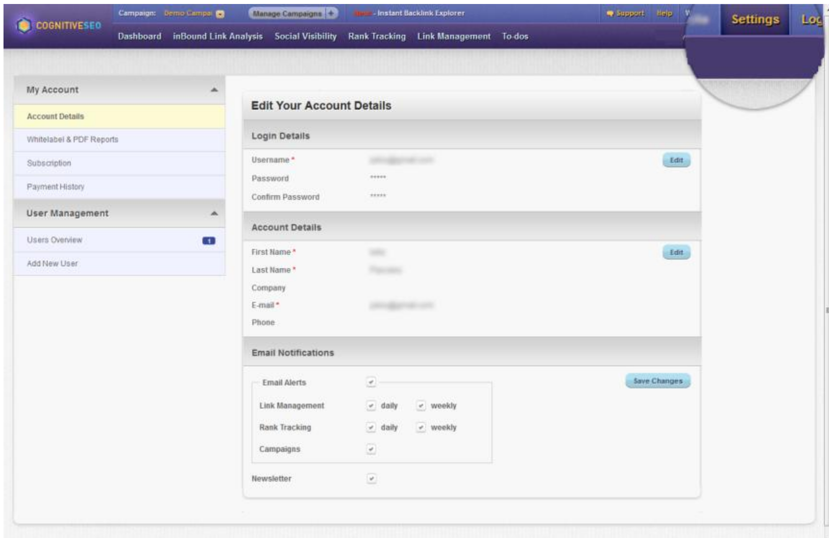
Cognitive SEO User Guide

Settings

Contents

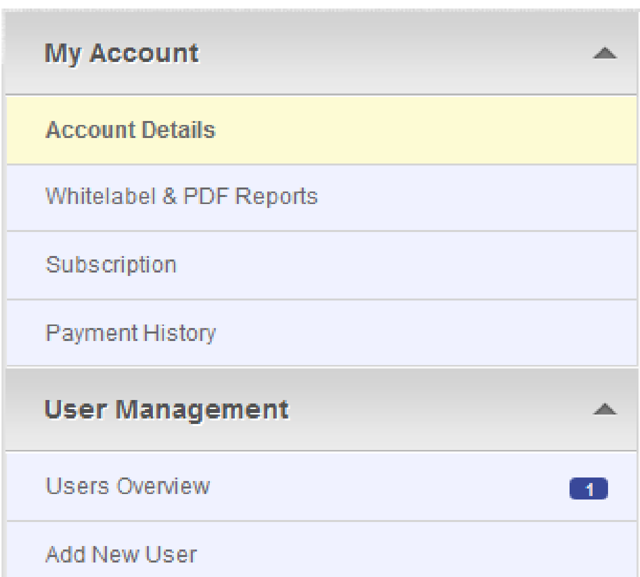
Overview



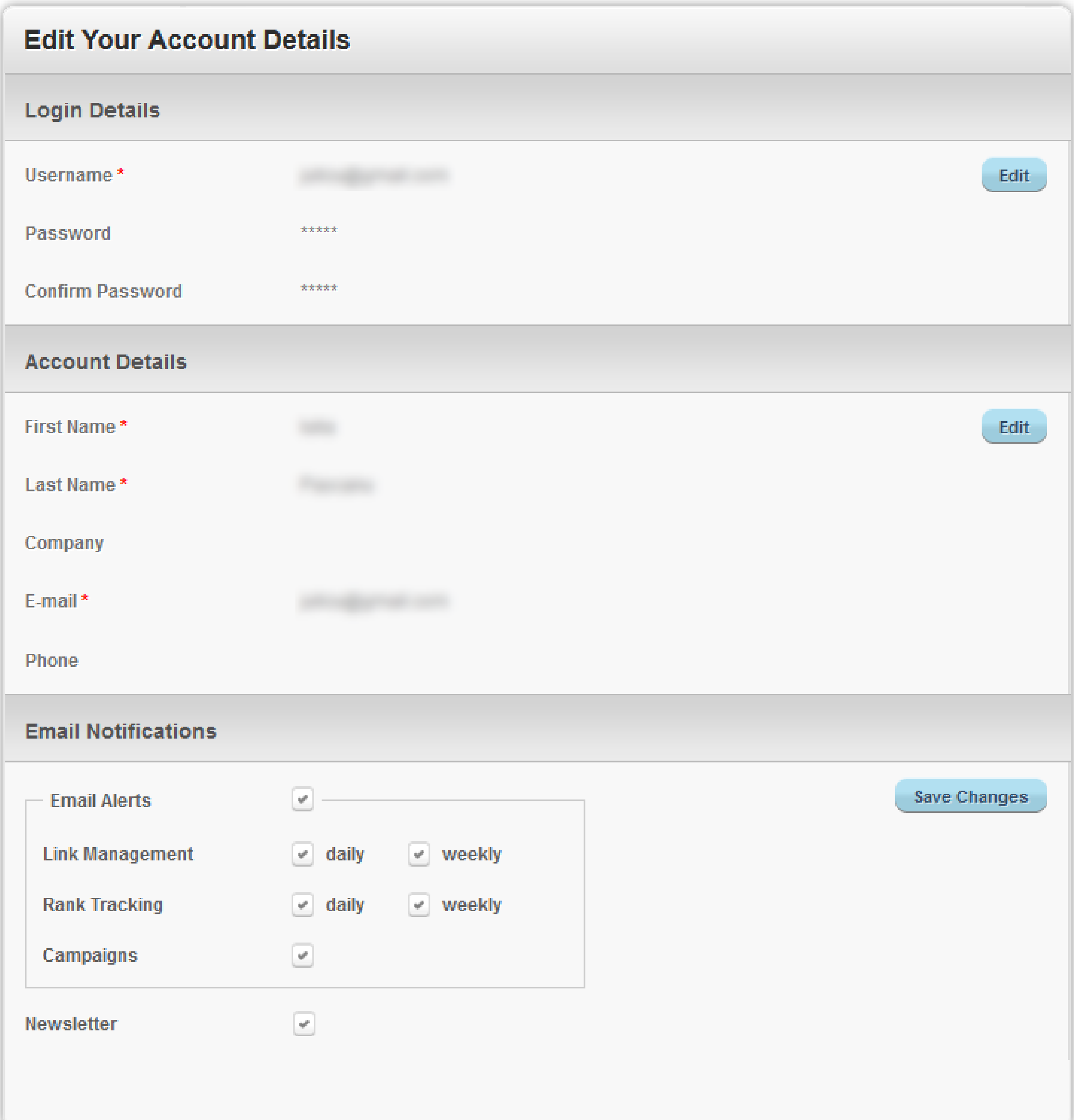
The Settings module is available from the **Settings** link in the upper-right corner of the screen. In this area of the application you can manage your **Account Details** and the settings regarding **User Management**.

Here are the options in the settings menu:

- **My Account** with **Account Details**, **Whitelabel & PDF Reports**, **Subscription**, **Payment History**.
