



Adding & Managing Users



A guide to adding & managing users in Live by Invisible Systems

This guide will take you through the steps of adding new users in Live by Invisible Systems and managing their details, security roles and permissions within the system.

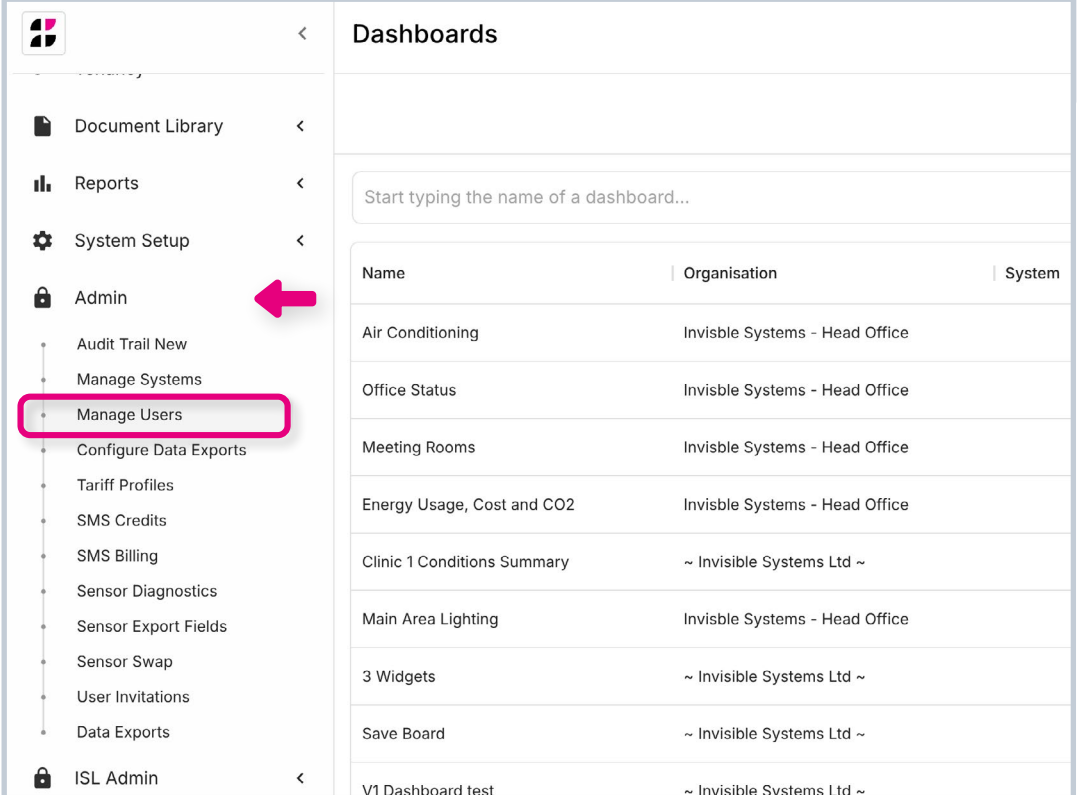
Step 1

Once you've logged in to Live by Invisible Systems, **click on 'Admin'** in the side menu and select **'Manage Users'** from the drop-down menu.

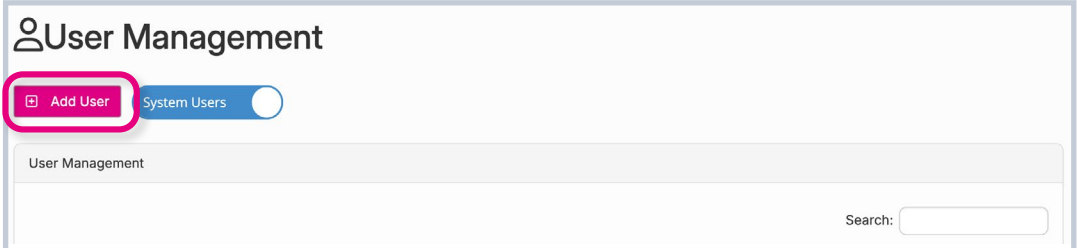
Step 2

You'll be taken to a page that displays your current users.

