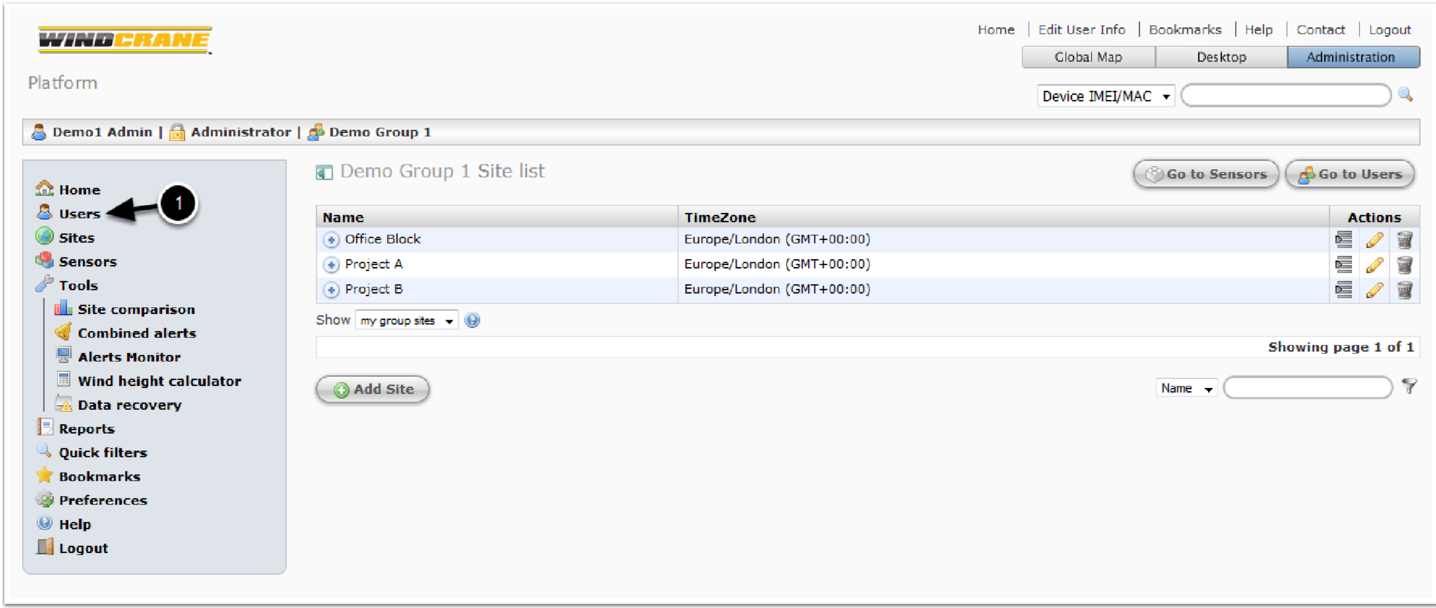
WINDCRANE Web Portal User Account Setup Quick Guide

