged in yet) until they log in for the first time (see login guide A1). You can change the contact type later in the list.

Contact types

Contact type	When to choose it
Geen contacttype (none)	The user can log in but is not a designated contact.
Algemeen Contact (general)	Contact for general questions about the service.
Boekhoud Contact (accounting)	Contact for invoices and payments.
Technisch Contact (technical)	Contact for technical matters, such as call forwarding and telephony.

Questions about Memo Cockpit? Our team is happy to help. +32 52 89 84 31 · Migratie@Memo-Offitel.be

Screenshots of the Dutch-language interface, with sample data. Your screen may differ slightly. Version 0.1 · October 2026.