Blue Moon Mission Control/Affiliate Portal Manage Users

July 2018

Overview

The account owner has access to the manage users section inside settings. Here they can add, edit, or remove users from the program.

The manage users section of Mission Control will look and work exactly the same in the Affiliate Portal.

Settings > **Users**

New User

Users

Manage properties using Blue Moon software.

Export ▼

Users		Filter users ▼ 🔍
Name ▼	**Email**	**Status**
Jet St. Ream	jet@hubbleheights.com	Active
Luna Eclipse	luna@hubbleheights.com	*Activation sent 1/21/18* Pending
Manny Moons	manny@hubbleheights.com	Locked
Zephyr Voyager	zephry@hubbleheights.com	⭐ Active

Manny >

Account Owner
Only one (1) owner is allowed per Mission Control/Affiliate Portal account. The account owner icon is displayed next to the status column.

⭐ *account owner icon*

Locked Out
Users who incorrectly enter their password ten (10) consecutive times are locked out for 30 minutes. Account owners can manually unlock these users.

Pending Activation
Users who were sent the activation email but have not yet activated their account.

Create New Users
Clicking the *New User button* slides open the *New User Panel*. New users can be added one at a time.

New user account

Easily manage your staff members with custom user accounts.

First name

Last name

Email address

☑ Give full permissions

(**Send activation**)

Cancel

Prepare for Liftoff

Create a password that meets the following requirements, then you're cleared to launch!

Contain 8 or more characters
Contain at least one uppercase letter
Contain at least one lowercase letter
Contain at least one special character or number

mannymoons@hubbleheights.com

🔒 Password

○ Confirm password

Activate Account

Create New User
New users can be added one at a time via the *New User Account* feature. Name and email are required to create an account. Clicking *Send activation* creates the user and sends an *Account Activation* email to the new user's address.

Activate Account
User's activate their accounts by creating their password.

Settings > Users > **Zephyr Voyager**

Actions ▾

Unlock
Delete
Transfer ownership

‹ Manage users

Zephyr Voyager

User Details

First Name
Zephyr

Last Name
Voyager

Email
zephyr@hubbleheights.com

Role
Crew member ▾

Phone Number
(XXX) XXX–XXXX

Password
Resend activation email

Show Logbook

Zephyr Voyager ✓

Account owner
user since July 12, 2018

Permissions Edit

Manage eSignatures
Manage printing

SETTINGS

Users ›

Manny ›

Actions
The account owner can unlock, delete, or transfer ownership to a staff user via the actions dropdown.

User Summary
The *User Summary Card* shows the user's name, status, role, and how long they have been a user.

Permissions
Permissions assigned to the user are listed on the *Permissions Card*; permissions not assigned to the user are not listed. Clicking *Edit* opens the *Edit Permissions modal (see below)* where permissions can be added or removed.

Logbook
The User Logbook tracks all of the corresponding user's activity. To show the Logbook click *Show Logbook (see left)*; Logbook entries can be exported via CSV or Excel.

Logbook

Export ▾

CSV
Excel

JUNE 2017

You unlocked ZEPHER VOYAGER user account.

ZEPHER VOYAGER locked out of account. 6d

MAY 2017

Zepher Voyager changed SPITZER PARK APARTMENTS property unit count from 38 to 50. 5/25/2017

ZEPHYR VOYAGER account activated. 5/25/2017

ZEPHYR VOYAGER account created. 5/23/2017

Hide Logbook

Show Logbook

Edit Permissions ✕

☑ Manage eSignatures
☐ Manage custom forms
☑ Manage printing
☐ Manage form fields
☐ Set system preferences

Cancel Save

Edit Permissions Modal