Digital Reception how to add & edit new users

This guide will cover how to create new users in Digital Reception, assign them into the correct homes and how give them the correct access level to see information relevant to their role in your organisation. It will also show how to edit existing users.

create a new user

To create a new user, log in to Digital Reception and go to your home page.

- Select **Settings** in the top right corner of the page
- Select **User Settings**
- Click **New User** at the top of the user list

To create a new user, you will need to add the following information.

- First name
- Last name
- Email address
- Access level
  - Admin **(read and write access for every page)**
  - Manager **(read and write access for every page, write access for feedback actions, planned events, people and relationships)**
  - Reporting **(read access for every page but no write access)**
  - Emergency (read access only to fire logs, no read or write access to any other pages)
- External sign on only **(when set to on, this user will be able to sign in using external sign in providers like Google or Microsoft)**
- Receive critical alerts **(when set to on this user will be sent critical alert emails when security breaches are detected, they will only receive alerts from locations/homes that they have access to)**
- Locations **(choose which homes on Digital Reception this user will have access to)**
- Fire log locations **(any location/home this user is assigned to can also be set as a fire log location. Which means whenever an emergency fire log is accessed on a device at any one of this user's fire log locations, the user will be emailed a link to the fire log)**
- Then Save the user

Handy Tips: The I buttons on Digital Reception will give you extra information and system guidance. These are located throughout Digital Reception.

how to edit an existing user

Once you've created new users on Digital Reception you can go and back and edit important information like email details and access rights.

To edit an existing user, log in to Digital Reception and go to your home page.

- Select **Settings** in the top right corner of the page
- Select **User Settings**
- Choose the user you wish to edit from the list

Handy tips: When editing users, you can set an account as inactive, this means that user will not be able to sign into Digital Reception until their account is reactivated.

Handy tips: If a user forgets their password or needs to reset it, you'll be able to request a password email reset.

Locations: ⓘ

Name	Allow Access?
Cedar Court	☑
Oak House	☑

Fire Log Locations: ⓘ

Name	Send Emergency Fire Log Emails?
Cedar Court	☑
Oak House	☑

☐ Inactive? ⓘ

Email Password Reset ⓘ

Save