

HOW TO CONNECT TO NOVICELL MANAGER ACCOUNT

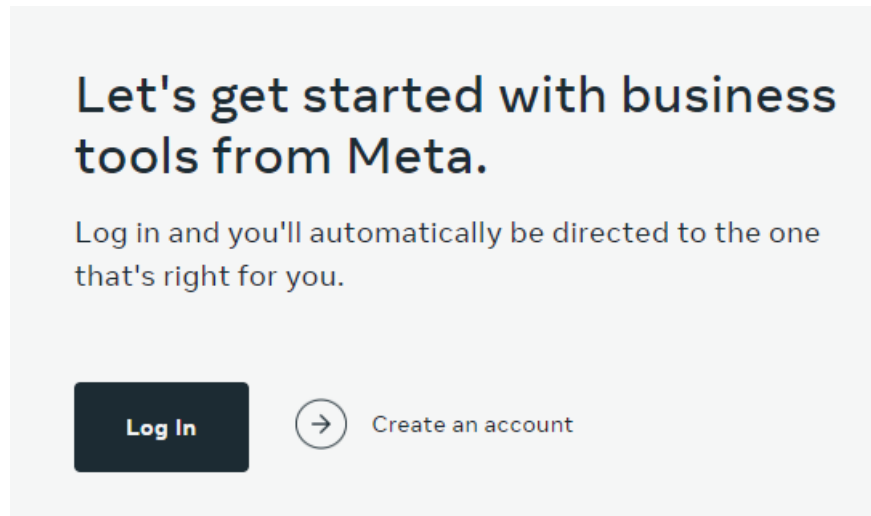
FACEBOOK BUSINESS MANAGER

2022



STEP BY STEP

1. Log in to you Facebook Business Manager via: <https://business.facebook.com/> and click on the black button **Log In**.

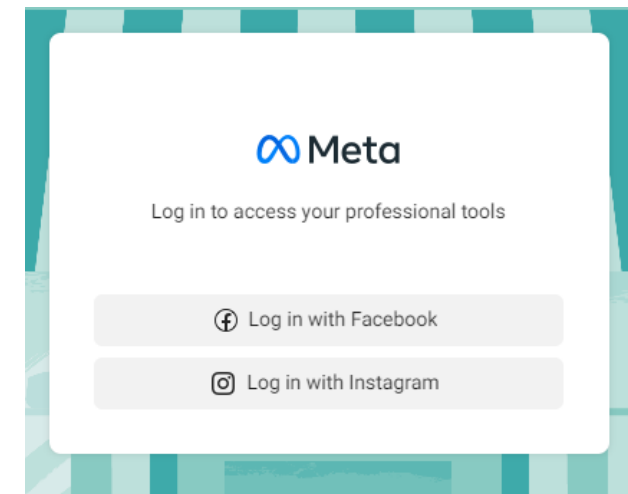
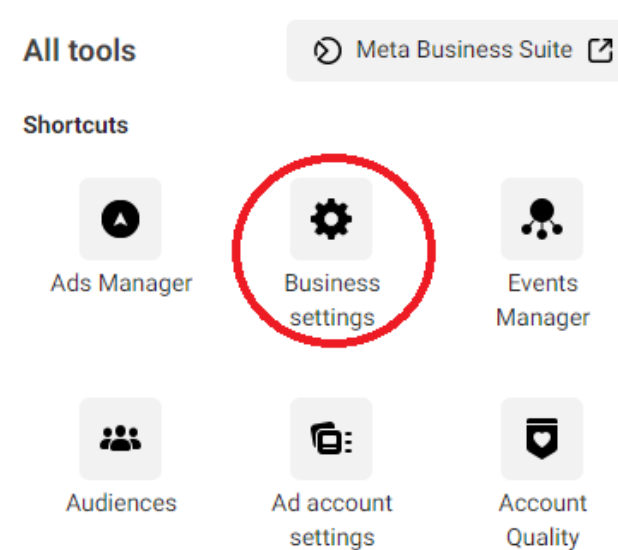
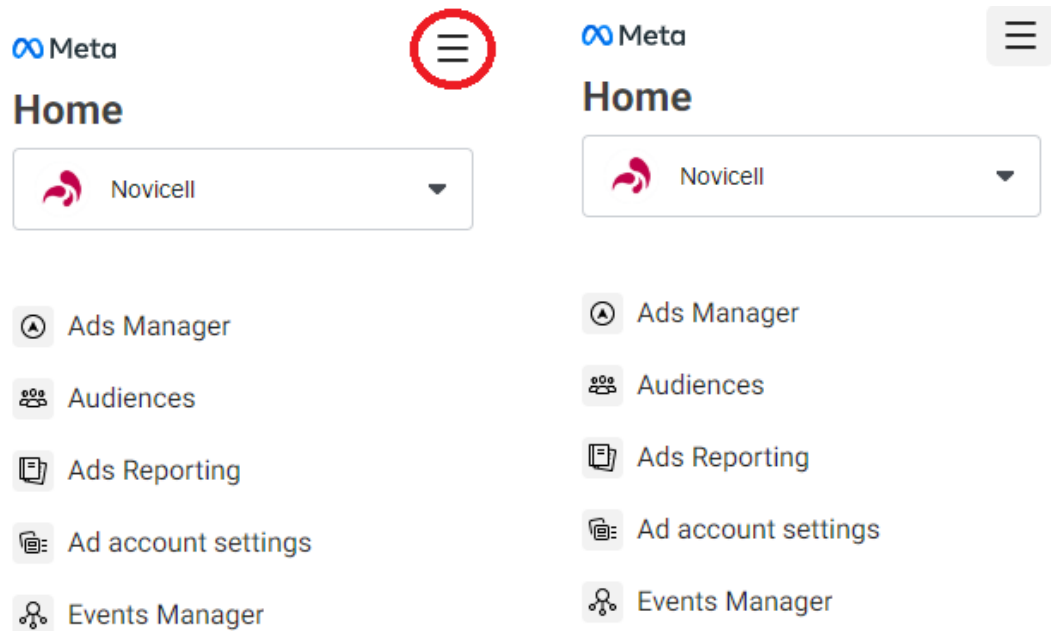


