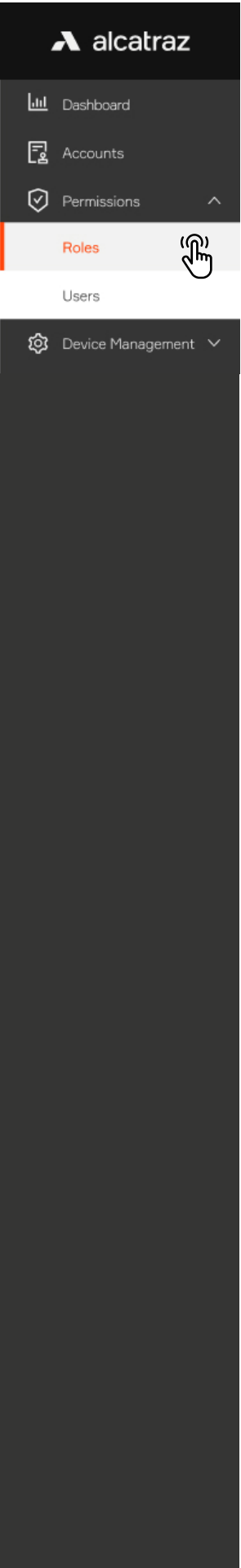
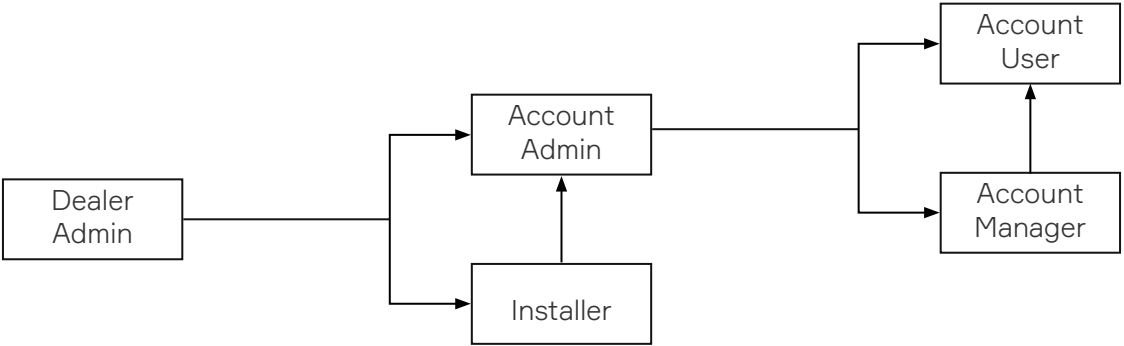


Create/Delete Users for Admin Portal



Overview of Permission Roles

When a user is created, the user is assigned one of the Roles described below.
The user must be associated with an Account and a Site. Therefore, the Account and Site must be created first.
This guide will walk through creating an Account, Site and creating or deleting a User.



Home / Permissions - Roles

Permissions - Roles

This page shows all available Roles on the Platform. Users with different access roles have different access to Platform resources.

Alcatraz Administrator

An Alcatraz Administrator is a master administrator of the system. An Alcatraz Administrator can Add/Edit/Delete any entity within the system. The main role of the Alcatraz Administrator is to create and manage Dealers and Dealer Administrators. This user will also provide technical support, as needed.

View users assigned to this Role

Dealer Admin

A Dealer (System Integrator) Administrator has the highest privileges of any user within a Dealer's organization. The Dealer Administrator can Add/Edit/Delete any entities within the system integrator's account. The main role of the Dealer Administrator is to create and manage Accounts and Account Administrators. The Dealer Administrator will also create and manage Installers.

View users assigned to this Role

Installer

An Installer is provisioned privileges by a Dealer Administrator and may have access to one or more accounts. The Installer can Add/Edit/Delete any entities within the Accounts to which the Installer has been given access. The main role of the Installer is to physically install and commission the onsite products at the Account locations.

View users assigned to this Role

Account Administrator

An Account Administrator has the highest privileges of any user within an Accounts Organization. The Account Administrator can Add/Edit/Delete any entities within the Account. The main role of the Account Administrator is to create and manage Account Managers and Account Users. The Account Administrator will be involved during the installation and commissioning of the products.

View users assigned to this Role

Account Manager

An Account Manager has a reduced set of privileges compared to the Account Administrator. The Account Manager can view the Dashboard and create reports for events and alarms. The Account Manager can create and manage Account Users. The main role of the Account Manager is to monitor the system for events, alarms and errors.