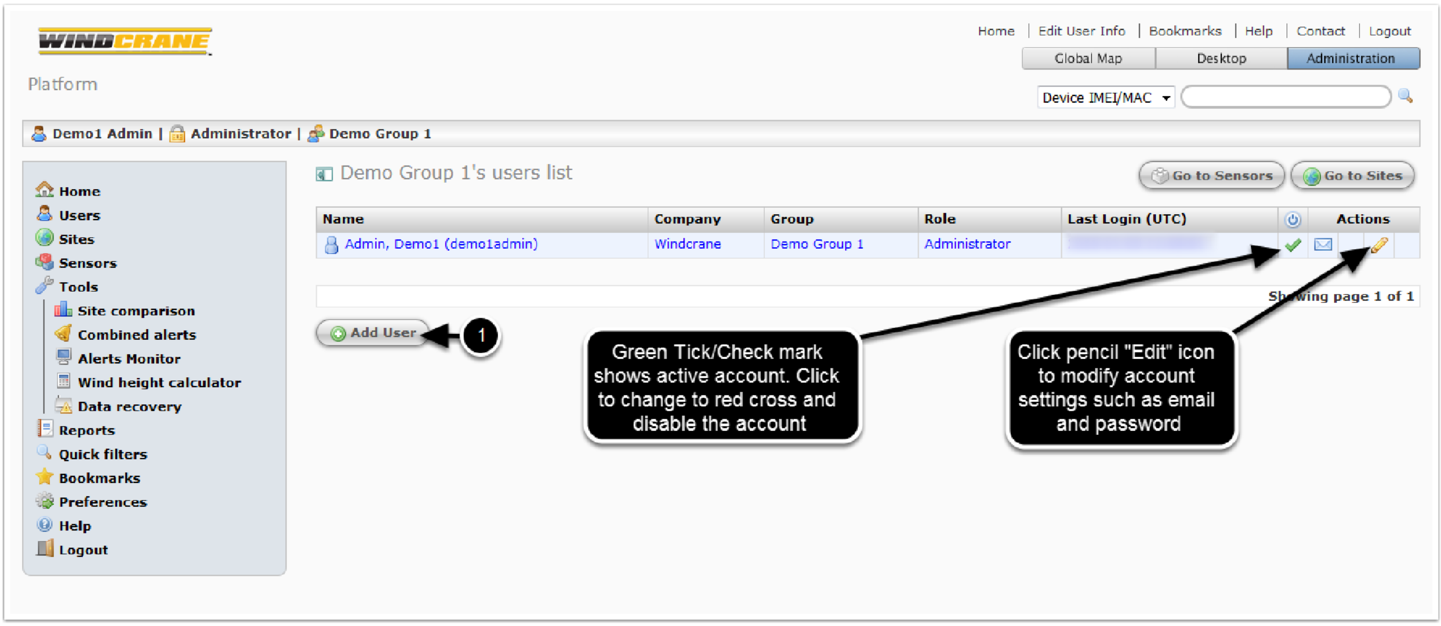
Log in to the WINDCRANE web portal using your supplied user name and password. You must be an Administrator user for your group in order to create new user accounts.

