Add a user from

PLANT

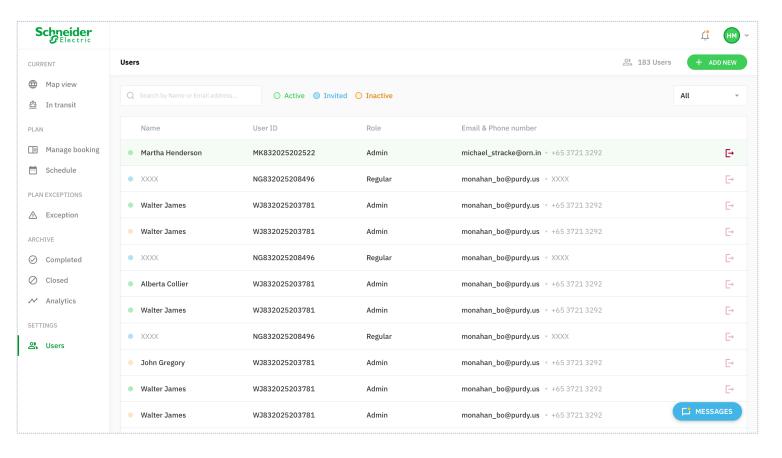# User management

1 **Go to "User" tab**

Under the User tab user can find all the users under this particular plants.

2 Add user to the plant

3 Remove user from plant

Here Admin user can see all the users who have an access for this plant. They can filter it by the user status (Active, Inactive, Invited)

He can the details about users like, Name, User ID, Role (Admin, Regular), Email & Phone no. And can take one action that is Remove the user from plant.

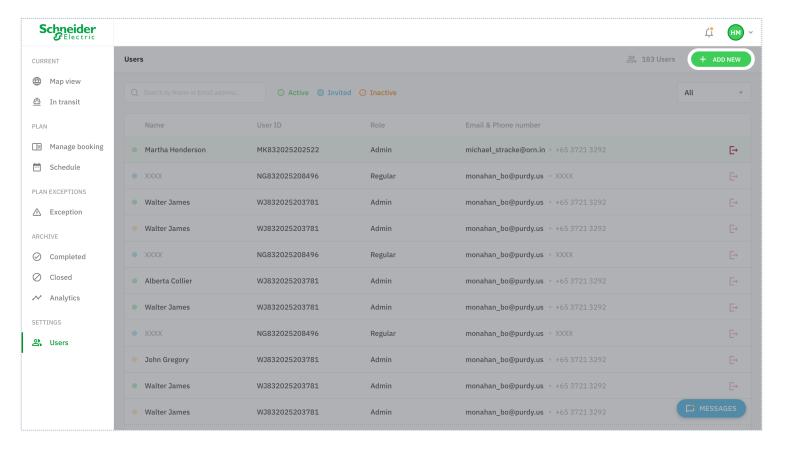**TRAMÉS**

User management

✓ Go to "User" tab
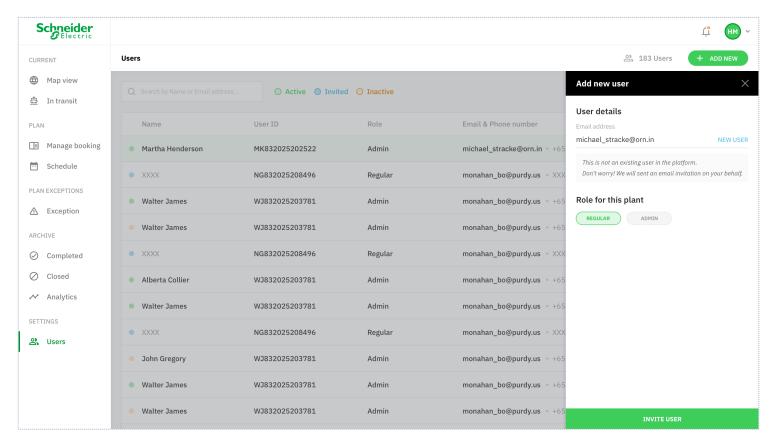
2 **Add user to the plant**

Admin user can give access (Regular or Admin) for this plant to any user by adding them.

Ⓐ Add new user

Ⓑ Add existing user

3 Remove user from the plant

To start adding the users, he has to click on the "Add user" button. Which opens the dialogue for adding a user to this plant.

