Enabling Client Control Setting Up Site Administrators



The "Site Administrator" role works exactly like the "Global Administrator" except they only have access to one site that is defined when their account is initially created. The Site Administrator is generally reserved a member of your client's staff (i.e. Manager of a Hotel or Apartment property).

STEP 1

To configure a Site Administrator account you must first login to your Global Administrator account. From here, click on **Manage Users.**

Dashboard	Manage users A listing of the users for	ir your site(s)		
3 Help				
About	VSERS	Download CSV		
List Devices	User/Info =	Registered Since \$	Last Sign-in 0	Status/Actions \$
Device Authorization				
Manage Sites	admin (Global Admin)	Unknown	Monday	Active -
Messaging	New Global Admin		Mar 20th, 2017 2:00 pm	
B Manage Users	erik (erik) New User	Friday Mar 17th, 2017 8:46 am	Brand newl	Active -
Global Settings	🖾 e 🔜 .net			
	siteadmin (Site Admin) New User Siteadmin@	Friday Mar 17th, 2017 8:02 am	Friday Mar 17th, 2017 9:41 am	Active +
	user (User) New User SuserS	Friday Mar 17th, 2017 8:00 am	Brand newl	Active +
		«<1 to 4 of 4	(5) > >	
	lumo to Pager 1.6 - Show 10. 6			

STEP 2

Create new user. In the window that opens, fill out the information for the Site Administrator (username, email, display name, etc). Make sure to set the Site that they will have access to:

		Belong	gs to Site	
Edit User Username	Display Name	0	No site selected	\$
Email user@	Title New U:			
Last Sign-in Brand new!	Registered Sinc Mar 17	æ , 2017 8:00 am		
Locale - en_US -	Belongs to Site	•		
Number of devices allowed	Groups User Site Adminis	rator x a		
Update user		Cancel		

STEP 3

Lastly, set the user's permissions. In the box labeled "Groups," **checkmark the Site Administrator option and select the "home" button** so it turns blue. After, deselect the "User" option above.

User	_	
0.000	×	#
Site Administrator 📿		*

STEP 4



STEP 4

Once the Site Administrator is created the email used to during the Site Administrator creation will receive an email to setup the password for the account.

If this email is not received, you can resend it by clicking the **blue Active button** next to the user account in your Manage Users section and selecting **Change Password** from the dropdown menu. Make sure **"Send the user a link that will allow them to choose their own password"** is selected and click **Submit**.

Active -	Change User Password	
	 Send the user a link that will allow them to choose their 	own password
In Edit user	 Set the user's password as: Password 	
	≪ 8-50 characters	
Disable user	Confirm password	
岡 Delete usor	r,	Capital
	Thursday	Cancer