

Setting Up “Child” Accounts on the ENVIRO-TEC® Website

The Need for Child Users

The ENVIRO-TEC website is packed with important information for reps and engineers, including Submittal Drawings and Web-Select®. There is a complex security system in place, allowing access to certain sections based on User Permission Level. A unique Username and Password is required for *all* users.

Engineers who work with an ENVIRO-TEC rep will need access to submittal drawings and Web-Select. Additionally, Engineers may want to share information on the ENVIRO-TEC website with other Engineers. For these scenarios, a user can create accounts for others, known as “child users” to their own account.

Instructions

1. Go to www.enviro-tec.com.
2. Under the Software menu, choose Manage Website Accounts, then click User Administration.
 - Login to the ENVIRO-TEC website with assigned Username and chosen Password.

3. In the “New User Name” box, type a Username for the individual and click the “Add New User” button. We suggest using the person’s first initial and last name, with no spaces or punctuation. If this Username already exists in the system, use their first and last name (no spaces), or add a number to their Username.

User/Group	First Name	Last Name	Permission Level	E-Mail	Phone #1	Ext.	Status	Edit
TestUser has no child users								

- After the User has been added, their Username will show up in the list of Child Users.

Note: Screen captures for step 3 are located to the right.

User/Group	First Name	Last Name	Permission Level	E-Mail	Phone #1	Ext.	Status	Edit
Engineer1			Public User	E-Mail			Inactive	Edit

4. Click “Edit” to the right of the newly created Username.
5. Enter all pertinent information, including the User’s name, company, phone number and e-mail address (the e-mail address is important, as it is used to send the person’s password if they forget it in the future).
6. Enter the User’s **Account Settings** and **Permission Level**.

- **Active:** Select to activate the user's account. The account can be de-activated in the future if the individual should no longer have to access the site.
- **User Can Create Child Users:** If User will need to add other Users in the future.
- **User Can Create Projects:** If User can create Web-Select projects of their own.
- **User Can See Sibling Users:** If this user should see other Users at their level, such as other engineer accounts. This option is not recommended.
- **Timeout Minutes:** Enter the number of minutes of inactivity before the system will request the User’s password again. 30 minutes is the default.
- **PERMISSION LEVEL: “Public User”** allows access to Consignment DDC Wiring Diagrams only. **“ETI Engineer”** also allows access to submittal drawings and Web-Select. Only Rep Level users (assigned by the factory) may access pricing in Web-Select.

User Account Settings	
User is Active:	<input checked="" type="checkbox"/>
User Can Create Child Users:	<input type="checkbox"/>
User Can Create Projects:	<input checked="" type="checkbox"/>
User Can See Sibling Users:	<input type="checkbox"/>
Timeout Minutes:	30

Rep Account Settings	
User Can Create Orders:	<input type="checkbox"/>

User Administrator Functions	
User Permission Level:	ETI Engineer

7. Click the “Save User Information” button. *Note: A screen capture for steps 6 and 7 are located to the right.*
 8. Notify the individual of their Username and inform them that upon their first visit to any password protected areas of the ENVIRO-TEC site, they will be prompted to enter their Username and Password. On their first visit, they should enter **only their Username** and click the Login button. The system will then ask them to establish a password. The Login Instructions script to send a new user is available on the Manage Website Accounts page under the Software menu.
- * **Note that creating a website account is a separate process from granting access to Web-Select projects.** To share a Web-Select project with another user, open the Project Schedule, click on [Users], choose Administer Project Users, add the person's Username to the Project, and assign the appropriate Permission Level to the user.