

JanusFireLink Distributor Admin. Quick Start: Adding New Users

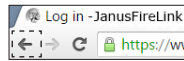
This document provides instructions on how to create a new user via the *JanusFireLink Software website*. You must have a **Distributor Administrative email login** to complete this process.

Note: You must have registered a computer prior to creating one or more users for that computer. Refer to the “*JanusFireLink Software License Registration*” documentation emailed previously to you for instructions on registering your computer(s).

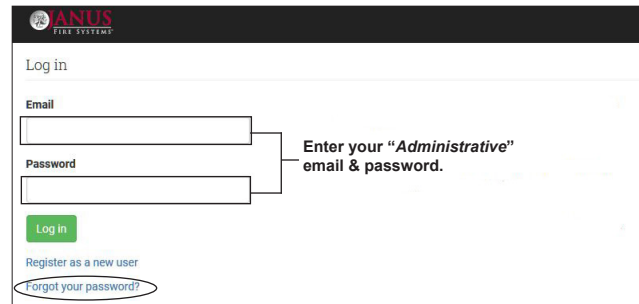
STEP ONE: Log into the JanusFireLink website.

Tip: After accessing the “JanusFireLink” website to login, press the “Back” button located in the Internet navigation bar to return to this document!

- Click [JanusFireLink](#) to access the website.
 - Enter your “**Administrative**” email address.
 - Enter the **password** you created previously during the registration process.



Note: If you forgot your password, click the “*Forgot your password?*” link to reset it.

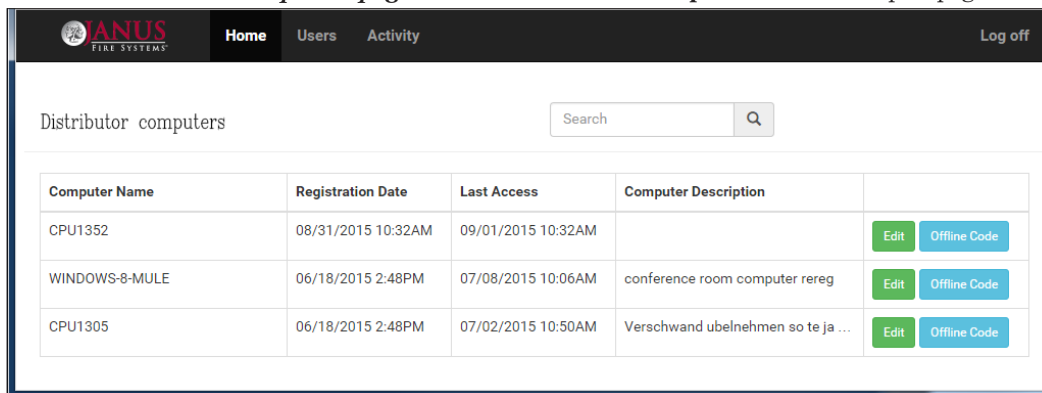


Enter your “Administrative” email & password.

- Click the  button to display the “*Distributor computers*” page.


STEP TWO: Create a New User.

- From the “*Distributor computers*” page, click the “**Users**” menu option (from the top of page).



Computer Name	Registration Date	Last Access	Computer Description	
CPU1352	08/31/2015 10:32AM	09/01/2015 10:32AM		Edit Offline Code
WINDOWS-8-MULE	06/18/2015 2:48PM	07/08/2015 10:06AM	conference room computer rereg	Edit Offline Code
CPU1305	06/18/2015 2:48PM	07/02/2015 10:50AM	Verschwand ubelnehmen so te ja ...	Edit Offline Code

← Always “Log off” to exit the JanusFireLink software website.

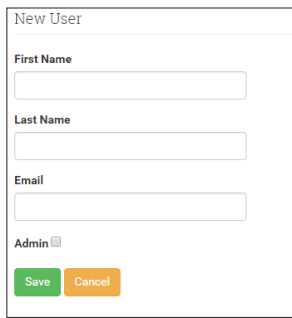
- When the “*Users*” page displays, click the  button to add a new user, as shown below.



First Name	Last Name	Email	Admin	
Jon	Lombardi	jonl@thecloud.com	<input checked="" type="checkbox"/>	Edit Delete
Terry	McCausland	tmccausland@treasureisland.net	<input checked="" type="checkbox"/>	Edit Delete
Mercedes	Benz	mbenz@pretzelsrus.com	<input type="checkbox"/>	Edit Delete

Press this to create a new user. When “Admin” is selected, the user is given full access to all panel options.

- Complete the user's information on the "*New User*" page as shown below:



- Enter the "*First Name*"
 - Enter the "*Last Name*"
 - Enter user's unique "*Email*" address (*i.e., each user added must have their own exclusive email address*).
 - Click the " Admin " selection box **only** if the user should have full access rights to all registered computers.
- Press when finished, or press to exit **without** saving changes.
Note: If the user was added successfully, you'll see a "*User Saved*" message briefly after saving, and their user information is added to the **Users page**.
- Click "**Log off**" to exit the JanusFireLink website.