If you're adding a new user, **click the 'Add User' button**.



Name	Organisation	System
Air Conditioning	Invisible Systems - Head Office	
Office Status	Invisible Systems - Head Office	
Meeting Rooms	Invisible Systems - Head Office	
Energy Usage, Cost and CO2	Invisible Systems - Head Office	
Clinic 1 Conditions Summary	~ Invisible Systems Ltd ~	
Main Area Lighting	Invisible Systems - Head Office	
3 Widgets	~ Invisible Systems Ltd ~	
Save Board	~ Invisible Systems Ltd ~	
V1 Dashboard test	~ Invisible Systems Ltd ~	



User Management

Add User System Users

User Management

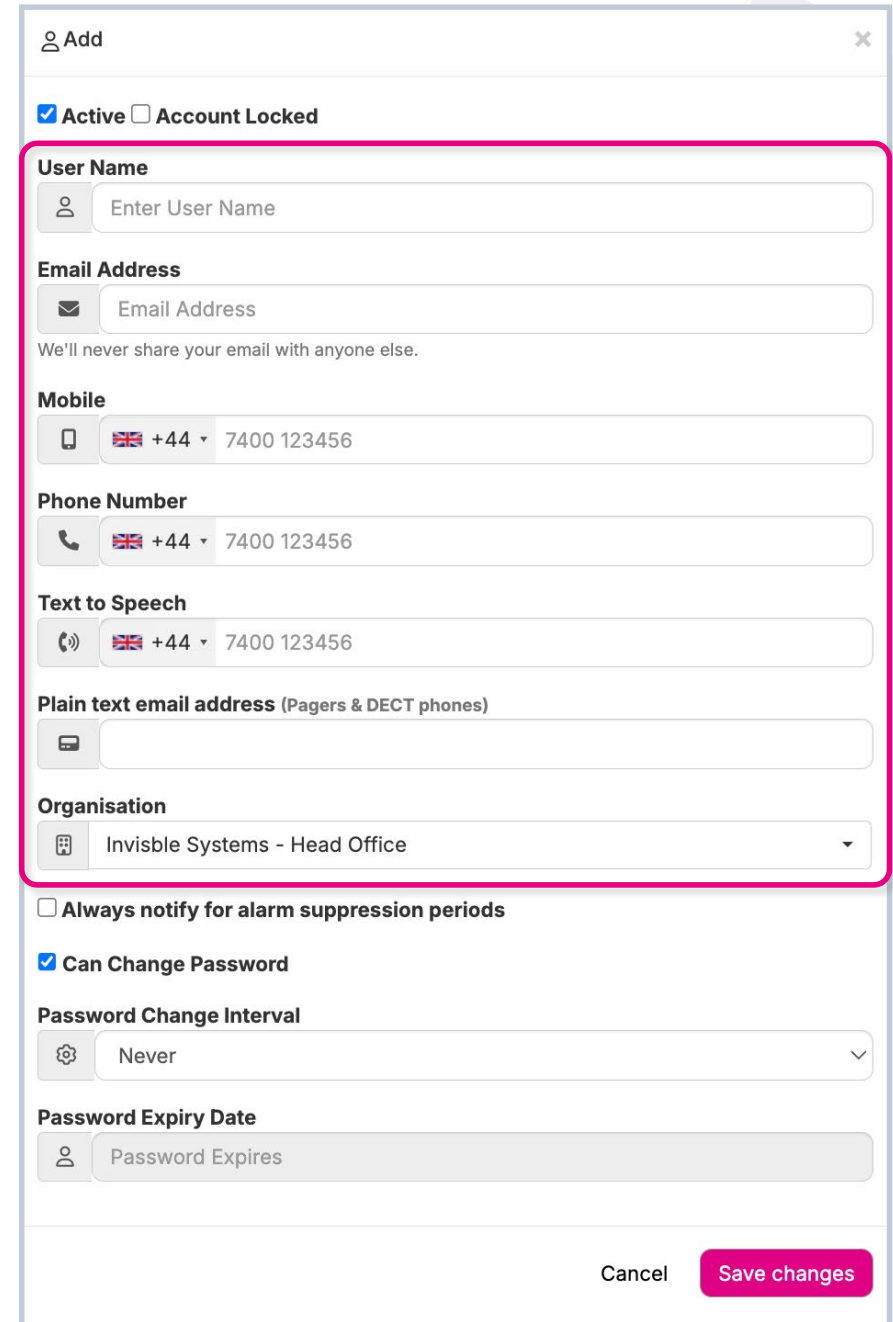
Search:

Step 3

From here, you'll be able to enter the new **user's name and email address**, plus any other relevant information.

You can:

- Enter their **mobile phone number** if you want the user to receive SMS alerts when sensor alarms are triggered
- Add the user to their **department/organisation**, so they can only view specific sensors and data
- Click 'Application' to **choose the default dashboard** that the user will see when they log in to Live by Invisible Systems
- Check the box 'Organisation Admin' if you want the user to have **access to any new systems** that are added to their organisation/department



The screenshot shows a user creation form titled "Add" with a close button (X) in the top right corner. The form includes several sections:

- Active/Account Locked:** A checkbox for "Active" (checked) and "Account Locked" (unchecked).
- User Name:** A text input field with a person icon and the placeholder "Enter User Name".
- Email Address:** A text input field with an envelope icon and the placeholder "Email Address". Below it is a note: "We'll never share your email with anyone else."
- Mobile:** A text input field with a mobile phone icon, a dropdown for the country code (showing "+44" with a UK flag), and the number "7400 123456".
- Phone Number:** A text input field with a telephone icon, a dropdown for the country code (showing "+44" with a UK flag), and the number "7400 123456".
- Text to Speech:** A text input field with a speaker icon, a dropdown for the country code (showing "+44" with a UK flag), and the number "7400 123456".
- Plain text email address (Pagers & DECT phones):** A text input field with a pager icon.
- Organisation:** A dropdown menu showing "Invisible Systems - Head Office".
- Always notify for alarm suppression periods:** An unchecked checkbox.
- Can Change Password:** A checked checkbox.
- Password Change Interval:** A dropdown menu showing "Never".
- Password Expiry Date:** A text input field with a person icon and the placeholder "Password Expires".