https://user.windcrane.com/manager/

1. On the main menu at the left side, click "Users" to view the user accounts list.

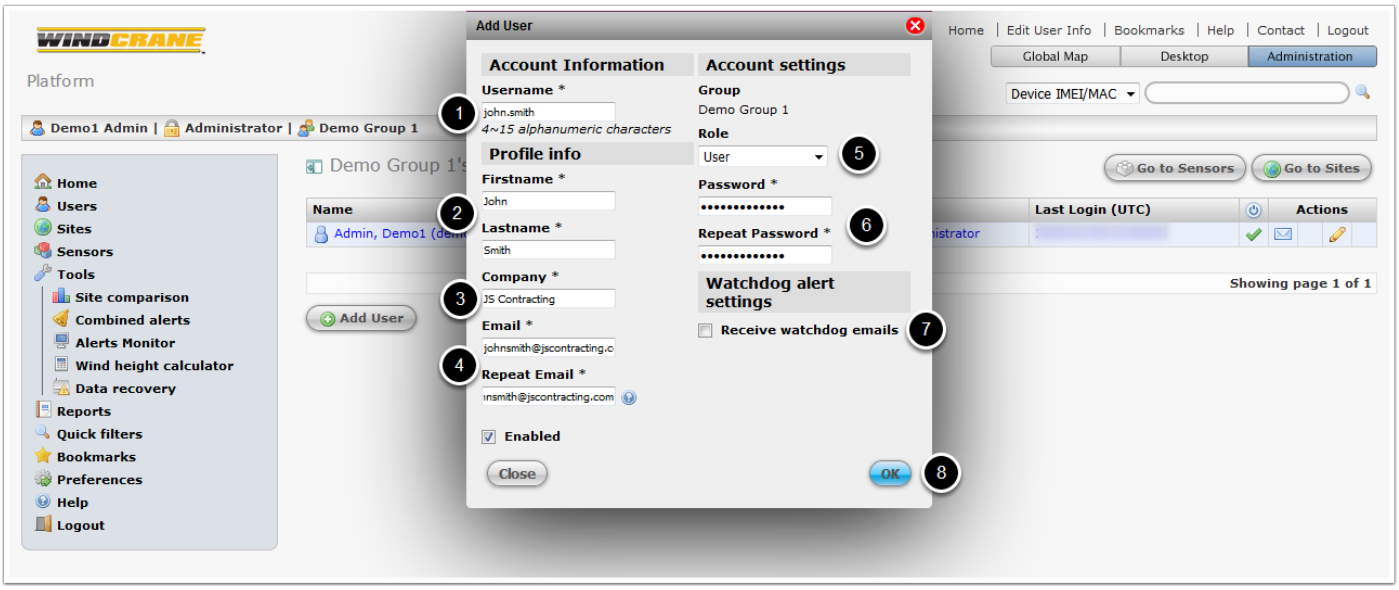


The User List shows all user accounts for your group. You can add new users and modify details for existing users, or even disable existing accounts.
1. On the Users list page, click the "Add User" button below the table.



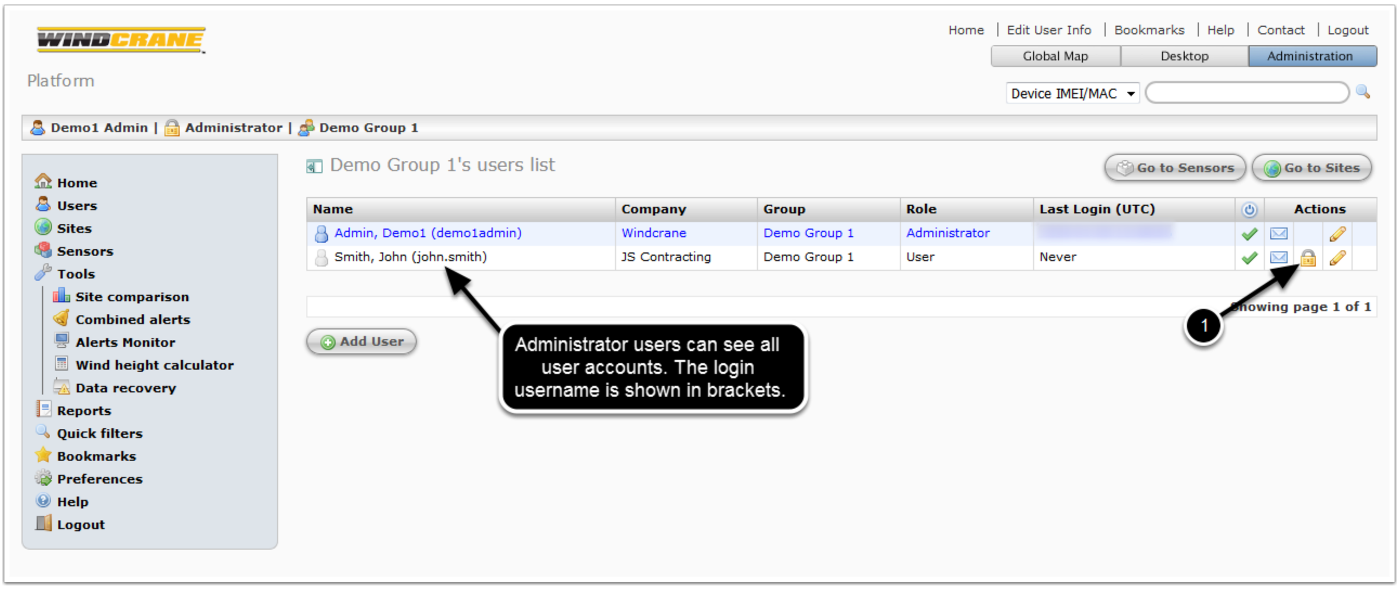
In the Add User popup box, enter details for the new user account

