GreenTrapOnline
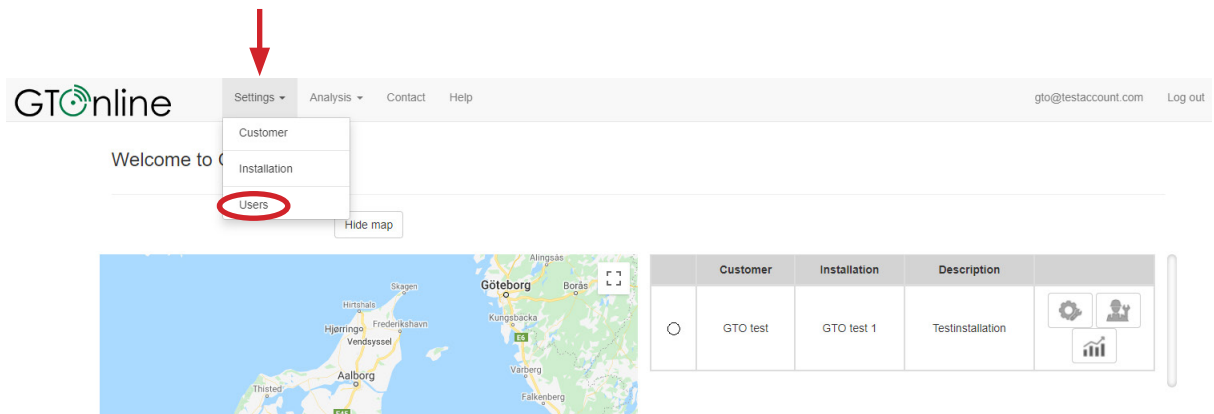
Quick guide to create new user in GTOnline

As an Administrator/Super user in GTOnline you are able to set up new users and grant them access to installations.

You can set up new users with different preferences as needed.

To create a new user click on **Settings** in the top menu bar on the start page of GTOnline and select **Users**.

Create new user

Click the button **Add new** in the Users window to go to **Create new user** window.
Fill out information about the new user

You can choose the rights that the new user in GTOnline should have.

If you tick off **Administrator** the new user will have the same rights as you to set up, edit and delete customers, installations and new users, make inspections etc.

If you tick off **Can inspect alarms** and **Can activate service mode** the new user will only be able to set installation in service mode and make inspection of Control Points in GTOnline.

If you tick off **Can edit installation** the user will be able to edit installations e.g. set up or delete control points.

If you don't tick off any of the boxes, the user will only be able to see installations in GTOnline.

Select a password for the new user and click **Register**.

Installation access

Click the button **Edit** in front of the new user to grant access to installations.

In the 'Edit user' window click the button **Installation access** and **Add installation access**.

Tick off the installation(s) which the user should have access to and click the button **Update installation access**.

The new user is now set up in GTOnline.

Send login information to the new user

Once you have set up the new user in GTOnline remember to send login information to this person.