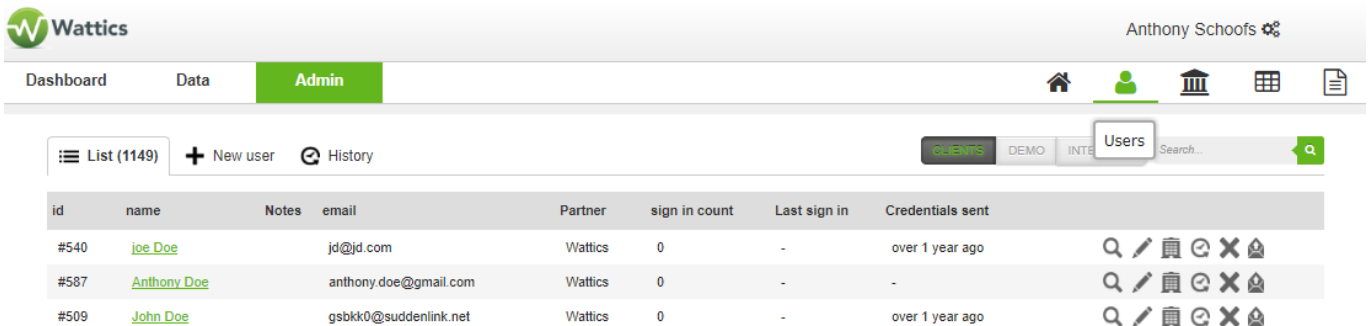




















This posts documents how to manage users and access rights from the Admin page within your Dashboard account.

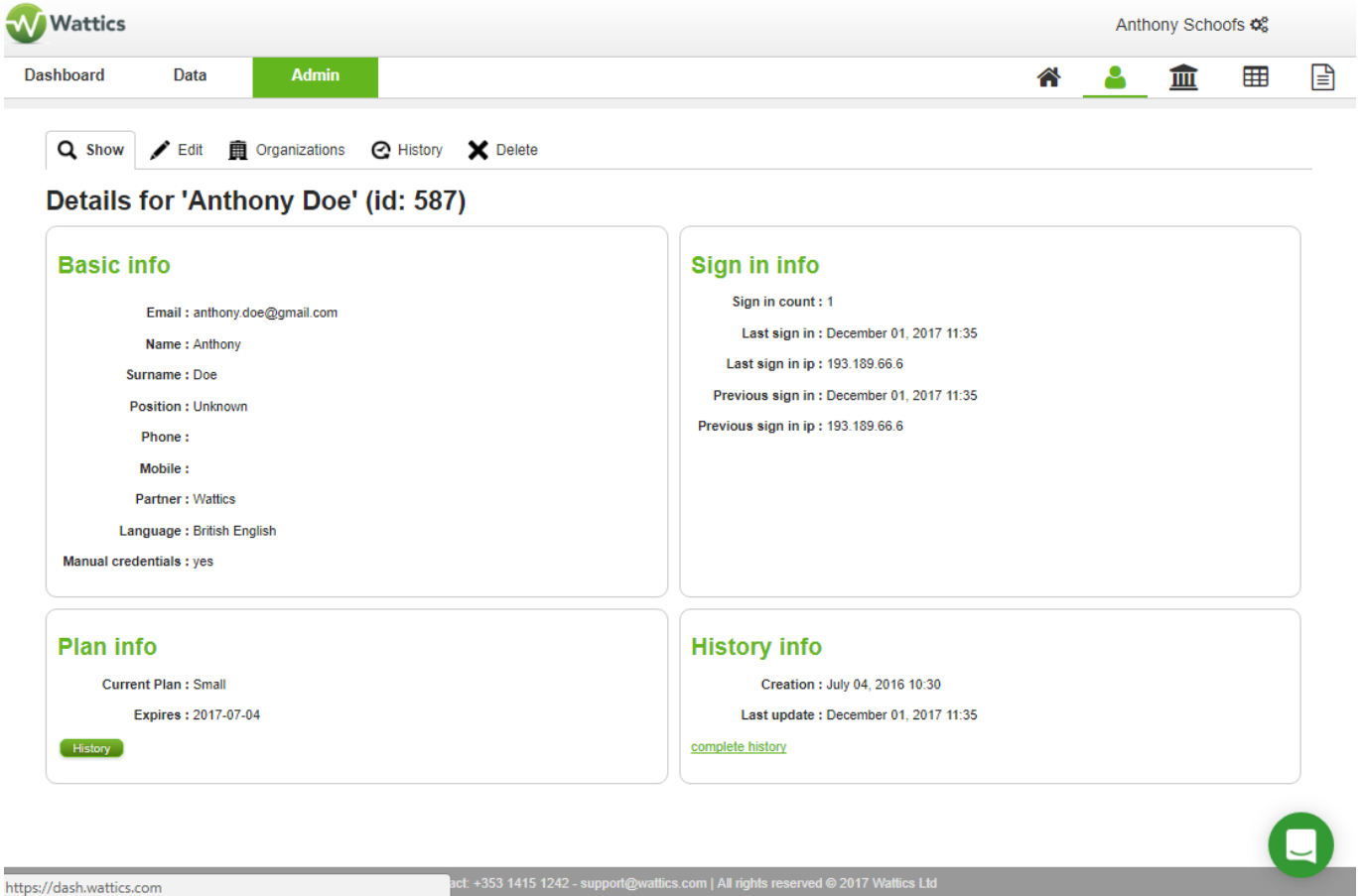
Log in to the dashboard and click on **Admin** in the top right menu. In the top menu, click on the **Users** icon to see the list of user accounts that you currently manage (i.e. colleagues or customers).