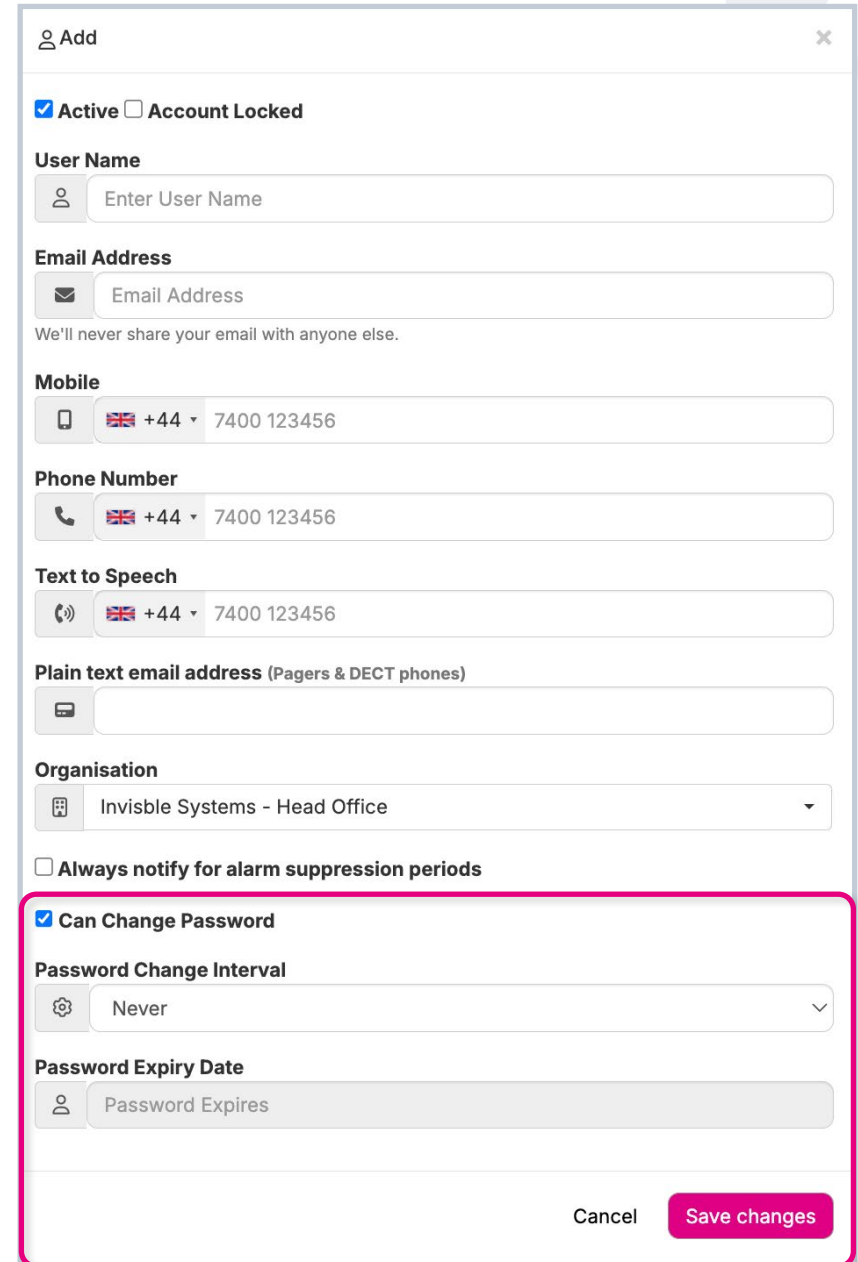
At the bottom right, there are two buttons: "Cancel" and "Save changes". A red rectangular border highlights the "User Name", "Email Address", "Mobile", "Phone Number", "Text to Speech", "Plain text email address", and "Organisation" fields.

Check the box 'Can change password' if you want the user to be able to **generate or change their own password**.

For most new users, this box will need to be ticked to allow them to generate a password for the first time.

You can also **set password intervals and expiry dates**. These are useful if you want users to change their passwords after a certain period of time for cyber security reasons, or if you're setting up a temporary user.

Click 'Save changes'.



The image shows a user profile configuration form titled "Add" with a close button in the top right corner. The form contains several sections with input fields and checkboxes:

- Active** **Account Locked**
- User Name**: Input field with placeholder "Enter User Name" and a user icon.
- Email Address**: Input field with placeholder "Email Address" and an envelope icon. Below it, a note says "We'll never share your email with anyone else."
- Mobile**: Input field with a mobile phone icon, a dropdown menu showing "+44", and the number "7400 123456".
- Phone Number**: Input field with a telephone icon, a dropdown menu showing "+44", and the number "7400 123456".
- Text to Speech**: Input field with a speaker icon, a dropdown menu showing "+44", and the number "7400 123456".
- Plain text email address (Pagers & DECT phones)**: Input field with a pager icon.
- Organisation**: Dropdown menu with "Invisible Systems - Head Office" selected.
- Always notify for alarm suppression periods**
- Can Change Password**
- Password Change Interval**: Input field with a gear icon, "Never" selected, and a dropdown arrow.
- Password Expiry Date**: Input field with a user icon and "Password Expires" placeholder.

At the bottom right, there are two buttons: "Cancel" and "Save changes". A pink rectangular highlight box surrounds the "Can Change Password" section and the "Password Change Interval" and "Password Expiry Date" fields.

Step 4

You will then see this permissions screen, where you can select the roles that the new user will have.

Leave the boxes unticked if you want your user to be **'read-only'**, i.e. they will only be able to view data - not edit anything.

A **'System User'** can access data, add new audits and acknowledge notifications.

A **'System Admin'** can make changes to the system, such as adding/editing alarms and sensors, changing the names of sensors, suppressing alarms, etc.

An **'Organisation Admin'** can manage organisation-wide activities, like adding new systems and organisations.

