

## SUB-ACCOUNT MANAGEMENT (1/3)

**A1** Click on the **<Account>** button on the left bar

**A2** Click on the **<Manage your accounts>** button.

| Username | Comment | Action              |
|----------|---------|---------------------|
| tonion   |         | Move into the sub-a |
| toto     |         | Move into the sub-a |
| titi     |         | Change the main ad  |

**A3** Select a sub-account to modify it.

**A4** Click on the bin to delete a sub-account.

**A5** Click on the **<Add a user>** button to create a new account.

**A6** Click on the **<Duplicate a user>** button to create a sub-account with the same setting as an account already created.



The new page include 4 tabs :

<General information>

<Residences>

<Site management>

<Miscellaneous>

**A10** **General information**

|              |  |       |
|--------------|--|-------|
| Username *   | toto   | @dcoc |
| Password *   | ****   |       |
| Name *       | toto   |       |
| First name   |  |       |
| Phone        |  |       |
| Mobile phone |  |       |
| Email *      | denis.cocault@laposte.net                                    |       |
| Profile      | Connection profile   |       |
| Expiry date  | 00-00-0000   |       |
| Comment      | <a href="#">Click here to make this account never expire</a> |       |

\* Required fields

Save

**A10** <General information> give the sub account information (Id

**Account management:toto**

n

| Residence       | managed |
|-----------------|---------|
| COCO            | ✓       |
| Essais HREC4 RW | ✓       |
| Form-HIL        |         |
| essai Villa     |         |
| essai depass    |         |
| essais devis    |         |
| mod_hrec4RW     |         |
| toti            |         |
| trad            |         |

[Access all residences](#)

Activate advanced management

**A11**

Warning: Changes are saved immediately.

**A11** Select in the <Residence> list the ones available to this sub account ticking in the "managed" column

| Account management:toto   |            |                      |
|---|------------|----------------------|
| ion   | Residences | Site management      |
| <b>Site management</b>  |            | <b>Authorised to</b> |
| Create, modify or delete residences                             |            |                      |
| Create, modify or delete apartments                             |            | ✓                    |
| Modify name of apartments                                       |            | ✓                    |
| <b>Residents</b>  |            |                      |
| Create, modify or delete fobs or remote controls                |            | ✓                    |
| Create, modify or delete Mobile Keys                            |            |                      |
| Move a single key   |            | ✓                    |
| Create, modify or delete names and phone numbers                |            |                      |
| Move a single record  |            |                      |
| Create, modify or delete phone codes                            |            |                      |
| Create, modify or delete keypad codes                           |            |                      |
| <b>Authorisations (Fobs and remote controls)</b>                |            |                      |
| Create, modify or delete authorisations                         |            |                      |
| <b>Time ranges</b>  |            |                      |
| Create, modify or delete time ranges                            |            | ✓                    |
| All the time ranges are seen by this user. Click here to modify |            |                      |
| <b>Master key</b>   |            |                      |
| Create, modify or delete Master Keys                            |            |                      |
| <b>Others</b>   |            |                      |
| Manage VIGIK/PROPASS  |            |                      |
| Send SMS  |            |                      |

**A12**

**A12** Select in the **<Site management>** list the function available to this sub account ticking every line requested in the "Authorized to" column.  
 \* each selected function will be active on the account and vice versa

| n   | Residences | Site management      | Miscellaneous |
|---|------------|----------------------|---------------|
| <b>Miscellaneous</b>                            |            | <b>Authorised to</b> |               |
| Modify your account                             |            | ✓                    |               |
| <b>Communication / Notice boards</b>            |            |                      |               |
| See communications and notice boards            |            |                      |               |
| Create, modify or delete notice boards          |            |                      |               |
| Create, modify or delete general communications |            |                      |               |
| Create, modify or delete news                   |            |                      |               |
| Create, modify or delete messages               |            |                      |               |
| <b>Key safes</b>                                |            |                      |               |
| Manage your key safes                           |            |                      |               |
| <b>User accounts</b>                            |            |                      |               |
| Create, modify or delete users                  |            | ✓                    |               |

**A13**

**A13** Select in the **<Miscellaneaous>** list the function available to this sub account ticking every line requested in the "Authorized to" column.  
 \* each selected function will be active on the account and vice versa