

# DV3302 – User Account Setup

**Software Release** ViewPoint v1.1.1

**Scope** Demonstrate how to set up a new user account.

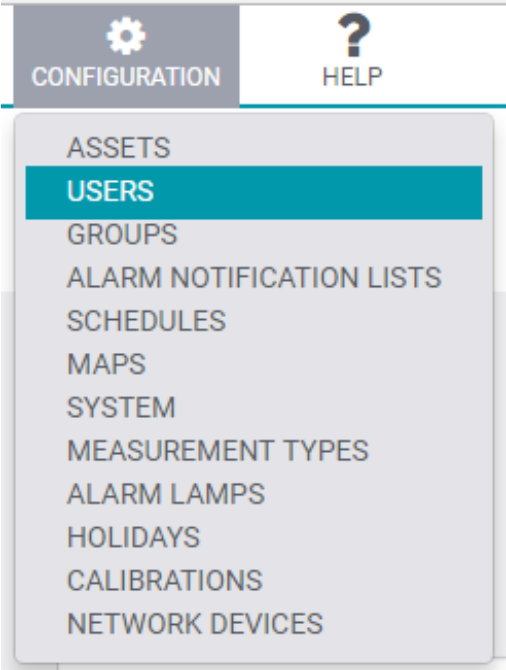

**Purpose** This is the first step to allowing access so that a user can monitor Assets on the system and receive alarm notifications. A User must be added to the system before they can be added to groups and notification lists.

**Applicable User Groups** System Administrator, and Group Administrator

**Requirements** User must be logged into the ViewPoint system with System or Group Admin privileges. To create notification Schedules from all groups requires Administrator privileges.

**Note:** Group Admins will only be able to create new groups from users and Assets assigned to groups for which they are admins. A Group Admin cannot create an Admin account, just another Group Admin or User account, and from Assets in their group(s).

**Process**

Step 1	From the Home Screen, navigate to the <b>CONFIGURATION</b> Menu and select <b>USERS</b> from the dropdown.	 A screenshot of a software interface. At the top, there are two tabs: 'CONFIGURATION' (with a gear icon) and 'HELP' (with a question mark icon). Below the tabs is a dropdown menu with the following items: ASSETS, USERS (highlighted in teal), GROUPS, ALARM NOTIFICATION LISTS, SCHEDULES, MAPS, SYSTEM, MEASUREMENT TYPES, ALARM LAMPS, HOLIDAYS, CALIBRATIONS, and NETWORK DEVICES.
<b>Results:</b> This will open the <b>USER CONFIGURATION</b> page.		
Step 2	Click the Add User button in the upper right portion of the screen.	 A screenshot showing two buttons. The first is a teal button with a printer icon and the text 'Print'. The second is a teal button with a person icon and a plus sign, and the text 'Add User'. A hand cursor is pointing at the 'Add User' button.
<b>Results:</b> This will open the New User setup screen.		

<p>Step 3</p>	<p>Fill in the Username, First Name, Last Name Fields and select the User Role from the dropdown.</p>	
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**Results:** This is the basic information required to set up a user. Next, we will fill out the contact information so the user can receive alarm notifications.

<p>Step 4</p>	<p>Fill in the Primary Email, Secondary Email (optional), and any of the optional Text number, Voice number, and Pager number. It is recommended to fill out at least an email and primary phone number.</p>	
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**Results:** Adding this information allows the user to receive alarm notifications when they are assigned to an escalation group. If Twilio is not activated, the pager number can be used as a secondary text [phone](#) number.

<p>Step 5</p>	<p>If 21 CFR Part 11 is enabled (this is active by default), then enter user name and password to finish the set up.</p>	
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**Results:** This will authenticate the process and add the credentials to the change log to show who added the user and when.

Step 6

Click Save button

Cancel

Save

**Results:** The new user is now set up. ViewPoint will return to the **USER CONFIGURATION** Screen. The new user should now show in the list of users on the User Configuration Screen.

### **Related Documents**

<b>Document No.</b>	<b>Title</b>	<b>Scope</b>
DV3110	Group Setup	Setting up new user groups and assigning users and assets to the newly created group.