- **User Management** with **Users Overview** and **Add New User**.



My Account



Account Details

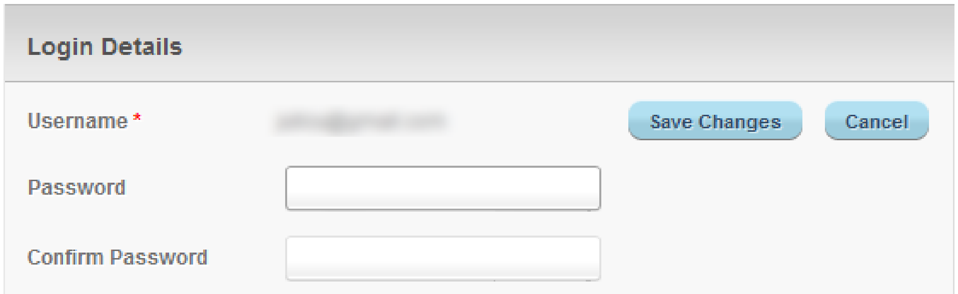
In the **Account Details** area you have the following settings:

Dialog Options

Login Details

Edit

Press this button in order to make this group of fields editable. In editable



mode, the group will look like this:

After you're done with it, you have two options: **Save Changes** or **Cancel**.

Username	The username cannot be changed.
Password	Change the existing password.
Confirm Password	Retype the new password.

