



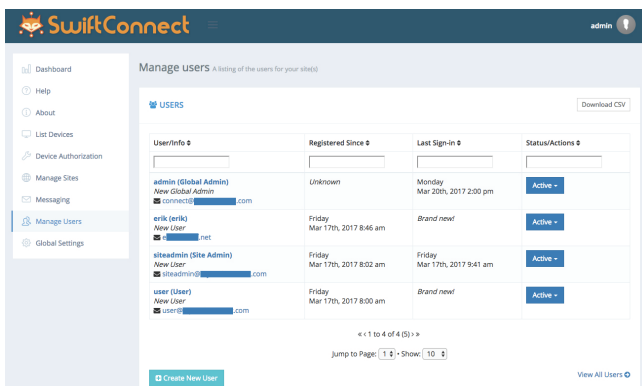
User Accounts

Initial Setup

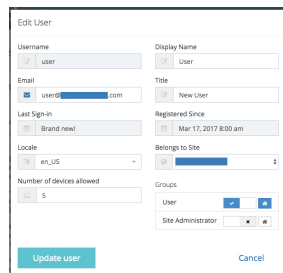
The “user” role is meant for the individual that would like to manage the devices they want connected to the WiFi network through the SwiftConnect™ Device Manager.

Global Administrators are able to create user accounts for any site. Site Administrators may only create users for the site they are assigned to. The number of devices a user can connect is defined when the account is created and can be modified at any time by a Global Administrator or Site Administrator.

To create a user account, login to your SwiftConnect™ Device Manager Administrator account. On the left-hand menu, click on **Manage Users**. Here you will see the list of all the existing user accounts on your Site(s). Scroll to the bottom of the of the screen and click on the blue **Create New User** button.



A window will appear. Here you enter in the credentials for your user account. We suggest setting up all the user accounts you will need ahead of time, so when a new user registers, minimal changes need to be made by you or the property’s management staff.



EXAMPLE

For this process we are going to use the example of a property with the name “University Villas.”

When creating **usernames**, be consistent. We would recommend a username of “uv-100,” with “uv” correlating to the site name and “100” representing the unit number. For communities with multiple tenants per unit, we have used the the naming convention of “uv-100a” and “uv-100b,” etc.

Each user account needs a **unique email address**. Use a stand-in email address until a legitimate one can be entered. For example: “uv100@myswiftconnect.com”.

Enter in the **number of devices** allowed per user. The device allowance can be changed for individual users at a later date if needed.

For the **Display Name** use either the username or something simple along the lines of “Unit #100.”

The **Title** will remain “New User” until the account is edited to enter in the user’s personal email address. You may want to recommend changing the Title at that time to the name of the user (i.e. “Jane Doe”). This will help keep track of outdated accounts and allow you to search by name.

In order for the user account to be accessed, you must **assign it to a Site** using the drop down menu. Users not assigned to a Site will, essentially, not exist.

When finished, click the blue **“Create User”** button.