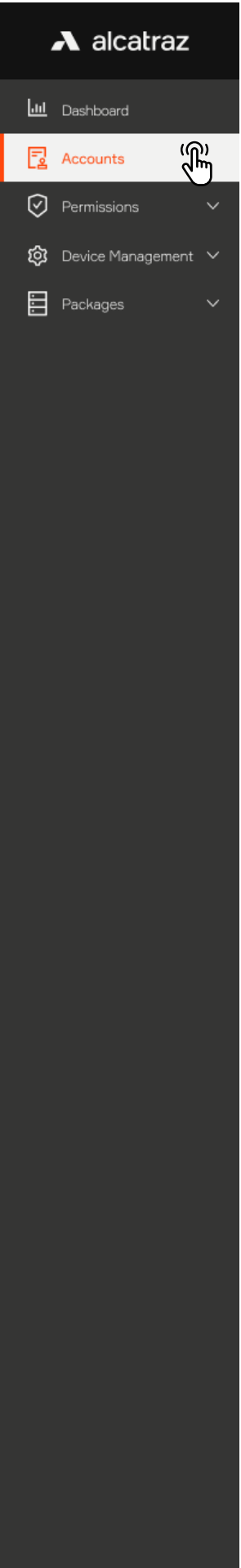


# Managing Accounts



Overview

Accounts identify end user companies and must be created for administering Rocks. Dealer Admins can create/delete Accounts and manage multiple accounts. A user with installer or Account Administration role can view but cannot edit the Account information or delete the Account and will only see the Account they are managing.

Create an Account

- 1. Go to **Accounts** and click on **Create an Account**.
- 2. Complete the information in the **Add Account** pane.
- **Account Number** (optional) – gives flexibility to add a number to associate with, for example, a billing account.
- 3. Click **Submit**.

Home / Accounts

Accounts

☐

Name

Account Number

Registered Devices Count

Search Alcatraz.ai for user and sites...

Home / Accounts

Accounts

☐

Name

Account Number

Regis

☐

Alcatraz Organization

286459978

24

☐

ABC Company

290394039

8

☐

ABC Organization

348348599

12

Add Account

Home / Accounts

Create Account

\* Account name

\* E-mail

Account Number

Country

City

ZIP Code

Billing address

Billing phone number

Cancel

Submit →

1

2

3



# Edit an Account

1. Identify the Account from the list or search for the Account in the search bar.

2. Navigate to the far right, click on the three dots and select **Edit** to open up the **Edit Account** pane.

3. Update Account information and click **Submit**.

Home / Accounts

Accounts

Create an Account

micro

	Name	Account Number	Registered	Devices Count	
	Micro Squared	862548997	3		<a href="#">View Account</a> <div><div>Edit</div><div>View</div></div>

Search Alcatraz.ai for user and sites...

Edit Account

Home / Account / Micro Squared

Account admin@microsquared.com

Delete

\* Account name

Micro Squared

\* E-mail

admin@microsquared.com

Account Number

862548997

Country

United States

City

San Jose

ZIP Code

95129

Billing address

1808 El Camino Real

Billing phone number

Billing phone number

Sites

2

Active devices

3

Cancel

Submit

# View an Account

1. Identify the Account from the list or search for the Account in the search bar.

2. Click on the Account name or navigate to the far right, click on the three dots and select **View**.

3. The Account information page will be displayed.

Home / Accounts

Accounts

+ Create an Account

micro

	Name	Account Number	Registered	Devices Count	
<input type="checkbox"/>	Micro Squared	862548997	3	<a href="#">View Account</a>	<div><div>Edit</div><div>View</div><div>Delete</div></div>

Home / Accounts / Micro Squared

Accounts admin@microsquared.com

Delete Modify Account

Account Information

Account ID: feec8a9c-b5d4-463f-ad2c-d1649672922d

Account Name: Micro Squared

Sites

2

View all

Active Devices

3

View all

Billing Contact Information

E-mail: admin@microsquared.com

Country: United States

City: Redwood City

Zip: 95129

Billing Address: San Jose

Billing Phone Number:

Card Information

+ Create a Card Format

Name	Custom	Number of Bits
------	--------	----------------

1

2

3

## Delete an Account

1. Identify the Account from the list or search for the Account in the search bar.
2. Navigate to the far right, click on the three dots and select **Delete**.
3. Confirm the deletion.

Home / Accounts

Accounts

Create an Account

micro

<input type="checkbox"/>	Name	Account Number	Registered	Devices Count	
<input type="checkbox"/>	Micro Squared	862548997	3	<a href="#">View Account</a>	<div><div>...</div><div>Edit</div><div>View</div><div>Delete</div></div>

?

Are you sure you want to delete organizations with ID: 1f38aa03-0683-43f1-b6d3-ebef9455d7b4?!

Deleting a resource will permanently remove it from the system!

Cancel

Confirm