Account Details

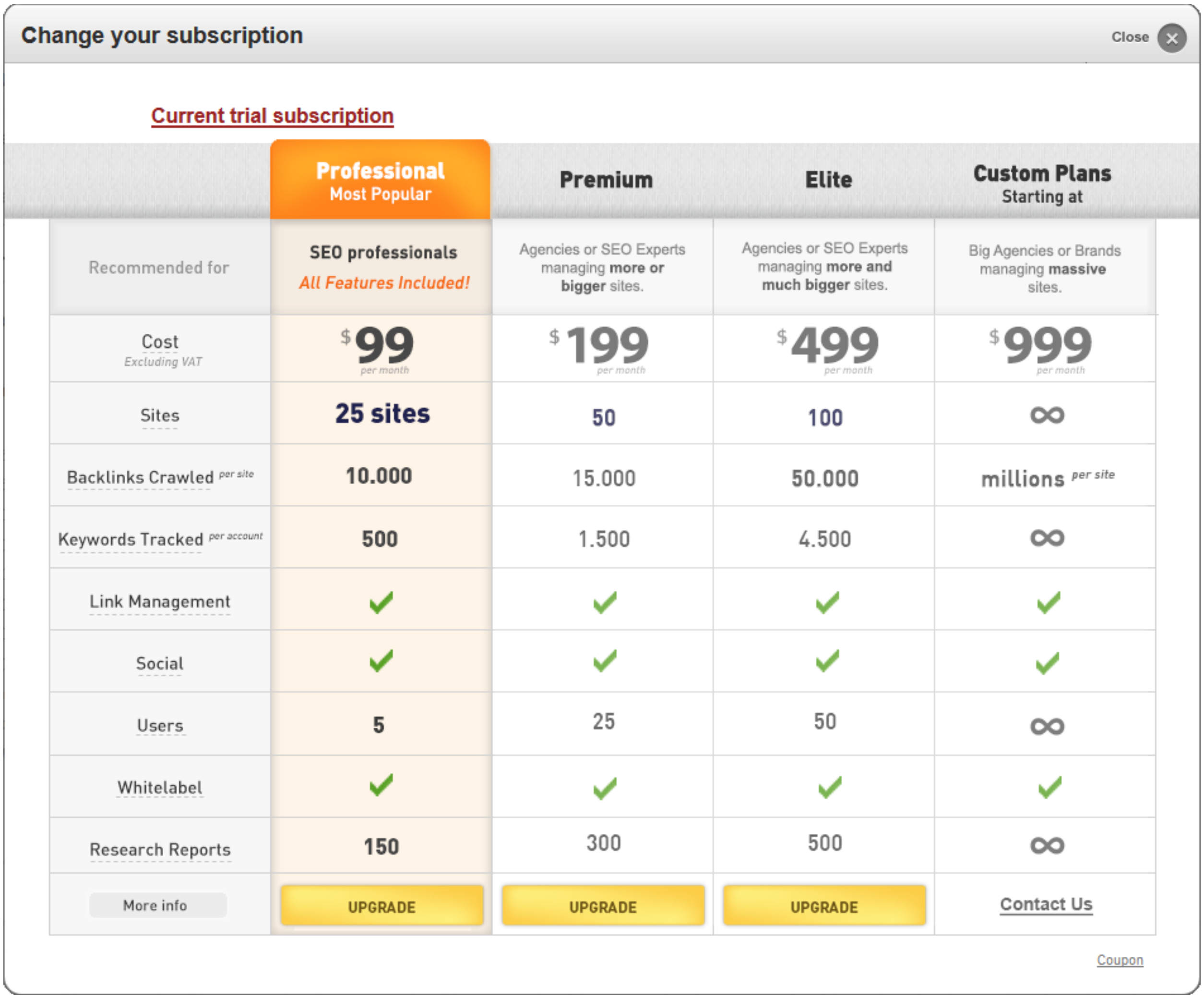
First Name	Modify your first name.
Last Name	Modify your last name.
Company	Insert your company name.
Email	Modify your email (must be unique in the system).
Phone	

Email Notifications

You can also set the email alerts received from CognitiveSEO and their frequency and opt to receive the CognitiveSEO newsletter.