View users assigned to this Role

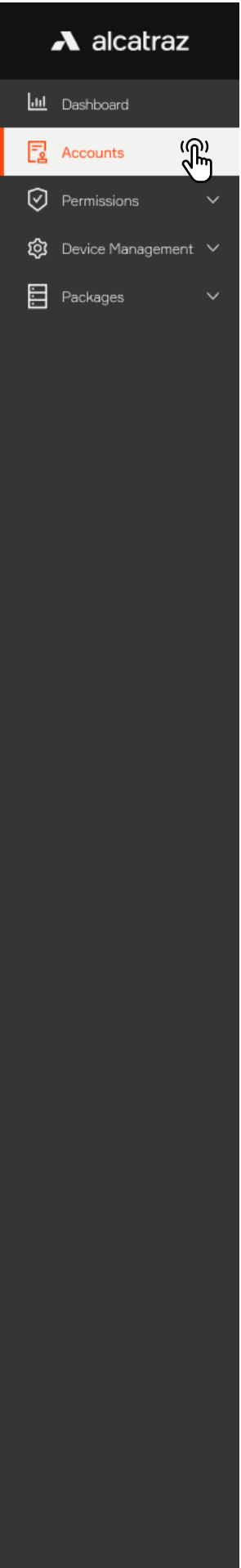
Account User

An Account User has a minimal set of privileges. The Account User can view the Dashboard and create reports for events and alarms. The main role of the Account User is to manage user Profiles, including user enrollments and deletions.

View users assigned to this Role

Ver. 1.01

2



Create an Account (End User Company)

- 1. Go to Accounts and click on Create an Account
 - An Account for the company must be created or already exists before a user account (ex. Installer) can be created to associate with the company.
 - Name the Account by choosing the Company name or Organization name of where the installation will be carried out.
- 2. Fill out the information in the Add Account pane.
- 3. Click Submit

Home / Accounts

Accounts

Search dealers...

<input type="checkbox"/>	Name	Account Number	Registered	Devices Count	
<input type="checkbox"/>	Micro Squared	286	1		View Account ...

+ Create an Account

1

2

Add Account

Home / Accounts

Create account

* Account name

Micro Squared

* E-mail

office@microsquared.com

Account Number

Account Number

Country

United States

City

Redwood City

ZIP Code

94063

Billing address

1808 El Camino Real

Billing phone number

1 (650) 600-0197

Cancel

Submit →

3



alcatraz

Dashboard

Accounts

Permissions

Device Management

Devices

Sites

Security Events

QR Code

Profiles

Packages

Create a Site

1. Go to Device Management->Sites

■ Use the filter to search if site already exists

■ Best practice is to use geographical locations ex. Headquarters

*If a site is not created for Installer, installer will create one

2. If the site does not exist, create a new site by clicking Create a Site

3. Fill out the info in the Add Site pane and accurately select the Account where the Rocks will be installed

4. Click Submit

Home / Device Management - Sites

Device Management - Sites

+ Create a Site

Lab-floor8

Name	Device link	Account
<div>No Data</div>		

Add Site

Home / Sites

Create Site

* Site name

Lab-floor08

* Site description

Lab rooms

Site address

Redwood city

Contact Info

1 (650) 600-0197

Account

Micro Squared

Cancel

Submit



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Dashboard

Accounts

Permissions

Roles

Users

Device Management

Packages

Create a User

1. Go to Permissions->Users and filter on Installer

■ Check If the installer exists and is associated with the right Company Account

2. If the installer is not in the list create an Installer account by clicking Create a User.

3. Enter the information for the installer and select Role = Installer and Account where the Rocks will be installed

4. Click Submit

Note: Roles can be any of the permission roles (page 2).

Home / Permissions - Users

Users

Search users...

Account User

<input type="checkbox"/>	Name	Email	Account	Access Level
<div><div></div><div>No Data</div></div>				

Add User

Home / Permissions - Users

Create new User Account

* First Name

John

* Last Name

Smith

* Login Password

.....

* E-mail

johnsmith@microsquared.com

Role

Account

Installer

Micro Squared

Cancel

Submit



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Dashboard

Accounts

Permissions

Roles

Users

Device Management

Packages

Delete a User

- 1. Go to Permissions->Users and identify the user you wish to delete
- 2. Navigate to the far right, click on the three dots and select Delete

Home / Permissions - Users

Users

Create a User

Search users...

<input type="checkbox"/>	Name	Email	Account	Access Level
<input type="checkbox"/>	<div>JS</div> John Smith	johnsmith@microsquared.com	Micro Squared	Installer

Edit

View

Delete

