

WebAdv3 Quick Steps

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 Users		
# Home / Manage Users		
Add or Edit a User	0	i
User Name:	Enter user email	1
User Default Device:	Select default device	
Alarm Emails:	Enter alarm emails	
First Name:	Enter first name	
Middle Name:	Enter middle name	
Last Name:	Enter last name	
Account Name:	Enter account name	
Mailing Address:	Enter mailing address	
Mailing Zip:	Enter mailing zip	
Company Phone:	Enter company phone	
Cell Phone:		
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Active:	((E)) _{Yes}	





WebAdv3 Quick Steps

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.





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