Email Alerts	By checking this option you will automatically opt to receive all email alerts listed below: **Link Management** (both *weekly* and *daily*), **Rank Tracking** (both *weekly* and *daily*) and **Campaigns**.
Link Management	By checking this flag you will receive by email all alerts generated by the **Link Management** module.
Rank Tracking	By checking this flag you will receive all email alerts generated by the **Rank Tracking** module.
Campaigns	By checking this flag you will receive all email alerts generated by the **Campaigns** module.
Newsletter	By checking this flag you will receive via email the CognitiveSEO newsletter.

Cancel Account


Change your subscription

Close

Current trial subscription

	Professional Most Popular	Premium	Elite	Custom Plans Starting at
Recommended for	SEO professionals *All Features Included!*	Agencies or SEO Experts managing **more or bigger** sites.	Agencies or SEO Experts managing **more and much bigger** sites.	Big Agencies or Brands managing **massive** sites.
Cost *Excluding VAT*	$99 per month	$199 per month	$499 per month	$999 per month
Sites	25 sites	50	100	∞
Backlinks Crawled per site	10.000	15.000	50.000	millions per site
Keywords Tracked per account	500	1.500	4.500	∞
Link Management	✔	✔	✔	✔
Social	✔	✔	✔	✔
Users	5	25	50	∞
Whitelabel	✔	✔	✔	✔
Research Reports	150	300	500	∞
More info	UPGRADE	UPGRADE	UPGRADE	Contact Us

Coupon

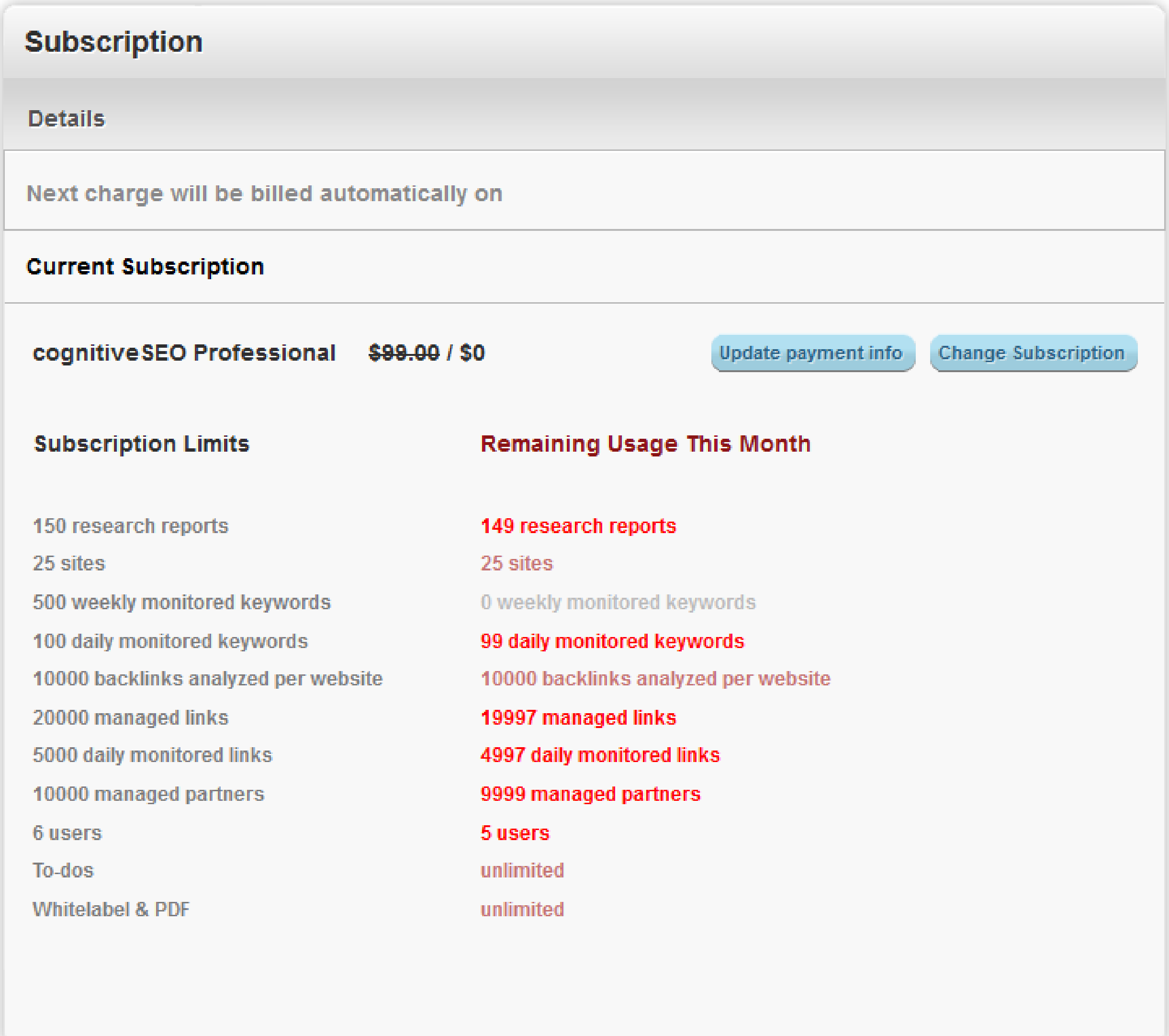
In the last group of the account settings you can cancel your CognitiveSEO account. When you press the **Account Cancellation** link, a screen with all subscription choices is displayed. In case you wish to change your subscription type, in this dialog you have the possibility to downgrade or upgrade your subscription. If your intention is, however, to cancel your account, you can do that by clicking the **Cancel Account** link and approve the action by typing the word confirm on the top right corner of the screen.