STEP BY STEP

2. Click on **Log in with Facebook**.

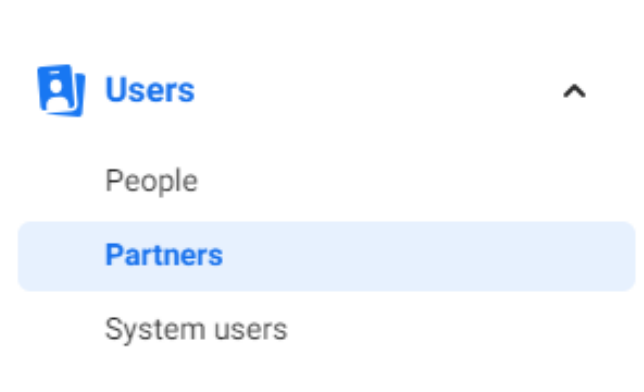
3. Log in to your personal Facebook account.

4. Click on the (☰) in the left corner and choose **Business Settings / Virksomhedsindstillinger**.

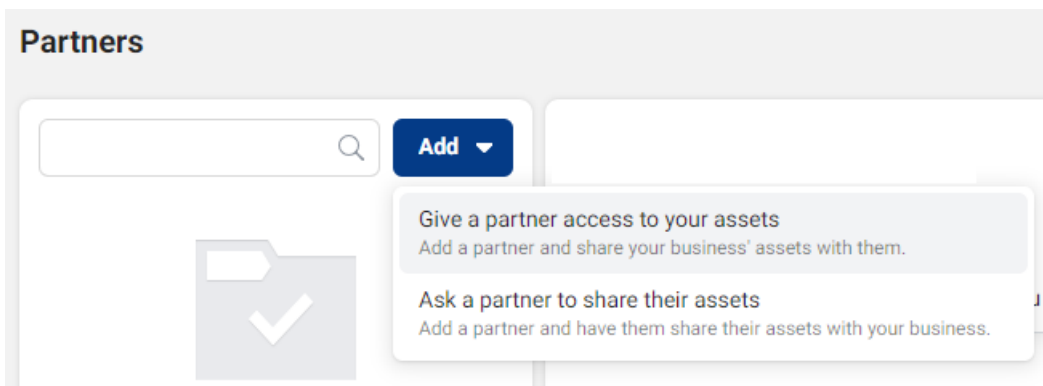


STEP BY STEP

5. Under the menu item **Users / Brugere** – you choose **Partners / Partnere**.



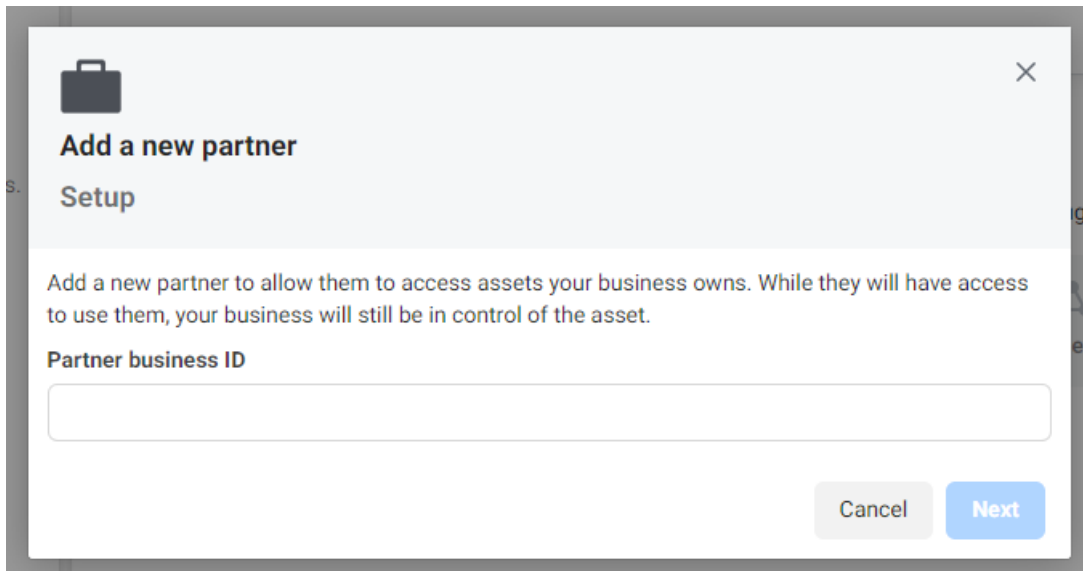
6. Click on **Add / Tilføj** and choose **Give a partner access to your assets / Giv en partner adgang til dine aktiver**.



