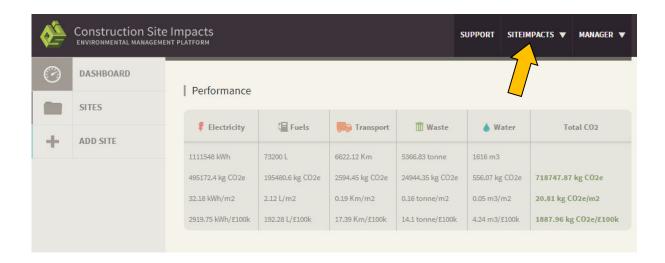
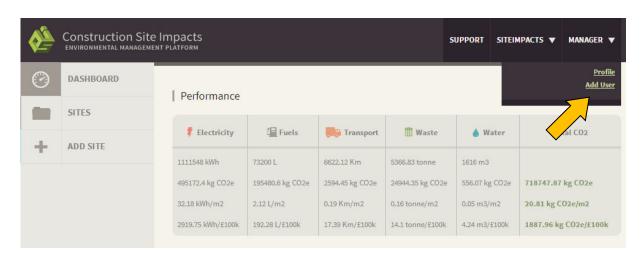


CSI User Guides - Users and Permissions - V1

How to add users and set permissions to the tool?

From Dashboard go to Company (SiteImpacts) and then click on "Add User"

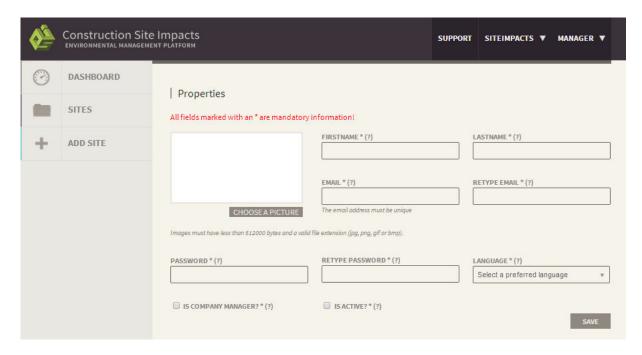




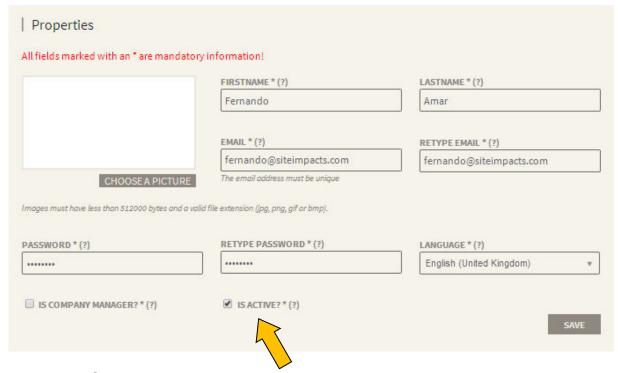
You will then be directed to the "Add User" page.



"Add User" page



Complete "Add User" page as the example below. If the new user will NOT be a Company Manager with access granted to manage all users, sites, and permissions make sure that the "IS COMPANY MANAGER?" Box is unticked. Then tick the "IS ACTIVE?" Box to activate the new user.



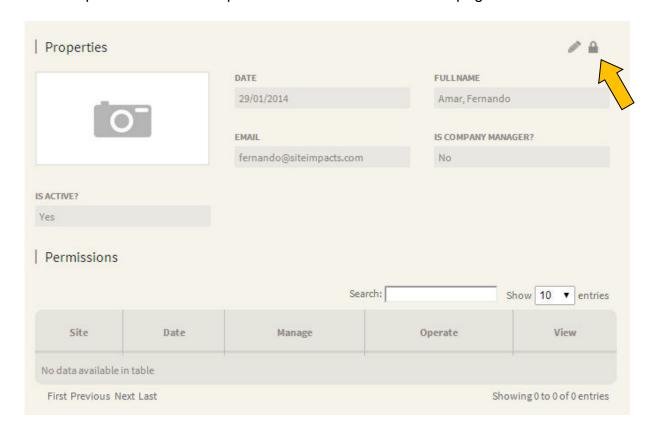
And press "Save"

NOTE: Remember that Passwords must be at least 8 characters long including numbers, upper and lower case letters.