Whitelabel and PDF Reports

In this group you can set up a "white-label" on the entire account. White-label is a neat option that allows you to rid your reports and screens of the CognitiveSEO logo and upload your **own logo**, in case you want to present reports and live data to your own clients. The sub-domain can also be changed to a name of your choice. These changes are manually approved by the CognitiveSEO team. If you opt to change both sub-domain and logo, the CognitiveSEO watermarks will no longer appear on the charts.

For PDF reports you have the possibility to add a higher resolution logo.

Subscriptions



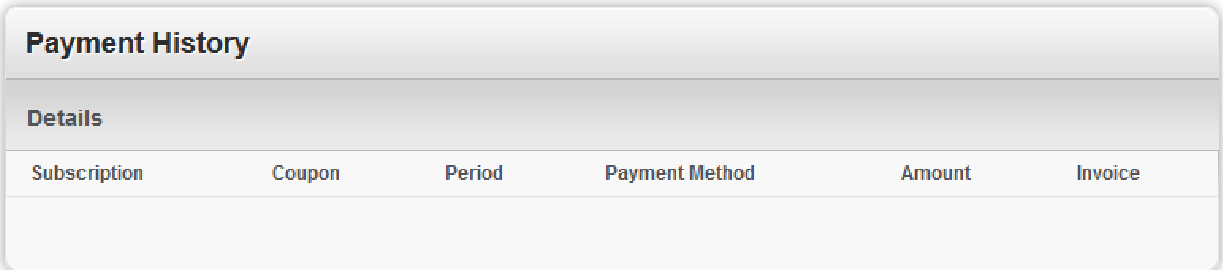
In the **Subscriptions** group, you can find billing related information. You can see when your next charge is due, what your actual billing plan is and what amount you are paying monthly, your subscription limits and what you have left to use for the current month.

Dialog Options

Update Payment Info	If you want to update your credit card or PayPal data, you can use this button.
Change Subscription	Use this button to upgrade your subscription.

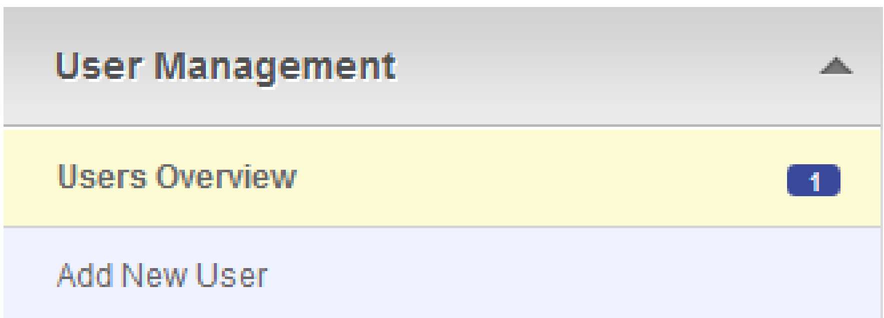
In the **Subscriptions** group you also have the possibility to cancel your account. The only difference if you choose to unsubscribe from this area, is that you will be able to use your account for the entire period that you've already paid, while in the **Account Details** area, the **Cancel Account** option closes your account on the spot (the account is automatically erased and you will no longer be able to access it).