1. Choose a short but sensible user name. This is the username that must be entered on the login screen, and it cannot be changed once the account is created. Do not use spaces, accented characters or puntuation other than the full-stop dot. A-Z, 0-9, underscore, dot/decimal are safe characters. Example usernames are "john.smith" or "johnsmith" or "j.s.smith".
2. Enter the user's real first and last names. These are shown on the users list and used for system emails like password recovery.
3. Enter the user's company name - this is required but is mostly for your reference.
4. Enter the user's real email address. This is used for status alerts (if enabled) and for password reminders.
5. Choose a suitable role (account type) for the user. For end customers, this is normally "User" which gives read-only access to specified "sites", does not allow any modifications to settings, and hides the users list. "Manager" accounts allow access to all sites in your group and allow editing of settings related to input ports, sensor multipliers and device setup, but not user accounts or dashboards/displays. "Administrator" accounts have access to all sites, settings and user accounts.
6. Enter a password for the account, and re-type the password in the "repeat" box. Make a note of this and give the username and password to your customer/user.
7. If you want this user to receive "watchdog" emails if the device goes offline for some reason, enable this setting. Administrator users automatically receive all watchdog emails.
8. Finally, click OK to create the new user account.



For "User" type accounts, you must also specify which "sites" the user has access to. All other sites will be hidden from this user.

1. Click the padlock icon to view the site access permissions for this user account.

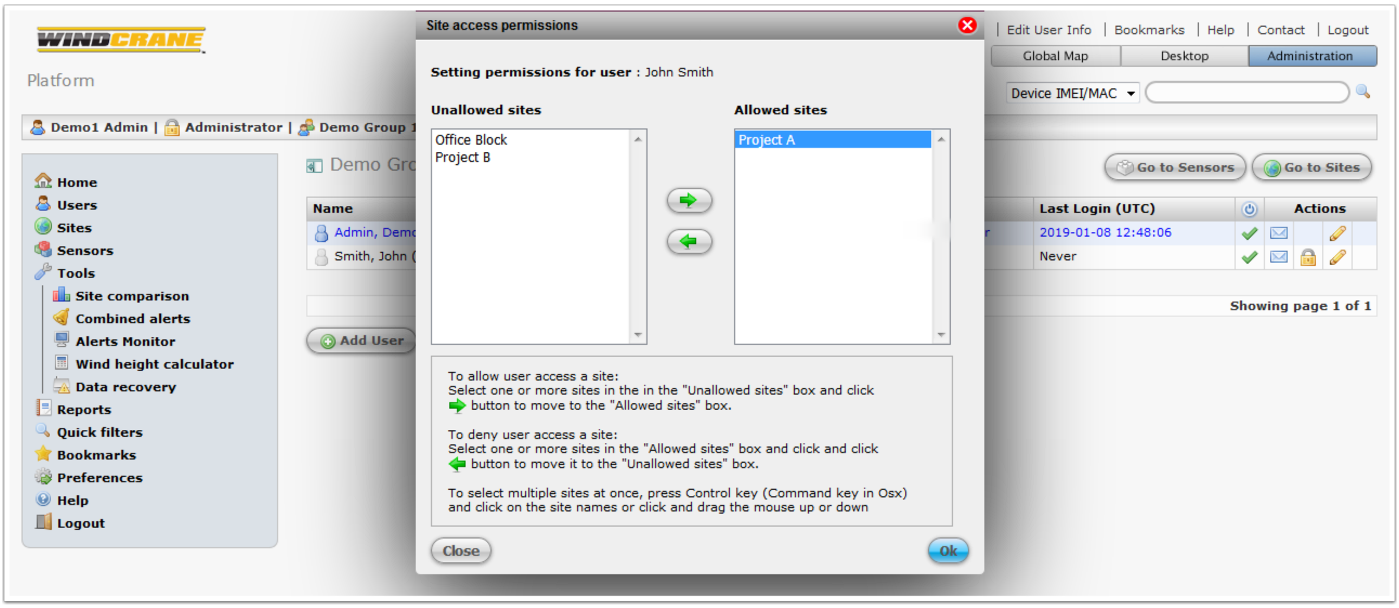


On the site access permissions popup window, click a site name in the left-hand list and move it to the "allowed sites" list by clicking the "move right" arrow button in the centre.

