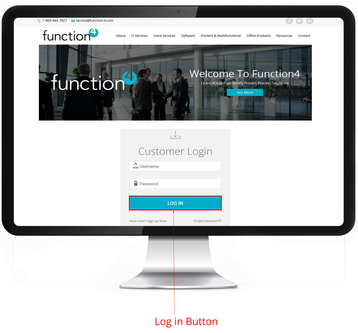
function4

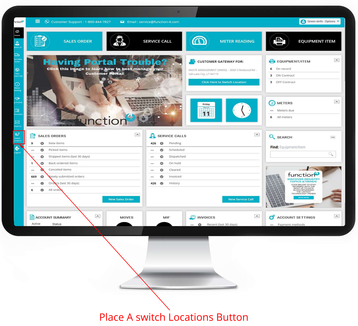
1. How to Add, manage Users & Permissions :

1.1) Log In :- On the Log in screen, enter your Username and Password. Click the Log in button.



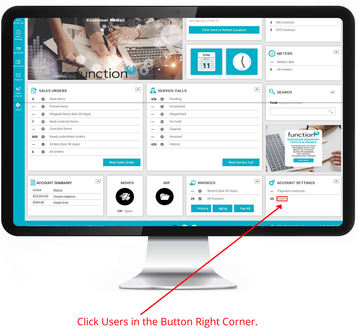
Log in Button

1.2) Click on Switch Locations :- Customer will need to switch locations to get to the user settings.



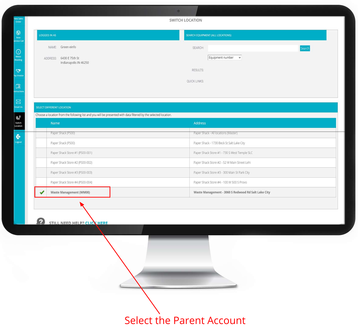
Place A switch Locations Button

1.3) Click Users in the Button Right Corner :- On the users screen, click on users in the button right corner.



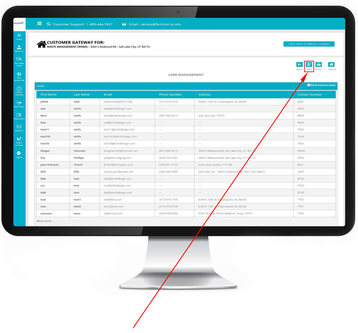
Click Users in the Button Right Corner.

1.4) The User will need to Select the Parent Account :- The user will need to select the parent account they wish to add user or edit edit the permissions of a user. Parent account is not the master account. Parent account will be the account with no dash or numbers following.



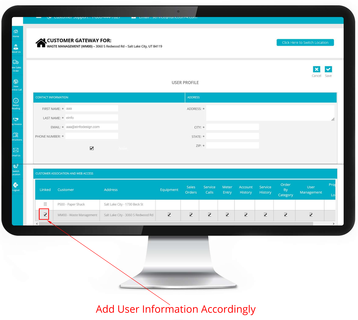
Select the Parent Account

1.5) To Add User Click Add Icon Buton:- To Add user Click Add Icon top right.



To Add User Click Add Icon top Right

1.6) Add User Information Accordingly:- Add user information accordingly. Give them permissions to limit what you want them to have access. Choose which locations they can see and what they can do at each location.



Add User Information Accordingly

Users and Permissions Complete