



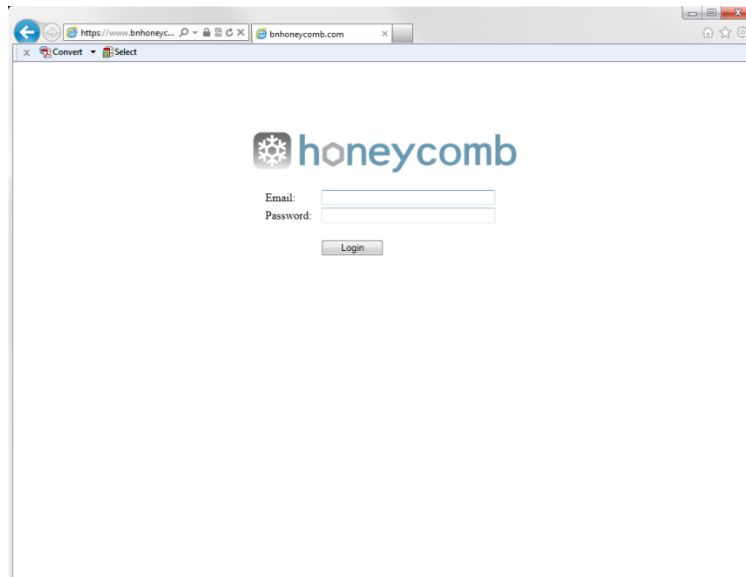
## How to Guide: *Adding a User*



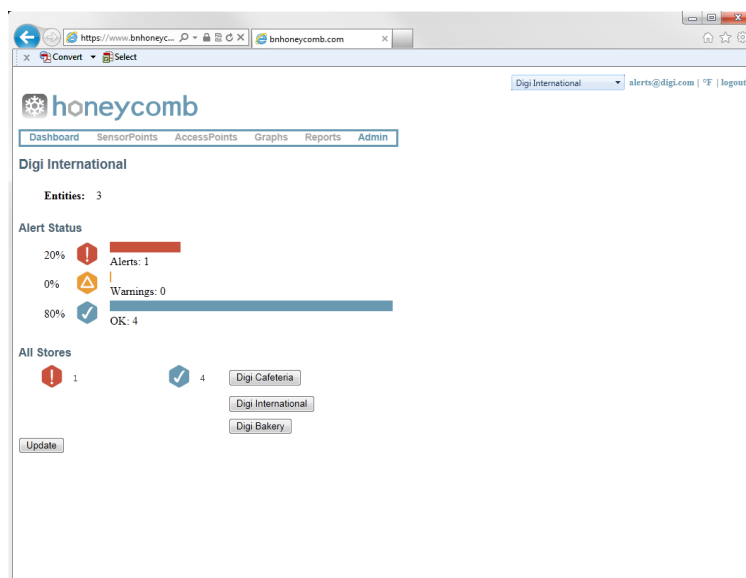
## Adding a User

In order to add a user, you must be an administrator of your Honeycomb account.