Click **'Save changes'**.

The screenshot shows a 'Test' window with a table of permissions. A red arrow points to the 'System User' column header. The 'System User' column has a checked box for 'Select all' and 'Environment Monitoring'. The 'System Admin' and 'Organisation Admin' columns have unchecked boxes for 'Select all' and 'Core Features'.

	System User	System Admin	Organisation Admin
<input type="checkbox"/> Select all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core Features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions Monitoring	<input checked="" type="checkbox"/>		
Legionella Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Environment Monitoring	<input checked="" type="checkbox"/>		

The screenshot shows a 'Test' window with a table of permissions. A red arrow points to the 'System Admin' column header. The 'System Admin' column has a checked box for 'Select all' and 'Industry 4.0'. The 'System User' column has a checked box for 'Select all' and 'Environment Monitoring'. The 'Organisation Admin' column has unchecked boxes for 'Select all' and 'Core Features'.

	System User	System Admin	Organisation Admin
<input type="checkbox"/> Select all	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Core Features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions Monitoring	<input checked="" type="checkbox"/>		
Legionella Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Environment Monitoring	<input checked="" type="checkbox"/>		
Industry 4.0	<input checked="" type="checkbox"/>		

The screenshot shows a 'Test' window with a table of permissions. A red arrow points to the 'Organisation Admin' column header. All three columns ('System User', 'System Admin', and 'Organisation Admin') have checked boxes for 'Select all', 'Core Features', 'Conditions Monitoring', 'Legionella Compliance', 'Environment Monitoring', and 'Industry 4.0'.

	System User	System Admin	Organisation Admin
<input type="checkbox"/> Select all	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Core Features	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conditions Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legionella Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Environment Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Industry 4.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 5

A User Site Access window will appear. **Choose which systems the user is allowed to access** by checking the box next to each one. You can use the search bar to search for specific systems.

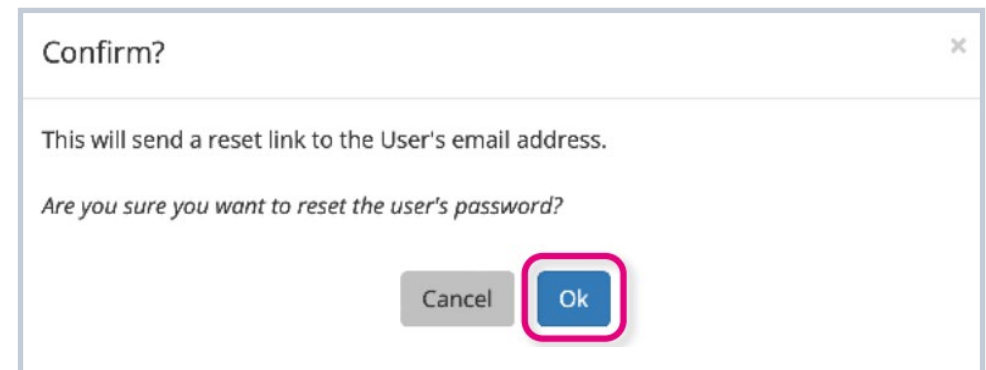
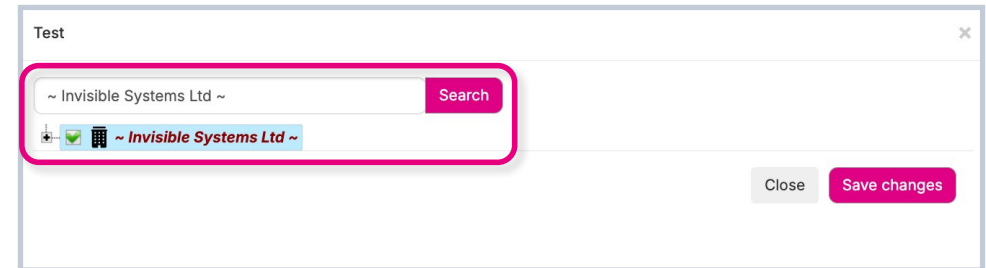
Click **'Save changes'**.