Payment History



In the **Payment History** group, you can view all the payments that have been made in the past. When clicking a payment link, the corresponding invoice will be displayed. You can view, save, or print the invoice, as needed.

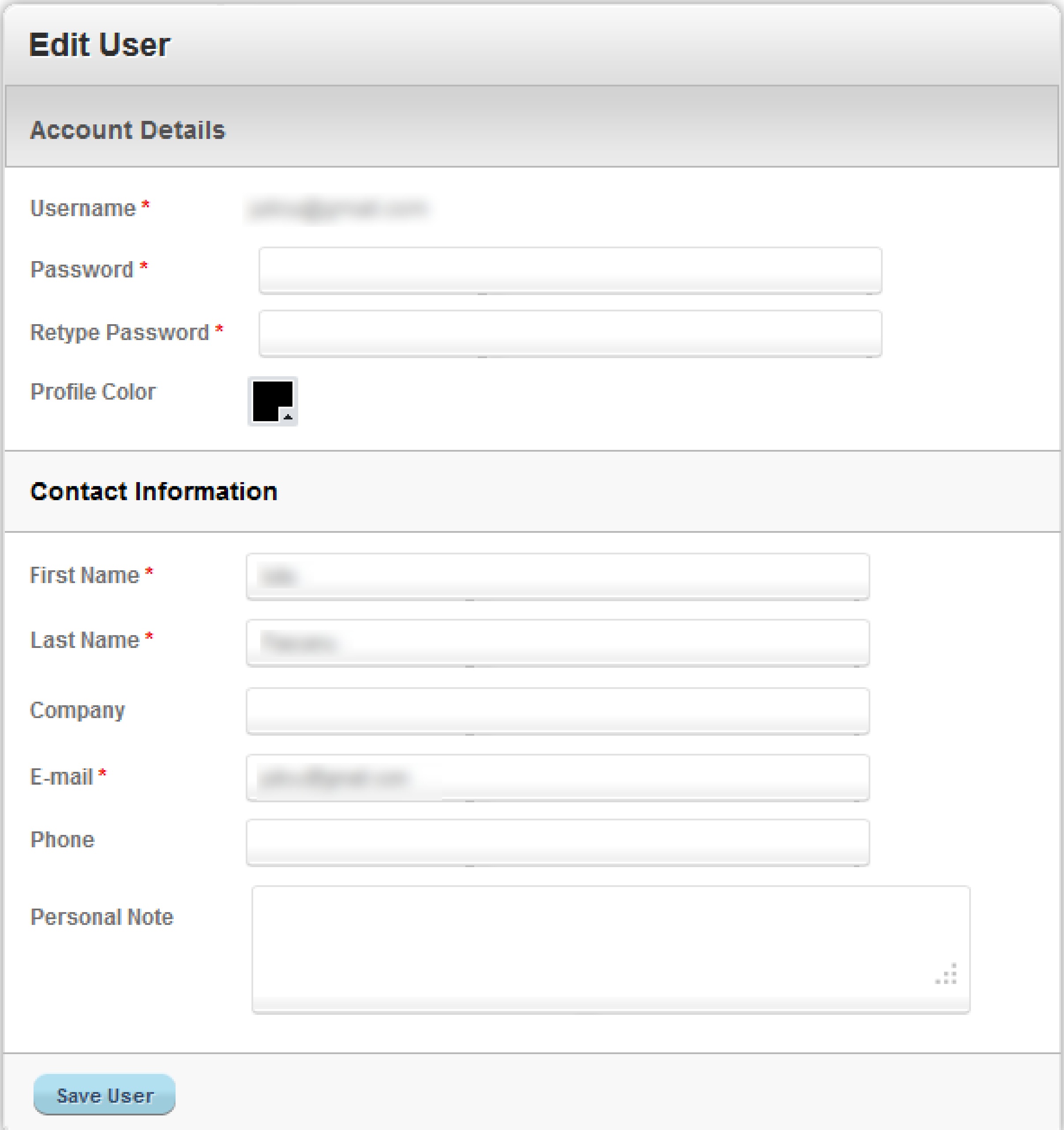
User Management



In this area, you can view the created users. To modify existing users, you must press the **Users Overview** item. If you want to create a new user, you just have to click **Add New User** and the new user form is opened.

Users Overview