The screenshot shows the Wattics Admin interface. The top navigation bar includes 'Dashboard', 'Data', and 'Admin' (highlighted). The user 'Anthony Schoofs' is logged in. The 'Users' section is active, showing a list of 1149 users. The table below displays the first three users:

id	name	Notes	email	Partner	sign in count	Last sign in	Credentials sent	
#540	Joe Doe		jd@jd.com	Wattics	0	-	over 1 year ago	     
#587	Anthony Doe		anthony.doe@gmail.com	Wattics	0	-	-	     
#509	John Doe		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's a navigation bar with 'Dashboard', 'Data', and 'Admin' (highlighted). The user 'Anthony Schoofs' is logged in. Below the navigation bar, there's a search bar and action buttons: 'Show', 'Edit', 'Organizations', 'History', and 'Delete'. The main content area is titled 'Details for 'Anthony Doe' (id: 587)'. It contains four panels: 'Basic info', 'Sign in info', 'Plan info', and 'History info'. The 'Basic info' panel lists fields like Email, Name, Surname, Position, Phone, Mobile, Partner, Language, and Manual credentials. The 'Sign in info' panel shows sign-in count and dates. The 'Plan info' panel shows the current plan and expiration date. The 'History info' panel shows creation and last update dates. A 'History' button is present in the 'Plan info' panel. The footer contains the URL 'https://dash.wattics.com', contact information '+353 1415 1242 - support@wattics.com', and copyright notice 'All rights reserved © 2017 Wattics Ltd'. A chat icon is visible in the bottom right corner.

Basic info

- Email : anthony.doe@gmail.com
- Name : Anthony
- Surname : Doe
- Position : Unknown
- Phone :
- Mobile :
- Partner : Wattics
- Language : British English
- Manual credentials : yes

Sign in info

- 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
- Previous sign in ip : 193.189.66.6

Plan info

- Current Plan : Small
- Expires : 2017-07-04
- [History](#)

History info

- Creation : July 04, 2016 10:30
- Last update : December 01, 2017 11:35
- [complete history](#)

https://dash.wattics.com | Contact: +353 1415 1242 - support@wattics.com | All rights reserved © 2017 Wattics Ltd

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)

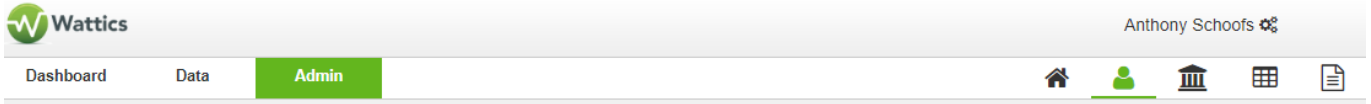
 Best Resorts Inc.

-  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\$E4VLvHVvxdUNe4.3/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	-	    
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