

## How to give Web Portal (Customer) access to a Bell Sensing Technologies user

The Bell Sensing Technologies online portal now has an additional customer access level.

This new setting – called Web Portal (Customer) – gives customers access to account specific information, service reports, and trending data. This is the simplest view available. A user with this access level can't see user lists, and they can't add or edit users or accounts.

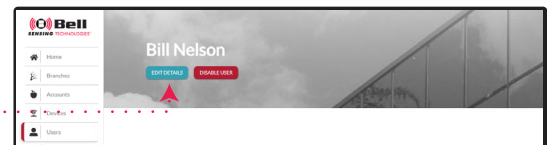
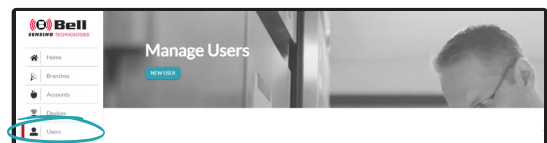
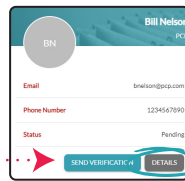
This setting is for end customers, such as device site location property managers, who want to login to the portal with their own account and view reporting data.

When granting access, be sure a Web Portal (Customer) user has access to the branch their account tied to; any accounts tied to other unselected branches will not be visible.

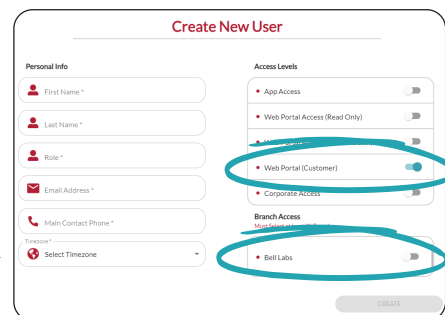
To apply Web Portal (Customer) to an account, use the Create New User or Edit Details menus. See instructions below.

### DIRECTIONS

- 1 Select the **Users** tab from the sidebar, then click **NEW USER**. If you are adjusting an existing user's account, click **DETAILS** on the user's profile card under All Users then click **EDIT DETAILS**.



- 2 In the **Create New User** or **Edit Details** menu under **Access Levels**, click the button for **Web Portal (Customer)**.



**Create New User**

**Personal Info**

First Name \*  
Last Name \*  
Role \*  
Email Address \*  
Main Contact Phone \*  
Timezone \*  
Select Timezone

**Access Levels**

App Access   
Web Portal Access (Read Only)   
**Web Portal (Customer)**   
Corporate Access

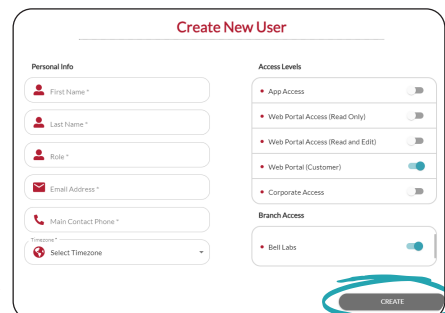
**Branch Access**

Branch Access   
**Bell Labs**

CREATE

- 3 Select the branch that you want the user to access by clicking the corresponding **Branch Access** button. Any accounts tied to unselected branches will not be visible to the user.

- 4 To finish, click **CREATE**. If you are editing a user profile, click **UPDATE**.



**Create New User**

**Personal Info**

First Name \*  
Last Name \*  
Role \*  
Email Address \*  
Main Contact Phone \*  
Timezone \*  
Select Timezone

**Access Levels**

App Access   
Web Portal Access (Read Only)   
Web Portal Access (Read and Edit)   
**Web Portal (Customer)**   
Corporate Access

**Branch Access**

Branch Access   
**Bell Labs**

CREATE