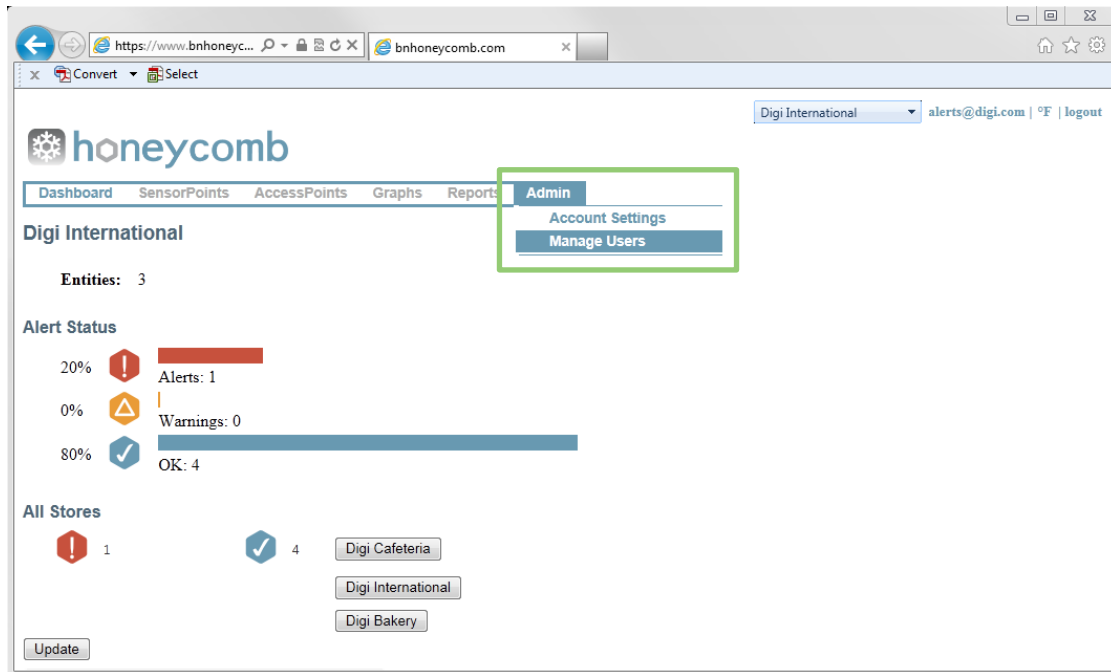
1. Open a **Web Browser**
2. Navigate to [www.digihoneycomb.com](http://www.digihoneycomb.com)



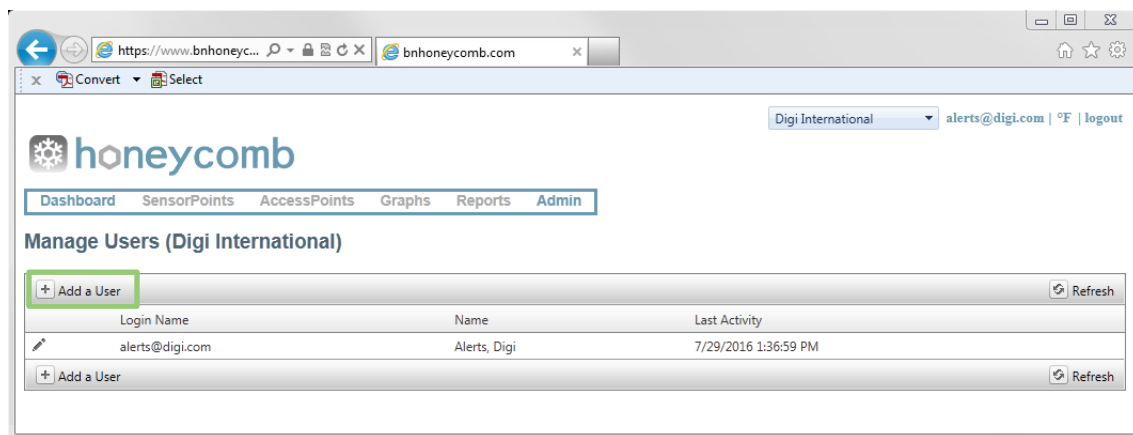
3. Login using your given **Username/Password** combination
4. Select the **Organization** or **Account** you want to add a user to
  - a. **Note:** If you add a user to a specific account (i.e. Digi Cafeteria), they will only be able to see that account. If you add a user to the organization (i.e. Digi International), they will be able to see all of the accounts (Digi Cafeteria/Digi Bakery) within the organization.