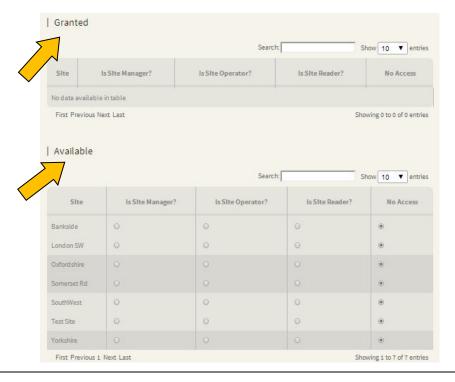
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You will then be directed to the "User Profile" page.
When first added, the new user does not have permission to access any site.
Therefore you also need to grant the new user permission.
Click on padlock icon to edit permission at User Permissions page



At User Permission page you can edit the permissions already "Granted" or "Available" for all users.



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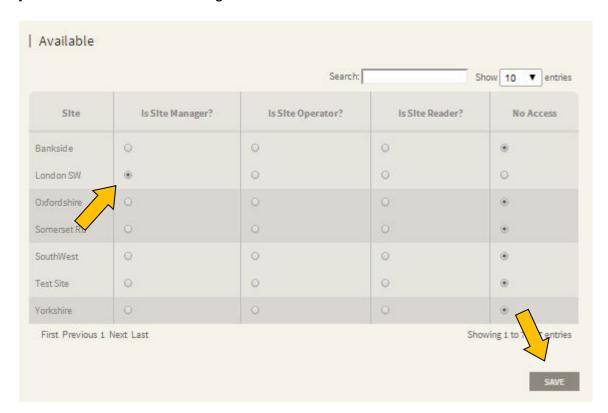
To grant permission you have to select the available options according to the following table:

	Company Manager	Site Manager	Site Operator	Site Reader
Sites	Manage	Manage **	Read *	Read *
Meters	Manage	Manage *	Read *	Read *
Series	Manage	Manage *	Manage *	Read *
Payments	Manage	No Access	No Access	No Access
Emission Factors	Read	Read	Read	Read
Reports	Read	Read *	Read *	Read *
Permissions	Manage	Read *	No Access	No Access
Company	Manage	Read	Read	Read
Users	Manage	No Access	No Access	No Access
Permissions	Manage	No Access	No Access	No Access
Profile	Manage	Manage	Manage	Manage

^{*} The Manage or Read rights are only granted by explicit permissions given by the Company Manager.

Let's see an example:

New user will be the "Site Manager" user for "London SW" site. To grant permissions you have to select Site Manger / London SW and then save.



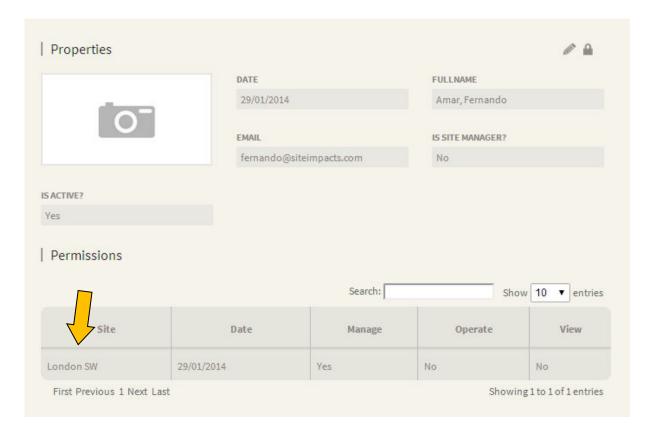
You will then be directed to the "User Profile" page.

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^{**} Site Manager cannot delete a Site

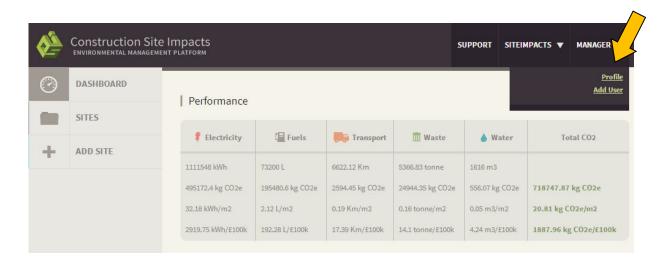


At "User Profile" page you can verified that the permissions were granted.



How to view users and modify permissions to the tool?

From Dashboard go to Company (SiteImpacts) and then click on "Profile"



You will then be directed to the Company page.

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At the end of the Company page you will find the Users list.



Click on view User to access to User Profile and follow the same explained procedure to modify permissions.

If you have any queries please contact us via www.siteimpacts.com and we will be happy to help.

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