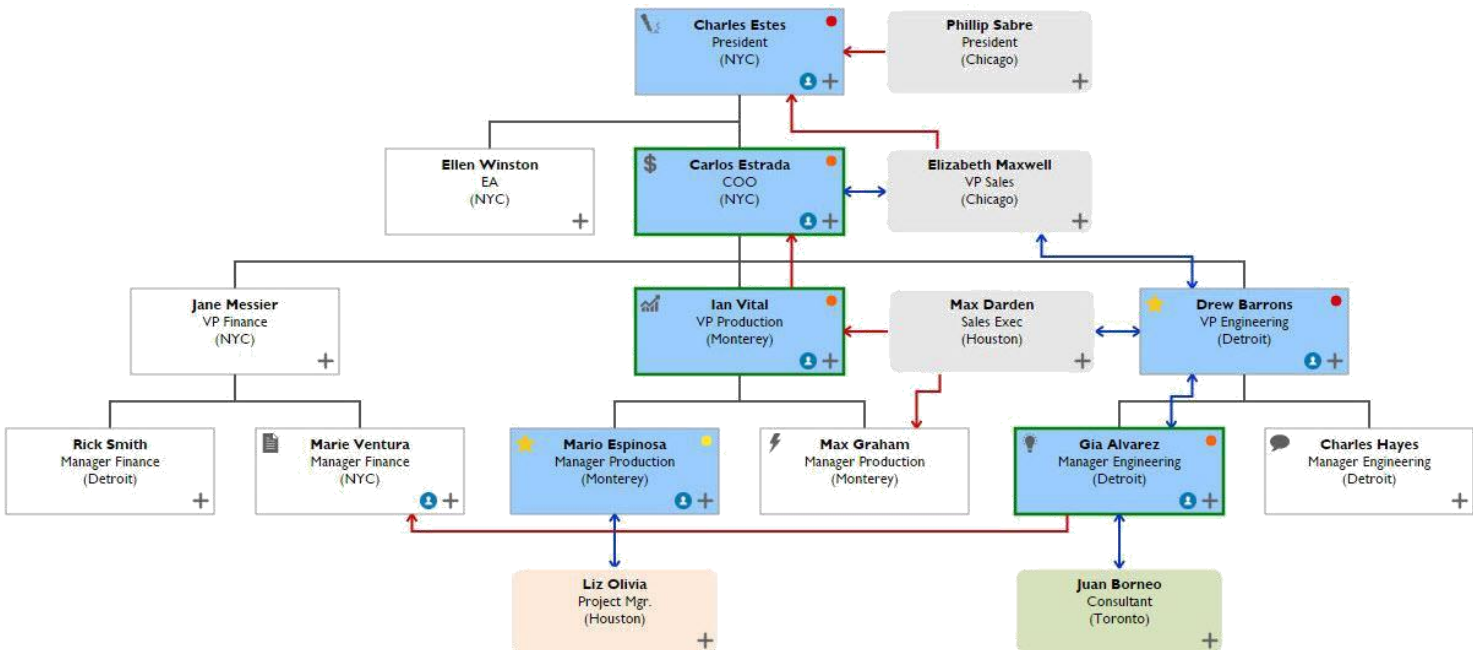


# PLAYER MAP X-RAY



## Org Administration

Positioning you to self-manage your PMX

1. If you are a PLAYER MAP X-Ray (PMX) Org Administrator, you have the **Org Admin** link in your PMX.



[Home](#) | [Org Admin](#) | [My Account](#) | [Help](#) | [Logout](#)



Folders & Player Maps Create New Folder... Create New Player Map...

Solo

[Vista, Project, Price, Close Date](#) (03/19/2018 by me) Action...

2. The Organization Admin Console enables you to **manage users**, **add users** to PMX\*, and **pull reports** (please note that the Usage Report can be generated on a monthly basis by Player Map upon request).

**Organization Admin Console**

[Users](#)

[Add User Registration](#)

[Reports](#)

[Current User List](#)

[Usage Report \(2015-04-06\)](#)

[Help](#)

When you add or suspend a PMX user, PMX e-mails Player Map with an update to ensure that we remain in sync with your PMX user count.

Suspending an active PMX user or deleting a PMX registration *credits* your license count – deleting an already suspended user is zero credit.

3. Users appear in this table, and note that you can scroll or search for them by e-mail, first or last name.

Status identifies: **Active** on PMX, their PMX is **Locked**, they are **Registered** but not set up, or if their PMX is **Suspended** – actions are: **View PMs**, **Transfer PMs** *after* Suspended, **Reinstate** or **Delete**.

\*\*\* Note you should **transfer Player Maps** *before* deleting person – deleting is permanent \*\*\*

**Users**

Find People where  contains

	Email ↓	Name	Status	
			All	
1	elizabeth@playermap.com	Elizabeth Leland	Active	Action...
2	george@playermap.com	George Leland	Locked	Action...
3	marie@playermap.com	Marie Leland	Org Admin	
4	scott@playermap.com		Registered	Action...
5	tao@playermap.com	Tao Leland	Suspended	Action...

1.

View PMs...

Suspend

2.

View PMs...

Transfer PMs...

Reinstate

Delete

4. **After** you suspend a person, **then** you can transfer all their Player Maps to another PMX account (PMX creates a folder titled “transferred from e-mail” in the account of the new Player Maps owner).

**Transfer Player Maps**

**Transfer:** 4 Player Maps

**From:** Isaac Leland <isaac@playermap.com>





**To:**

[Back](#)

\* You can add people to PMX up to your current number of licenses – if you exceed licenses, PMX will prompt you to suspend/delete users or contact Player Map to secure more licenses.

5. If you are *not* suspending a PMX user, but would like to move their Player Map(s) to a new owner, select **View PMs...**, click the [Change Owner](#) link, select the new owner from the dropdown list and click **Change Owner**, then PMX will transfer the Player Map to the **Solo** folder of the new owner.


### Viewing Player Maps for Scott Leland

Folders & Player Maps	
Solo	
 <a href="#">Vista, Project 1, Price, Close Date</a> (02/05/18 by Scott)	<a href="#">Change Owner</a>
 <a href="#">Vista, Project 2, Price, Close Date</a> (02/05/18 by Scott)	 <a href="#">Change Owner</a>
 <a href="#">Vista, Project 3, Price, Close Date</a> (02/05/18 by Scott)	<a href="#">Change Owner</a>

### Change Player Map Owner

**Player Map:** Vista, Project 1, Price, Clo:

**Owner:** Scott Leland <pmx@playermap.com>

**Change To:**  

[Back](#)

- If you have additional questions on using PMX Org Admin, please contact us at [pmx@playermap.com](mailto:pmx@playermap.com)