By default, this area is in read only mode. In you want to modify the selected user, press the **Edit** button. The following form is displayed:



Dialog Options

These are the options in the **Users Overview** area:

Account Details

User Name	Edit the user name. This field is mandatory
Password	Edit the password. This field is mandatory.
Retype Password	Retype the password. This operation is mandatory.

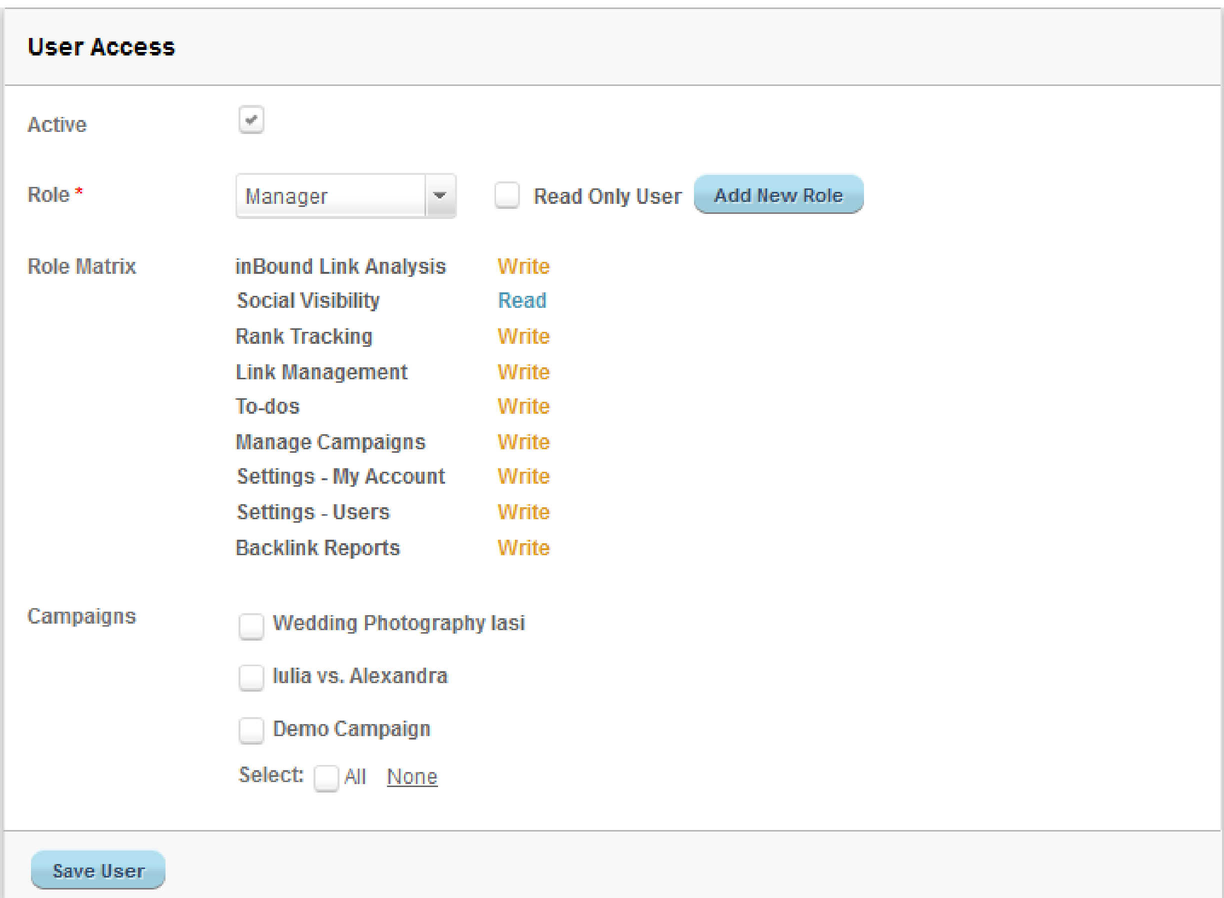
Profile Color	Choose user profile color. This option comes in handy in the To-dos area, if the user needs to use it.

