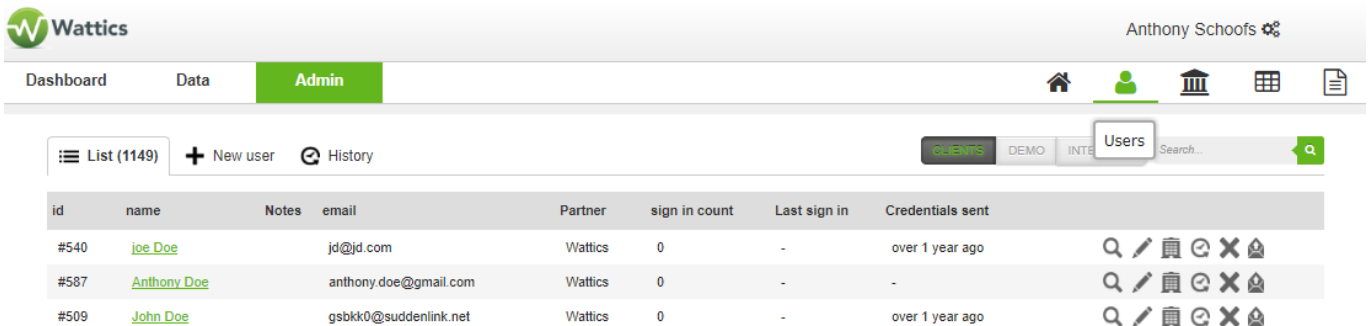


This posts documents how to manage users and access rights from the Admin page within your Dashboard account.

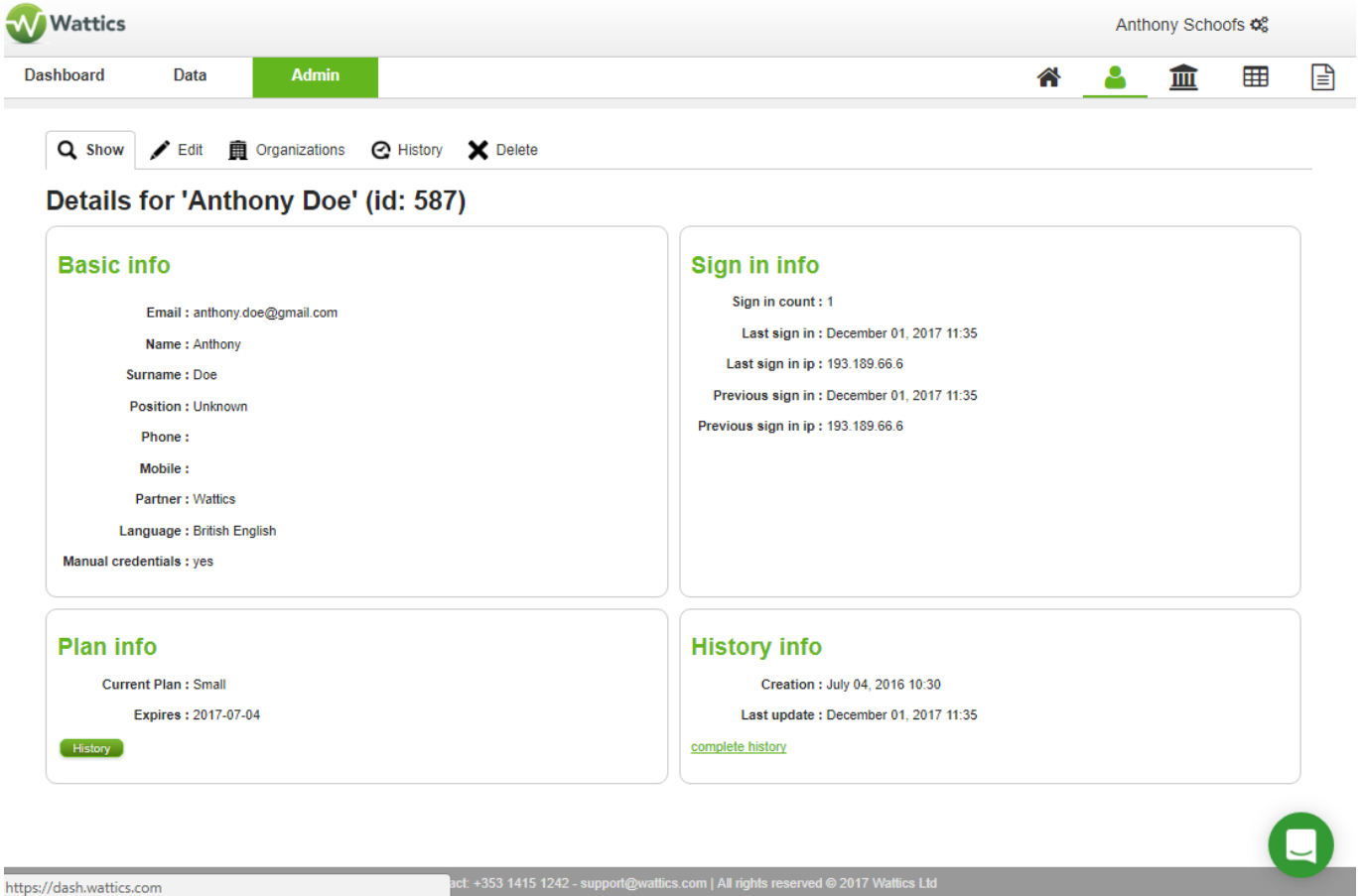
Log in to the dashboard and click on **Admin** in the top right menu. In the top menu, click on the **Users** icon to see the list of user accounts that you currently manage (i.e. colleagues or customers).