Step 6

You will see this window asking if you want to send a **password reset email** to the new user. **Click 'Ok'** to send this now.

The email will be sent to the user's inbox, where they can then choose a password and log in to Live by Invisible Systems.

If you don't want to send a password reset email to the new user, simply **click 'Cancel'**.

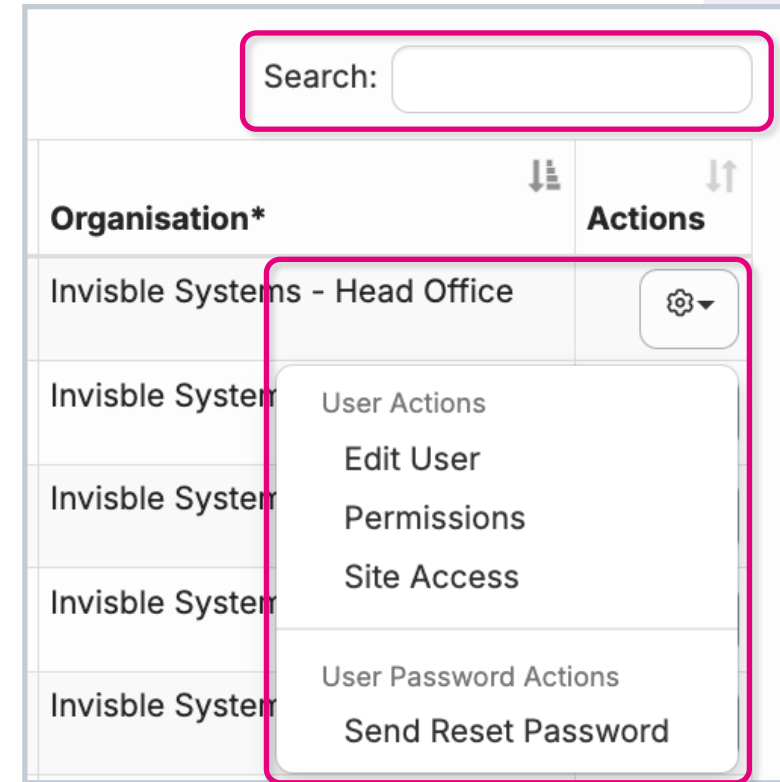


Step 7

Once you have added your new user, you will be taken back to the screen displaying all of your current users. Your new user will now have been added to this table.

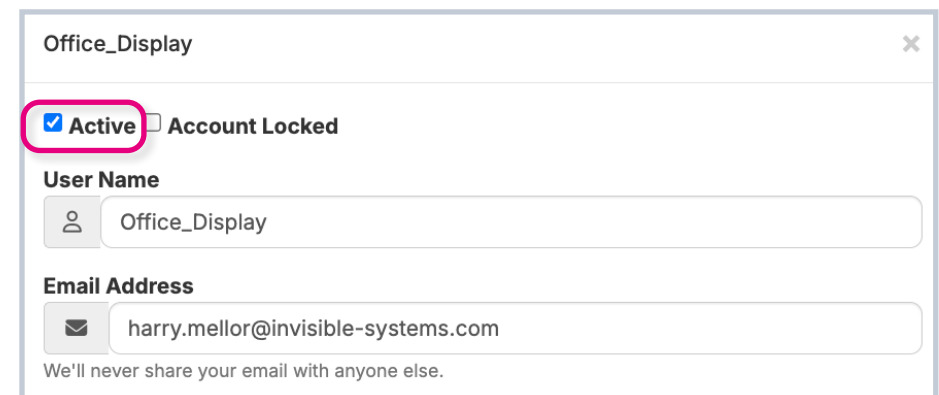
If you need to edit a user's details, permissions or site access at any point, **click on the cog button** next to that user under 'Actions'.

To find a specific user in a system, type their name into the search bar.



Step 8

If you ever want to **deactivate a user**, you can do so by clicking 'Edit User', then **deselecting the 'Active' checkbox** at the top of the window. You can reactivate them at any time by reticking the box.



If you require any additional training, please contact
help@invisible-systems.com