TRAMÉS

User management

✓ Go to "User" tab

2 **Add user to the plant**

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A **Add new user**

B Add existing user

3 Remove user from the plant

Schneider Electric

CURRENT
🌐 Map view
🚉 In transit

PLAN
📖 Manage booking
📅 Schedule

PLAN EXCEPTIONS
⚠️ Exception

ARCHIVE
✓ Completed
⊘ Closed
📈 Analytics

SETTINGS
👥 Users

Users

👥 183 Users   [+ ADD NEW]

🔍 Search by Name or Email address...   ○ Active ○ Invited ○ Inactive

Name	User ID	Role	Email & Phone number
● Martha Henderson	MK832025202522	Admin	michael_stracke@orn.in · +65
● XXXX	NG832025208496	Regular	monahan_bo@purdy.us · XXX
● Walter James	WJ832025203781	Admin	monahan_bo@purdy.us · +65
● Walter James	WJ832025203781	Admin	monahan_bo@purdy.us · +65
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● John Gregory	WJ832025203781	Admin	monahan_bo@purdy.us · +65
● Walter James	WJ832025203781	Admin	monahan_bo@purdy.us · +65
● Walter James	WJ832025203781	Admin	monahan_bo@purdy.us · +65

Add new user   ✕

User details

Email address
michael_stracke@orn.in   NEW USER

This is not an existing user in the platform. Don't worry! We will sent an email invitation on your behalf.

Role for this plant

[REGULAR] [ADMIN]

[INVITE USER]

When user choose to add the user in to the plant, this dialogue box will open. In which he has to add the user's email address & role for this plant.

And if the user's email address is not in our system, than he will be new user for the system and we will Invite them on your behalf. After that the invited user has to go through the account setup process to start using the application.

TRAMÉS

User management

✓ Go to "User" tab

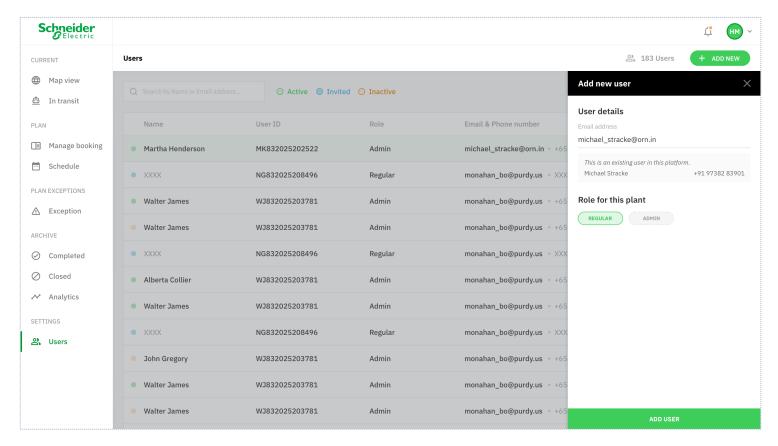**2** **Add user to the plant**

Admin user can give access (Regular or Admin) for this plant to any user by adding them.

A Add new user

B **Add existing user**

3 Remove user from the plant

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● Walter James	WJ832025203781	Admin	monahan_bo@purdy.us • +65

Add new user   ✕

User details

Email address
michael_stracke@orn.in

This is an existing user in this platform.
Michael Stracke   +91 97382 83901

Role for this plant

[REGULAR] [ADMIN]

ADD USER

When user choose to add the user in to the plant, this dialogue box will open. In which he has to add the user's email address & role for this plant.

And if the user's email address is already existing in our system, than he will be directly added to the plant. And can access the plant instantly.

TRAMÉS

User management

✓ Go to "User" tab

✓ Add user to the plant

3 **Remove user from plant**

Admin user can remove any existing user (Admin or Regular) of this plant

A **Click on "Remove" icon**

B Confirm remove

Schneider Electric

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● Walter James	WJ832025203781	Admin	monahan_bo@purdy.us · +65 3721 3292	↪

💬 MESSAGES

To remove the user, he has to first click on the "Remove" icon on the right side of that particular user.
Which opens up the popup from where user can finalize.

TRAMÉS
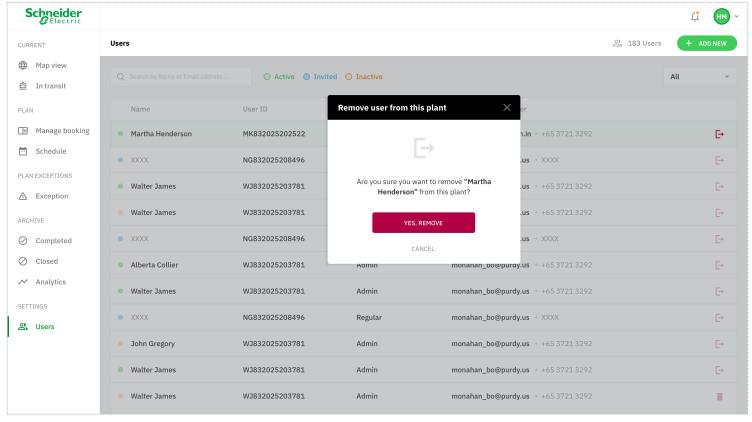
User management

✓ Go to "User" tab

✓ Add user to the plant

3 Remove user from plant

Admin user can remove any existing user (Admin or Regular) of this plant

A Click on "Remove" icon

B Confirm remove

Once he clicks on the remove icon, this popup will open. Where user has to confirm, that he want to remove the user from this plant by clicking on the "Yes, remove" button.

Once user is removed by the admin of this plant, he no longer have access for this plant.

TRAMÉS