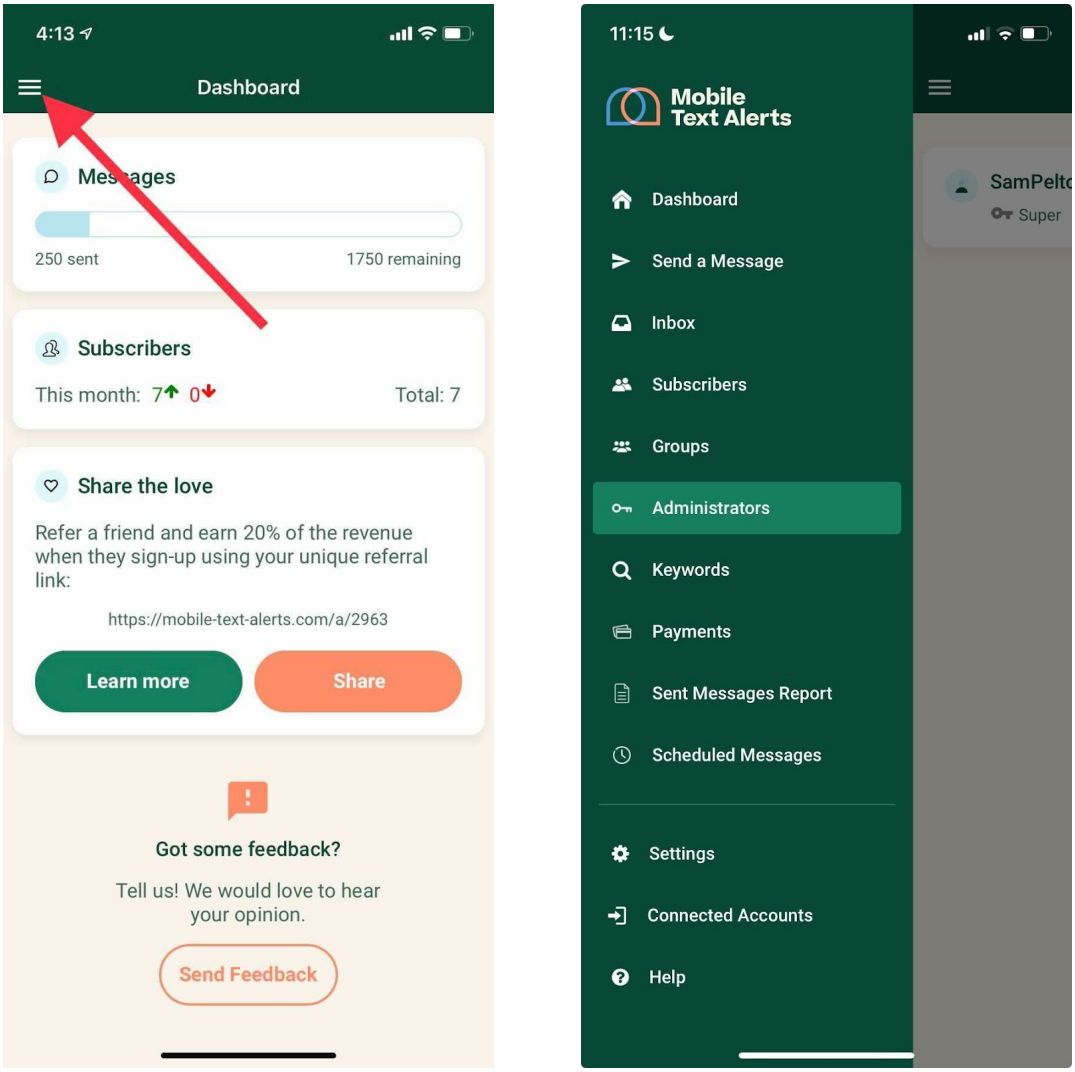
Administrators (Mobile App)

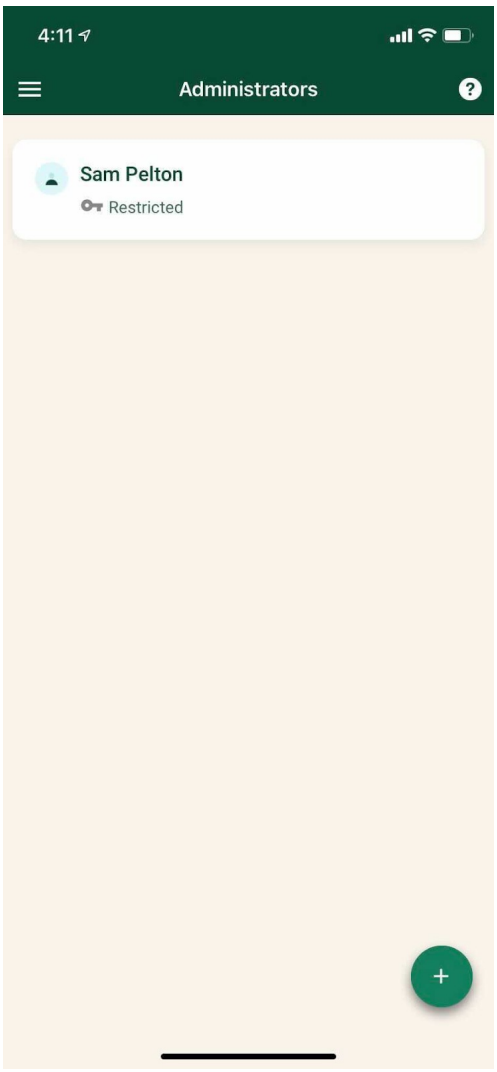
C.J - 2026-11-20 - Comments (0) - App Pages

Your Mobile Text Alerts account allows you to set up unlimited administrator profiles so that you can give multiple people access to send messages to your audience. (More on administrators and their capabilities here.)