Contact Information

First Name	Edit the user first name. This field is mandatory.
Last Name	Edit the user last name. This field is mandatory.
Company	Enter the company name. This field is not mandatory.
Email	Enter the user email address (it must be unique in the system). This field is mandatory.
Phone	Enter the user telephone number. This field is not mandatory.
Personal Note	Add a personal note for the user, if necessary. This field is not required.

Add New User

These are the options in the **Add New User** area:



User Access

Active

You can use this flag to activate or inactivate a user. If a user is created but inactive, he/she will not be able to logon into the system.

Role

In this drop-down you can select from a number of predefined roles. If you want to create a new role, use the **Add New Role** button that displays a list of all possible rights that can be assigned to a new user. This list actually includes all the application modules and the rights available for assigning for each module. You can assign a user the right to read a module, to write it, or you can restrict the access in a certain area. In the last case, the user will not be able to access the corresponding area in the application.

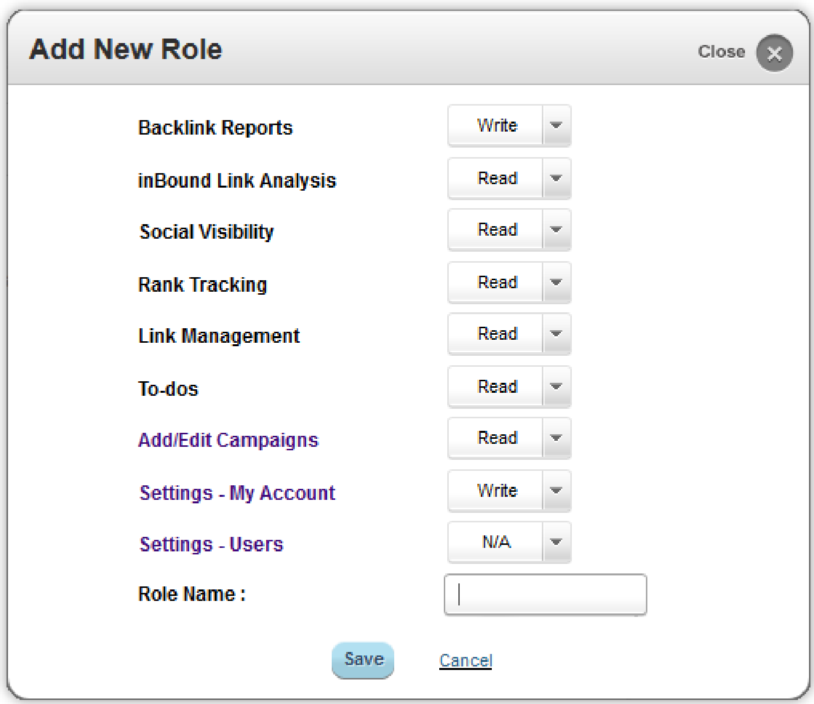
Under the **Role** assignment combo, the **Role Matrix** is displayed, in accordance with the user rights selected for every application module.

Read Only User

Check this flag if you want to give the user only reading access to the site modules.

Add New Role

Use this button to add a new role. The following dialog is opened:



Campaigns

You can assign any number of campaigns between zero and all available. The users you create can be used both for your own team as well as for your customers. For example, if you set white-label on the entire application and you create an account for your clients, they will be able to login with read only rights, only on the modules you choose to give them viewing rights, and only on the campaigns of interest to them. In this way, your clients can see in real time how their campaign evolves and the work you are putting in for them.

After the new user is created, it will be displayed in the existing users list. In this list you can use the **Delete** and **Modify** options to remove/change users.