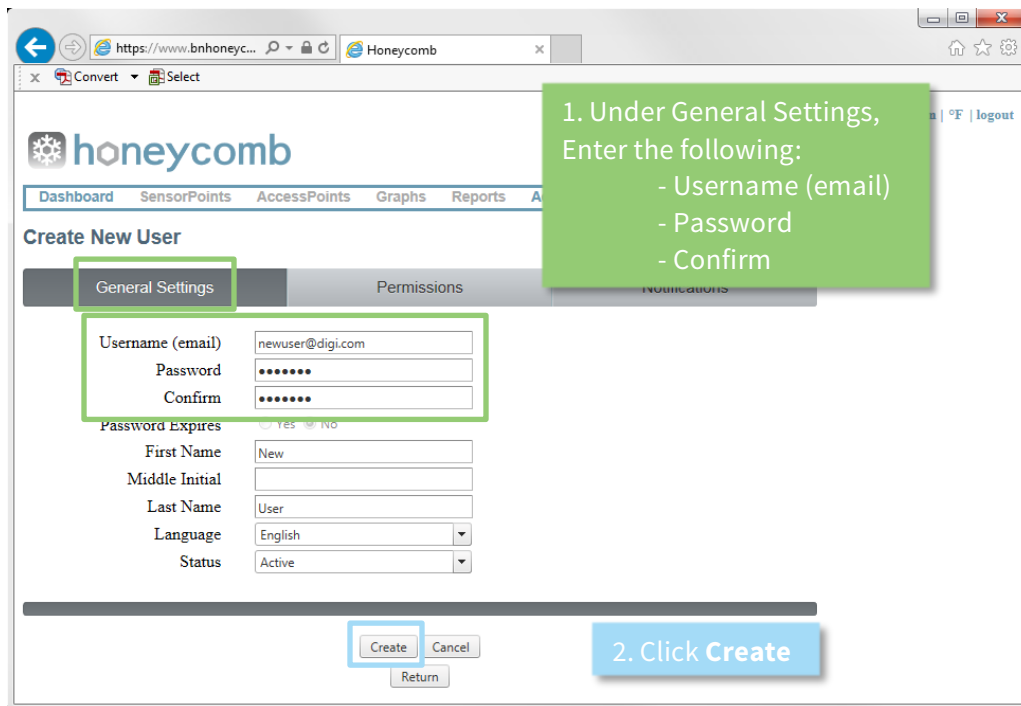


5. Hover over **Admin** → Click **Manage Users**



6. Click the **Plus Sign (+)** next to Add a User.

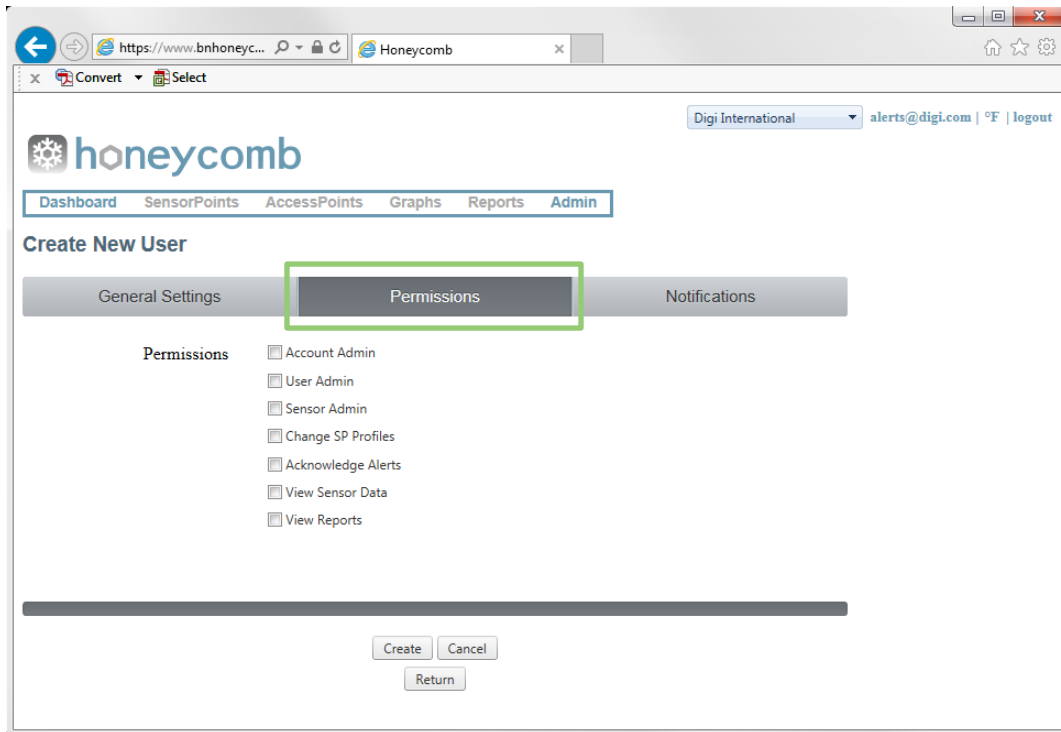




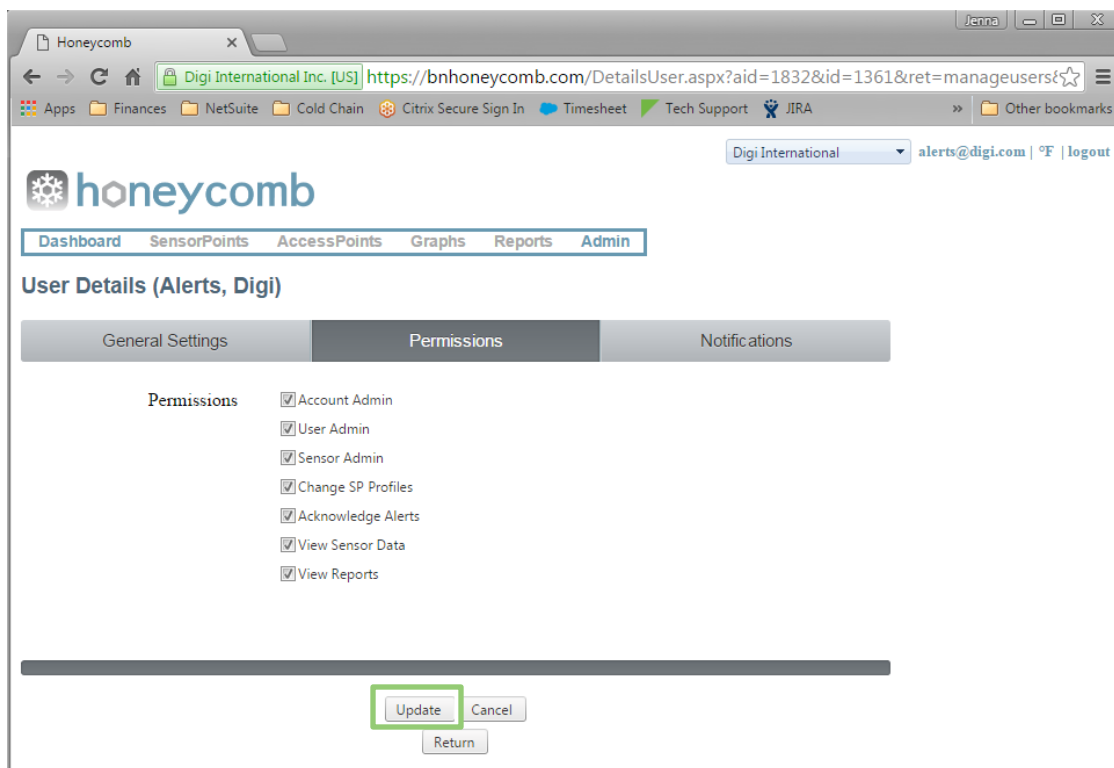
7. Click **Permissions**

8. Set your permissions based on the following options:

- a. Account Admin – Ability to change all account settings
  - i. Name, Address, Time Zone, Temperature Units
  - ii. Operating Hours
- b. User Admin – Ability to add/edit users and manage roles or permissions
- c. Sensor Admin – Ability to change SensorPoint settings
- d. Change SP Profiles – Add/Remove/Edit SensorPoint profiles to reflect temperature ranges of a given sensor.
  - i. i.e.) When fridge profile sensors would be in a normal and/or alert state.
- e. Acknowledge Alerts – Permission to acknowledge Sensor and WaSP alerts.
- f. View Sensor Data – Permission to see the temperatures for all sensors within an account.
- g. View Reports – Permission to view SensorPoint audits, temperature history, weekly audits and other reports for devices within the account.



9. Click **Update**



10. Logout and login as the new user to ensure it is created.