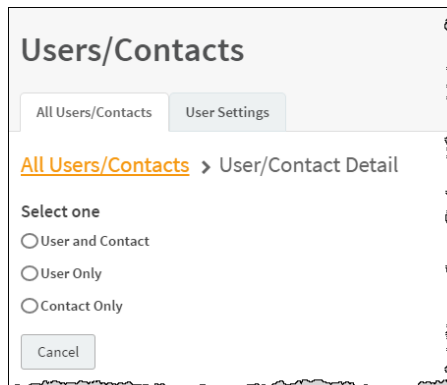


Drill Manager

Add User and Contact

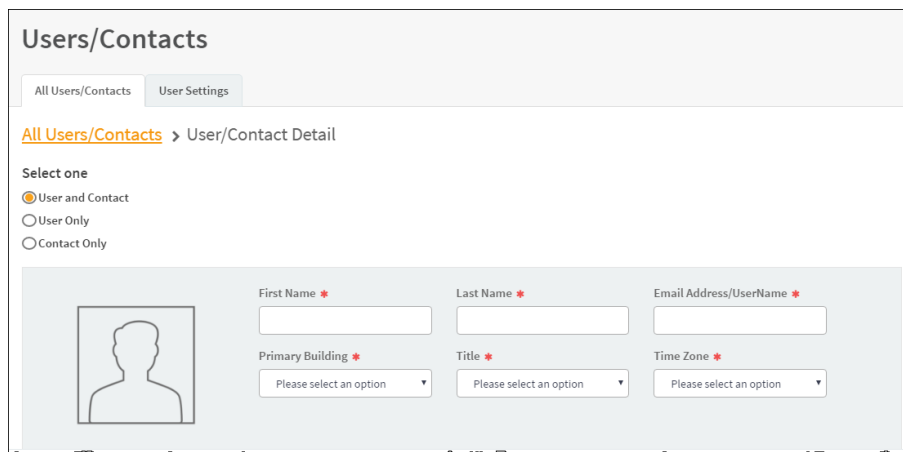
Users with the *Can Manage Users* permission can add users and contacts to the Raptor system.

1. In the navigation menu, select **Admin > Users/Contacts**.
2. On the **All Users/Contacts** tab, click **Add User/Contact**.



The screenshot shows the 'Users/Contacts' page with two tabs: 'All Users/Contacts' and 'User Settings'. Below the tabs is a breadcrumb trail: 'All Users/Contacts > User/Contact Detail'. Underneath, there is a 'Select one' section with three radio button options: 'User and Contact', 'User Only', and 'Contact Only'. A 'Cancel' button is located at the bottom left of the dialog.

3. Select the **User and Contact** option.



The screenshot shows the 'Users/Contacts' page with the 'User and Contact' radio button selected. Below the selection options is a form with a profile picture placeholder on the left. The form contains six required fields, each marked with a red asterisk: 'First Name', 'Last Name', 'Email Address/UserName', 'Primary Building', 'Title', and 'Time Zone'. Each field has a corresponding input box or dropdown menu.

4. On the **User/Contact Detail** workspace, specify the following user information in the fields (all fields are required):
 - **First Name*** – Enter the user's first name.

- **Last Name*** – Enter the user's last name.
- **Email Address/User Name*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
- **Primary Building*** – Select the user's primary building from the drop-down list.
- **Title*** – Select the user's title from the drop-down list.
- **Time Zone*** – Select the time zone where the user is located.

5. In the **User Detail** area, specify the following information:

The screenshot shows a 'User Detail' form with the following fields and values:

User Status *	Last Login	Failed Logins *	Buttons
Active	4/27/2016 12:09:30 PM	1 / 10	Reset Failed Logins
Created Date/Time	Created By	Modified Date/Time	Buttons
2/25/2016 1:03:00 PM	devin@raptor6.com	2/25/2016 1:03:00 PM	Reset Password

- **Enter New Password*** – Enter a password; the password must contain 8 or more characters, at least one character in uppercase, and at least one special character.
- **Confirm New Password*** – Re-enter the password to confirm it.
- **User Status*** – Select the user's status from the drop-down menu (Active or Deactivated).

6. In the **Contact Detail** area, specify the following information:

The screenshot shows a 'Contact Detail' form with the following fields and values:

Preferred Contact Method *	Text Messaging Phone	Voice Phone
Email and Text	(281) 777-7777	

- **Preferred Contact Method*** -- Select how the user wants to be contacted from the drop-down list.
- **Text Messaging Phone** – Enter the phone number to send text message notifications.
- **Voice Phone** – Enter the phone number to send a voice notification.

7. Under **Role and Permissions**, select the **Role** to assign to the user account.

Role	Building(s)
Building Admin	+ Add Building Click Add Building to select buildings...

Reunification Mobile App Primary Role

Role


Not Specified

Administration	
Can View Logs	<input checked="" type="checkbox"/>
Can Manage Building Settings	<input checked="" type="checkbox"/>
Can Manage Users	<input checked="" type="checkbox"/>

- In the **Building(s)** field, click **Add Building** and select the building from the drop-down list to specify the building to which the user has permission to view in Raptor. You can add multiple buildings if the role allows for this.

Note If the Role is set to *District Admin* this field does not display since they can access all buildings.

- Depending on the role that is selected, the allowable permissions display in the lower portion of the **Role and Permissions** section. Select the check box next to each permission you want the user to be granted.

Note If the check box has an  icon next to it, the user creating the new account does not have permission to grant that specific permission.

- Click **Save**.

You are returned to the **All Users/Contacts** workspace and a message displays indicating the new user was successfully saved.