

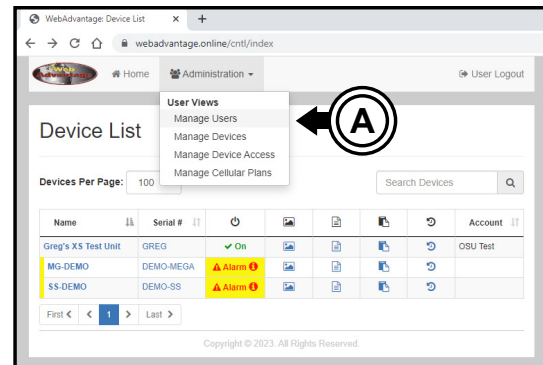
## Manage Users > Create a New User

This guide is designed to help a device manager with creating a new WebAdvantage user as well as assigning users to controllers.

Note: Screens may vary slightly across different devices and sizes.

### Step 1:

After login, choose **Administration**, **User Views**, **Manage Users**. (See figure A)



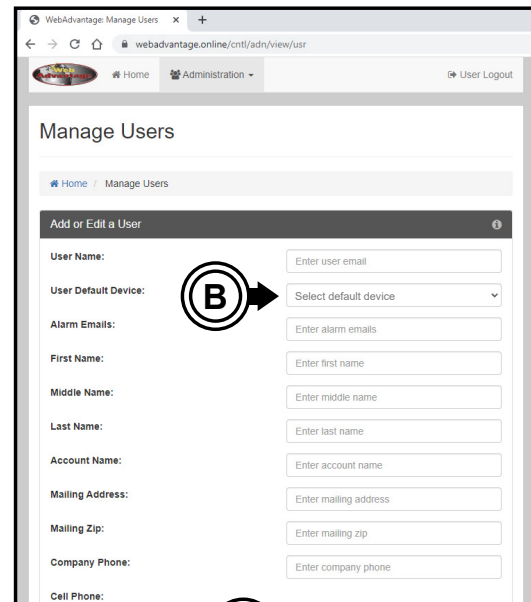
### Step 2:

Enter user information. Note: Username will be an email address.

### Step 3:

Choose a **User Default Device**. This must be done to see user after creation. (See figure B)

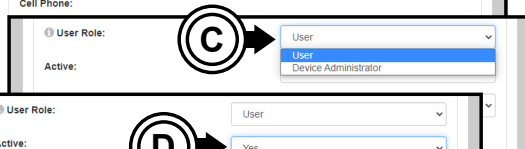
Note: If you are just adding a user to just (1) controller you can add it here and skip section on adding users to controllers.



### Step 4:

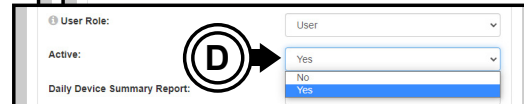
Choose a **User Role**. "User" can only see devices assigned to them. "Device Administrator" can create other admins as well as other users.

(See figure C)



### Step 5:

Choose **Active** status. "Yes" is enabled by default. "No" removes the user's login but retains their settings. (See figure D)



### Step 6:

Choose **Daily Device Summary Report** status. "No" is enabled by default. By selecting "Yes" you will receive a summary email of controller status, remote alarms, connection quality, etc.

(See figure E)



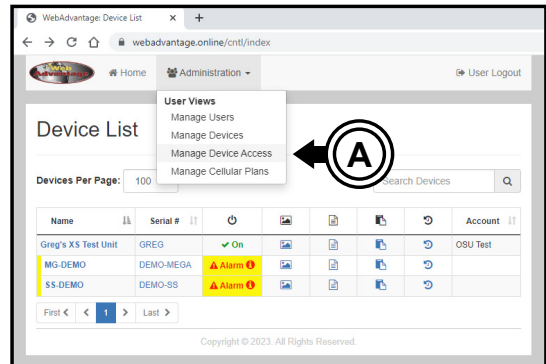
## Manage Device Access > Add User to Controller

This guide is designed to help a device manager with creating a new WebAdvantage user as well as assigning users to controllers.

Note: Screens may vary slightly across different devices and sizes.

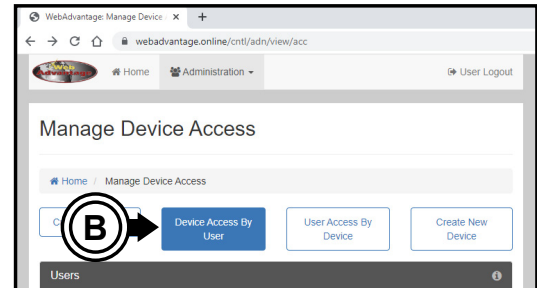
### Step 1:

After login, choose **Administration**, **User Views**, **Manage Device Access**. (See figure A)



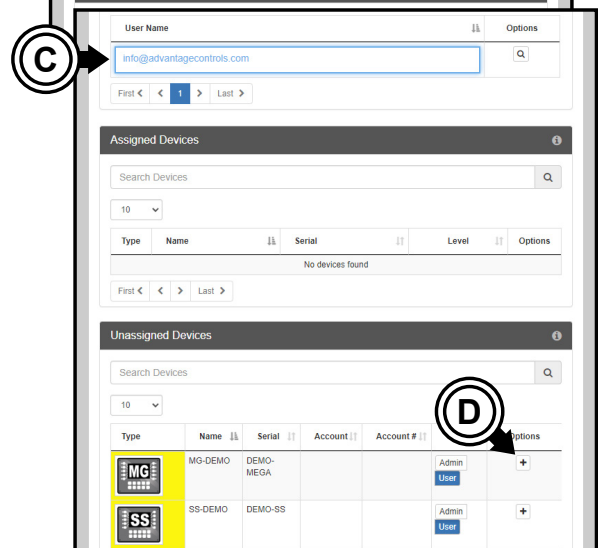
### Step 2:

Choose **Device Access By User**. (See figure B) Only a list of available Users will be seen. The list of Assigned and Unassigned Devices will be blank.



### Step 3:

Choose a **User Name** (email). The email will highlight and a list of Assigned and Unassigned Devices will appear. (See figure C)

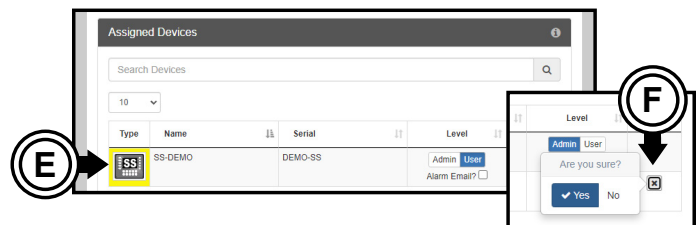


### Step 4:

Locate an **Unassigned Device** you would like to add to the user. Click on the “+” icon to add. (See figure D)

### Step 5:

The controller will now be added to the **Assigned Devices** list. From here you can also change the permissions level to “Admin” or “User” as well as enable/disable “Alarm Emails”. (See figure E)



### Step 6:

If you need to revoke access to a device, click on the “x” icon. (See figure F) Note: If you remove yourself only a company admin or Advantage customer service team member can re-enable.