STEP BY STEP

5. In the pop-up window you type in Novicells Business ID: 10152658940199145

6. Click on next.



The image shows a screenshot of a software dialog box titled "Add a new partner" with a sub-header "Setup". The dialog box has a close button (X) in the top right corner. Below the title, there is a brief instruction: "Add a new partner to allow them to access assets your business owns. While they will have access to use them, your business will still be in control of the asset." Below this text is a label "Partner business ID" followed by an empty text input field. At the bottom right of the dialog box, there are two buttons: "Cancel" and "Next".

STEP BY STEP

7. Choose the **Asset types / Aktivtyper** that you want to give Novicell access to.
8. Choose which partner you want to give access to.
9. Choose **Admin / Administrer side** as role to the right in the bottom.
10. Click on **Save changes / Gem ændringer**.

Besides granting Novicell admin rights to a specific Facebook-page, you can also access us to the Account, Facebook Pixel, Product catalogues, Instagram-account etc.

In order to do this, simply follow the same steps as provided in previous guide. You find the different options in the menu tab Account / Konti. By following these steps, you have now added Novicell as a Facebook Partner.

STEP BY STEP

Added by: Malene Bang Hansen, Joined business: Oct 11, 2021

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Select asset type	Select assets
Pages	Search & Filter <input type="text"/>
New Pages Experience	<input type="radio"/> Name
Classic Pages	<input type="radio"/>
Ad accounts	<input type="radio"/>
Catalogs	
Apps	
Pixels	
Instagram accounts	

Content and reports security.

- Messages Send and respond to messages as the Page.
- Ads Create, manage and delete ads for the Page.
- View Page performance View all Facebook Analytics and Page Insights about the Page.
- Insights See how the Page, content and ads perform.
- Full control**
- Manage Page Manage everything. Give access to others, remove anyone from the Page (including you) and delete the Page from Facebook.

Cancel Save Changes

STEP BY STEP

Added by: Malene Bang Hansen | Joined business: Oct 11, 2021

Select asset type

- Pages
- Ad accounts**
- Catalogs
- Apps
- Pixels
- Instagram accounts

Select assets

Search & Filter

Name

Ad Account

Partial access

- Manage campaigns**
Create and edit ads, access reports and view ads
- View performance**
Access reports and view ads
- Manage Creative Hub mockups**
View, create and edit mockups in Creative Hub
- Full control**
Manage Ad Account
Control ad account settings, finances and permissions. Create and edit ads, access reports and view ads.

Cancel Save Changes

STEP BY STEP

Added by: Malene Bang Hansen, Joined business: Oct 11, 2021

Select asset type

- Pages
- Ad accounts
- Catalogs**
- Apps
- Pixels
- Instagram accounts

Select assets

Search & Filter

Name

Catalog

Partial access

Create ads

Access reports. Create and edit item sets to run ad campaigns.

Full control

Manage catalog

Control catalog settings and access reports. Make updates to catalog items. Create and edit item sets to run ads. Use the shared catalog to set up a shop and manage its inventory.

Cancel Save Changes

STEP BY STEP

Added by: Malene Bang Hansen | Joined business: Oct 11, 2021

Select asset type

- Pages
- Ad accounts
- Catalogs
- Apps
- Pixels**
- Instagram accounts

Select assets

Search & Filter

Name

-
-

Pixel

Partial access

View Pixels

View and analyze pixel performance in Facebook analytics. Create conversion ads.

Full control

Manage Pixel

Create, edit and view pixels. Add or remove pixel events. Create pixel audiences and conversion ads. Add, edit and remove pixel users.

Cancel Save Changes

STEP BY STEP

Added by: Malene Bang Hansen | Joined business: Oct 11, 2021

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Select asset type	Select assets
Pages	Search & Filter <input type="text"/>
Ad accounts	Name <input type="text"/>
Catalogs	<input type="text"/>
Apps	<input type="text"/>
Pixels	
Instagram accounts	

Content

Create, manage or delete posts, stories and more as the Instagram account.

Messages

Send and respond to direct messages as the Instagram account.

Community activity

Review and respond to comments, remove unwanted content and report activity.

Ads

Create, manage and delete ads for the Instagram account.

Insights

See how the Instagram account, content and ads perform.

Cancel **Save Changes**