



COMPACONLINE USER ACCESS MANUAL

CompacOnline User Access manual
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Document Control

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1.0.0	16/01/2018	J Jang	New manual
1.0.1	20/04/2018	S Laycock	Added User Log instructions

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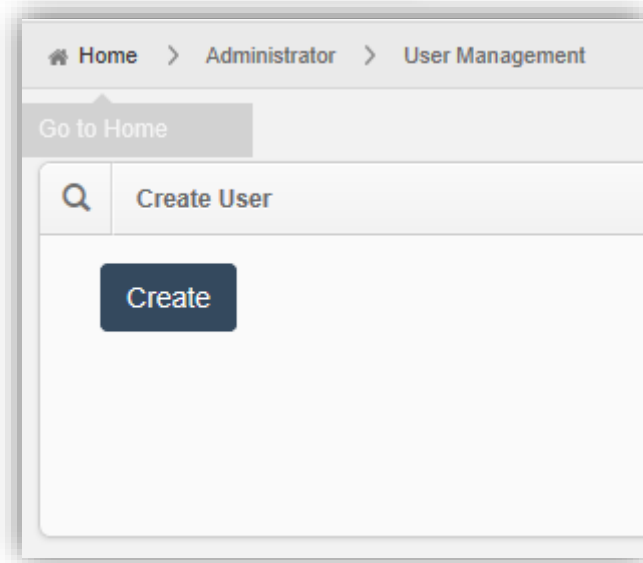
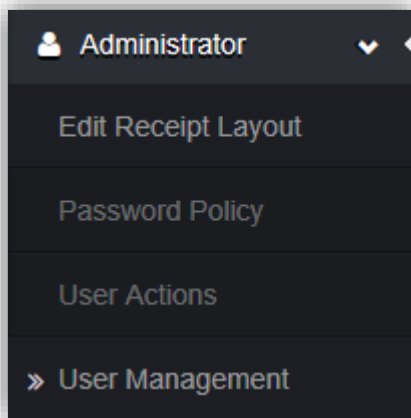
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CompacOnline User

Creating a CompacOnline User

This section is to demonstrate the steps to create a CompacOnline User.

1. Log on to CompacOnline.
2. Select the **User Management** tab in the **Administrator** section.
3. Go to **Create User** and select **Create**.



4. Enter user name and generate a password. Or create a custom password and enter a valid email address.
5. Select the roles this user can have access to.

NOTE: The **Status** role is a required role for all users.

6. Select **Create**.
7. The password will be copied and pasted, then sent to the new user's email.

The screenshot shows a 'Create User' dialog box with the following fields and options:

- Name:** A text input field.
- Password:** A text input field with a 'Generate a Password' button to its left.
- Confirm Password:** A text input field.
- Email:** A text input field.
- Roles:** A list of checkboxes:
 - Administrator
 - Online Cards
 - Status
 - Transactions
 - Cards
 - Pricing
 - Tank Gauging
- Buttons:** 'Create' and 'Cancel' buttons at the bottom right.

Deleting a CompacOnline User

1. Select the **User Management** tab in the **Administrator** section.
2. Go to the **Delete User** section.
3. Find the **User** you wish to delete, then select **Delete**.

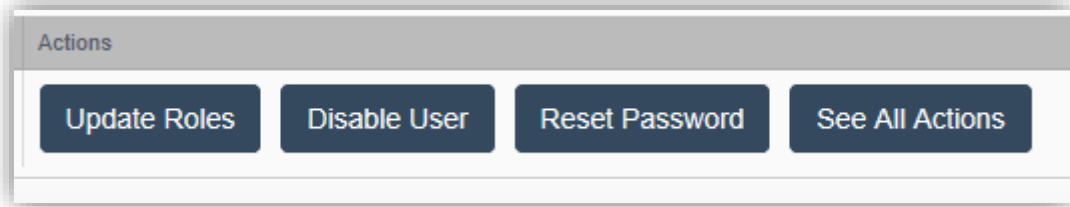
Editing a CompacOnline User

1. Select the **User Management** tab in the **Administrator** section.
2. Go to **Edit User** and select the user you would like to **edit**.

3. The User details will appear as below showing: Username, email address and roles. Below this section you will be able to identify the last 10 actions performed by the selected user.

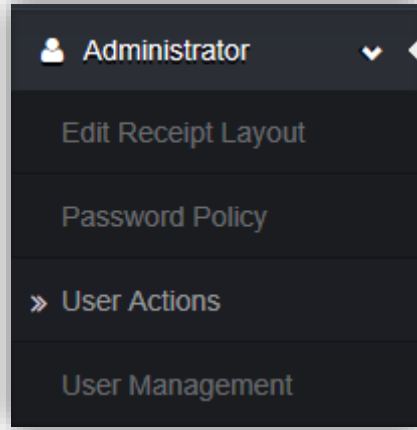
Username	Email Address	Roles
compac_demo	phil@compac.co.nz	Administrator, Status, Pricing, Tank Gauging, Transactions, Cards
Last 10 actions (click anywhere to expand)		

4. To the right of the existing access there are editing tools available:
 - Update the access.
 - Disable the User temporarily or Enable User if disabled.
 - Reset password.
5. **See All Actions** allows you to view all the actions completed by the selected user on **CompacOnline**.



User Actions

Changes to cards can be viewed in the User Action Log. This log shows all notable events and can be used to keep track of changes to cards. To view this log, go to **Administrator > User Actions**.



The following table can now be viewed:

User Action	Date Time	User
User Login	17/04/2018 4:00:15 p.m.	Harry Kleyer
User Login	17/04/2018 3:57:16 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:56:58 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:49:38 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:41:54 p.m.	SITE24X7_COL_MONITOR
Uploaded a new OnlineAuth Card File	17/04/2018 3:36:51 p.m.	Harry Kleyer
Card 7885369887654321 Funds Added: \$-1 Current Balance: \$998	17/04/2018 3:36:51 p.m.	Harry Kleyer
User Login	17/04/2018 3:34:44 p.m.	SITE24X7_COL_MONITOR
Exported OnlineAuth Card File	17/04/2018 3:34:23 p.m.	Harry Kleyer
User Login	17/04/2018 3:34:08 p.m.	Harry Kleyer
User Login	17/04/2018 3:28:05 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:20:46 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:20:31 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:12:48 p.m.	SITE24X7_COL_MONITOR
User Login	17/04/2018 3:05:22 p.m.	SITE24X7_COL_MONITOR

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Specific user action logs can be viewed by using the drop-down box. For more information on user management, see the User Access manual available on www.compac.co.nz.