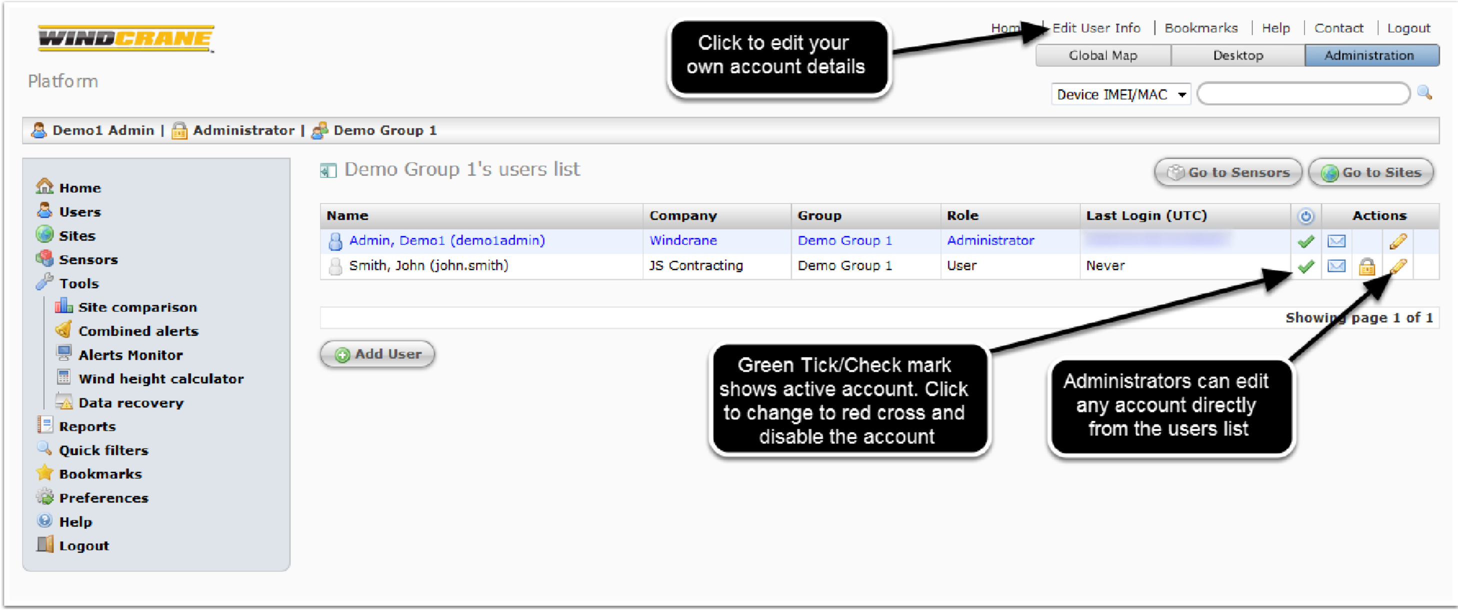
You can move sites back and forth between the lists as required. You can give access to only 1 site, or some sites, or all sites.

The user will be able to view all devices on the allowed sites.

Click the "OK" button once you have the "allowed sites" list set up as you require.



"User" type accounts do not have access to the user list, but all users can access their own account settings by clicking the "Edit User Info" link at the top of any page.
Administrators can edit any account's settings directly from the users list by clicking the pencil "Edit" icons.
User accounts can be disabled by clicking the green tick/check mark icon. The icon changes to a red cross to indicate disabled. Click the red cross to enable the account.
Only Administrators can change an account's role/type (User/Manager/Administrator). Be careful to NOT disable your own Administrator account or demote yourself to Manager or User.



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