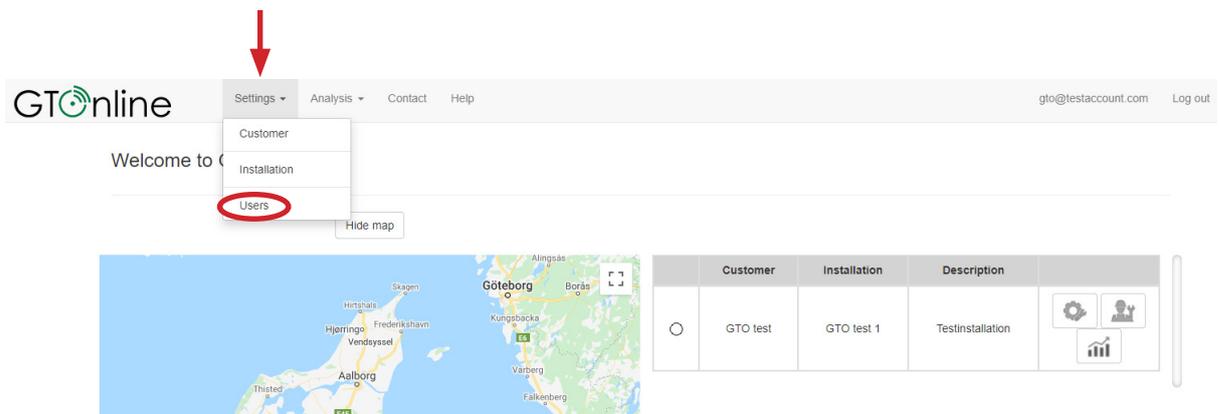


## Quick guide to create new user in GTOonline

As an Administrator/Super user in GTOonline 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 GTOonline 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

 Create new user

First name

Last name

Description

Email address

Administrator

Can inspect alarms

Can activate service mode

Can edit installations

Password

Confirm password

You can choose the rights that the new user in GTOonline 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 GTOonline.

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 GTOonline.

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.



Users

Add new

First name	Last name	Description	Email address	
GTO	Testaccount	Test	gto@testaccount1.com	<span>1</span> <span>Edit</span> <span>Delete</span>

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



Add installation access

Name	Email address
GTO Testaccount	gto@testaccount1.com

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

Update installation access 3

	Customer	Installation	Description
<input checked="" type="checkbox"/> <span>2</span>	_GTO	_LoRa test site	LoRa Test Site
<input type="checkbox"/>	GTO test	GTO test 1	Testinstallation

The new user is now set up in GTOOnline.

### Send login information to the new user

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