You can manage administrators from your mobile app by tapping the icon in the top left corner of the screen and then by selecting the Administrators tab:

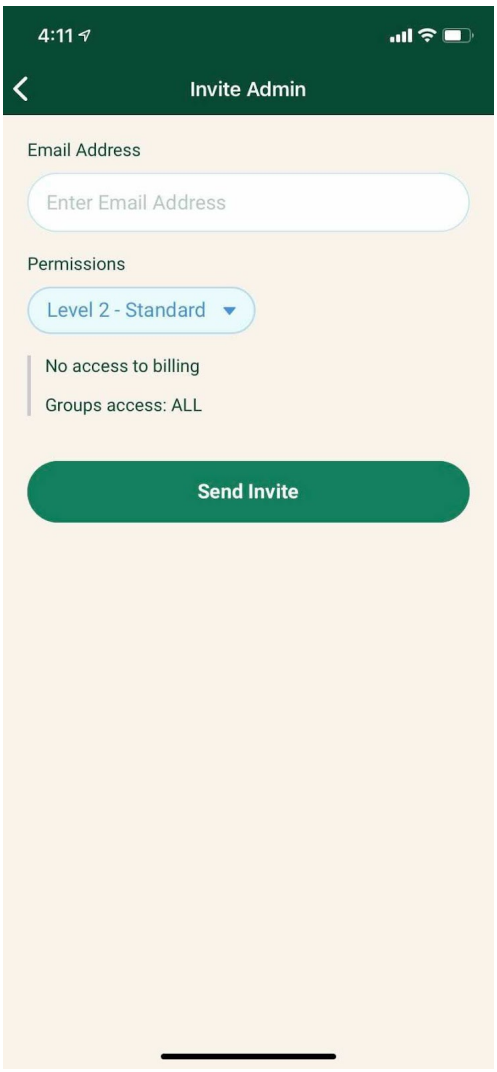


From this page you can view, edit, add, or remove administrators:



Adding an administrator

To add a new administrator, tap the "+" icon on the bottom right side of the screen. Enter the administrator's email address, as well as what administrator permissions you would like them to have. Select "Send Invite," and the system will send them an invitation email with instructions to set up their administrator profile:



Administrator permission levels are as follows:

Level 1 (Restricted) - The administrator will only have access to send messages to their assigned groups.

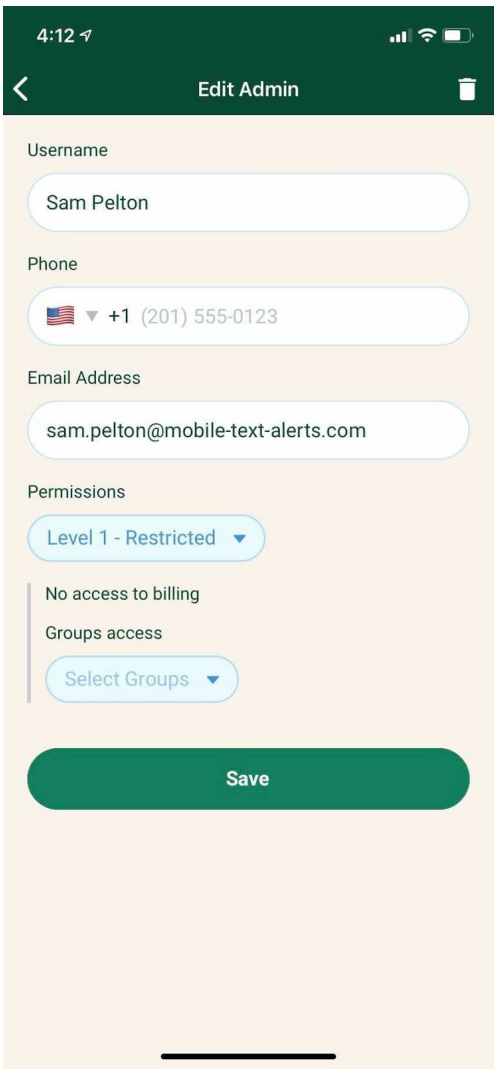
Level 2 (Standard) - The administrator will have full access to send messages to all subscribers but will not be able to access billing

Level 3 (Super) - Administrator will have full access to the account, including billing.

Editing and deleting administrators

Once administrators are added, you can select their entry to edit their information. (Be sure to tap "Save" if you make any changes!)

You can select the "trash bin" icon to delete the administrator.


4:12
Edit Admin
Username
Sam Pelton
Phone
+1 (201) 555-0123
Email Address
sam.pelton@mobile-text-alerts.com
Permissions
Level 1 - Restricted
No access to billing
Groups access
Select Groups
Save