The screenshot shows the Wattics Admin interface. At the top, there's a navigation bar with 'Dashboard', 'Data', and 'Admin' (highlighted in green). On the right, the user 'Anthony Schoofs' is logged in. Below the navigation bar, there's a 'Users' section with a search bar and a 'Users' dropdown menu. The main content area displays a table of users with columns for id, name, Notes, email, Partner, sign in count, Last sign in, and Credentials sent. Each row has a magnifying glass icon for more details.

id	name	Notes	email	Partner	sign in count	Last sign in	Credentials sent	
#540	<a href="#">Joe Doe</a>		jd@jd.com	Wattics	0	-	over 1 year ago	
#587	<a href="#">Anthony Doe</a>		anthony.doe@gmail.com	Wattics	0	-	-	
#509	<a href="#">John Doe</a>		gsbkk0@suddenlink.net	Wattics	0	-	over 1 year ago	

You can click on the magnifying glass icon to see more information about a specific user.



The screenshot shows the Wattics Admin interface. At the top, there is a navigation bar with 'Dashboard', 'Data', and 'Admin' (highlighted in green). The user 'Anthony Schoofs' is logged in. Below the navigation bar, there are icons for home, user profile, organizations, calendar, and document. A search bar contains 'Show', 'Edit', 'Organizations', 'History', and 'Delete'. The main content area is titled 'Details for 'Anthony Doe' (id: 587)'. It is divided into four panels: 'Basic info', 'Sign in info', 'Plan info', and 'History info'. The 'Basic info' panel lists: Email: anthony.doe@gmail.com, Name: Anthony, Surname: Doe, Position: Unknown, Phone: , Mobile: , Partner: Wattics, Language: British English, and Manual credentials: yes. The 'Sign in info' panel lists: Sign in count: 1, Last sign in: December 01, 2017 11:35, Last sign in ip: 193.189.66.6, Previous sign in: December 01, 2017 11:35, and Previous sign in ip: 193.189.66.6. The 'Plan info' panel lists: Current Plan: Small, Expires: 2017-07-04, and a 'History' button. The 'History info' panel lists: Creation: July 04, 2016 10:30, Last update: December 01, 2017 11:35, and a 'complete history' link. The footer contains the URL 'https://dash.wattics.com', contact information '+353 1415 1242 - support@wattics.com', and copyright 'All rights reserved © 2017 Wattics Ltd'. A chat icon is visible in the bottom right corner.

You can edit the user account information by clicking on the Edit icon.

Q Show Edit Organizations History Delete Send Credentials

### Edit 'Joe Bloggs' (id: 497)

Name\*

Surname\*

Phone

Mobile

Email\*

Notes

Set password

User position\*







Lock account

Language

Plan

Required\*




You can modify access rights to specific organisations and sites by clicking on the Building icon. Just type in the name of the new organisations you want to give them access to and click Add to give access. You can on the left panel select and unselect sites within a specific organisation and update your settings.

 Anthony Schoofs ⚙️  
Dashboard Data Admin     

Q Show Edit Organizations History Delete

### Organizations for 'Anthony Doe' (id: 587)

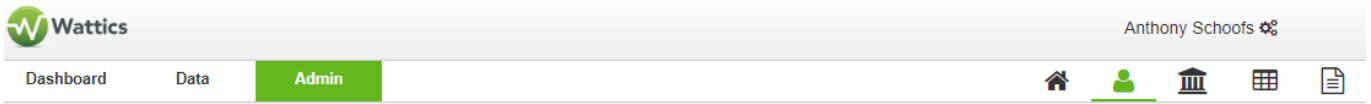
#### Current Organization(s)

-  Best Resorts Inc.
  -  Alpha Hotel
  -  Beta Resort & Spa

#### Add New Organization

Organization

You can review the history of modifications you made to user details and access rights by clicking on the History icon.



🔍 Show ✎ Edit 🏢 Organizations 🕒 History ✕ Delete

### History for 'Anthony Doe' (id: 587)

Date/Time	Action	Performed	
		by	Details
December 01, 2017 11:35	update	-	Changed encrypted_password ["\$2a\$10\$E4VLvHVVvdUNe4.3/NOcuY5o/GRq7STxXrJe3K7DfWAr015NZLq" -> "\$2a\$10\$E68b.Xlm91vAtyOHAJ0wmul62T3HMOxNqNn.X1GeuF49mGwrD5lem"], stripe_id ["-" -> ""], credentials_sent ["-" -> "2017-12-01 11:35:10 UTC"]
July 04, 2016 10:30	create	-	

You can create new users by clicking on the + icon. There you must select the dashboard plan they must be associated to, i.e. what functionality they have access to and the associated subscription plan.

☰ List + New user 🕒 History

### New User

Name\*

Surname\*

Phone

Mobile

Email\*

Notes

Set password

User position\*

Language

Plan

Required\*

Untick the “Set password” button if you want them to receive an automated email to set their password. You may as well tick the “Set password” button if you prefer to set a specific password and send it over yourself by email. The email address of the user will be the username to log in.

Set password

Password\*

Password confirmation\*

You can also set the language for the user and add notes about the user that only Admin users will see.

Once the user has been created, you must give me access rights to some organisations and sites (see STEP 5), and then click on the “Mail” icon at the very right to get the automated username/password email sent to them.

#678 Jane.Doe jane.doe@abc.com ABC Inc 0 - 🔍 ✎ 🔄 🗑️ 🏠