COMPACONLINE USER ACCESS MANUAL

CompacOnline User Access manual
Version No: 1.0.3

Date: 7th December 2018

Conditions of Use

- Read this manual completely before working on, or making adjustments to, the CompacOnline website.
- Along with any warnings, instructions, and procedures in this manual, you should also observe any other common sense procedures that are generally applicable to websites of this type.
- Compac Industries Limited accepts no liability for loss of profits, loss of products, and loss of time, resulting from failure to follow any warnings, instructions, and procedures in this manual, or any other common sense procedures generally applicable to software of this type, whether incurred by the user or their employees, the installer, the commissioner, a service technician, or any third party.

- Unless otherwise noted, references to brand names, product names, or trademarks constitute the intellectual property of the owner thereof.
- Every effort has been made to ensure the accuracy of this document. However, it may contain technical inaccuracies or typographical errors. Compac Industries Limited assumes no responsibility for and disclaims all liability of such inaccuracies, errors, or omissions in this publication.
- Compac Industries Limited reserves the right to change the specifications of its products or the information in this manual without necessarily notifying its users.

Document Control

Document Information	
Document Details	CompacOnline User Access Manual
Original Publication Date	16/01/2018
Current Revision Author(s)	R Liu
Authorised By	W Zheng

Revision History			
Version	**Date**	**Author(s)**	**Revision Notes**
1.0.0	16/01/2018	J Jang	New manual
1.0.1	20/04/2018	S Laycock	Added User Log instructions
1.0.2	31/04/2018	S Laycock	Updated Conditions of Use and
1.0.3	07/12/2018	R Liu	Updated Contact Information

Contents

Contents

Introduction

Compac Online allows for easy management of multiple sites, with 24/7 remote access.

Functions of Compac Online include editing customer databases, managing transactions, tanks and pumps, and retrieving reports from desired sites.

This manual details how to create, edit, and delete users on Compac Online. User actions can also be viewed, which show the actions of users on a database.

IMPORTANT NOTE:

Access to site data is heavily dependant on the equipment being powered on and connected to the internet. Ensure equipment is online and functioning for full access to all site data.

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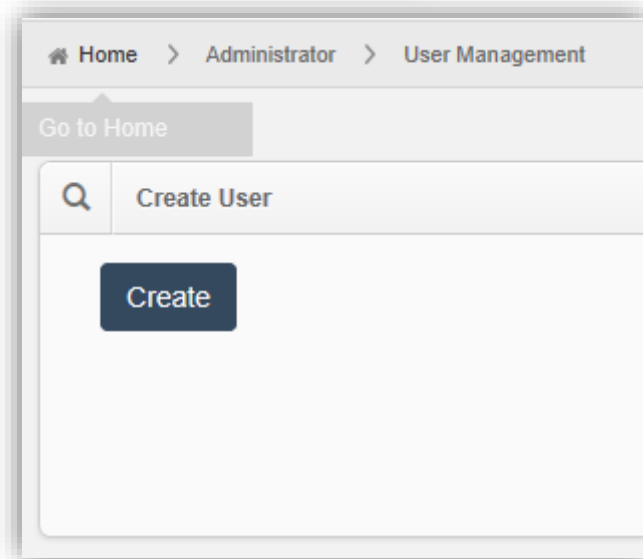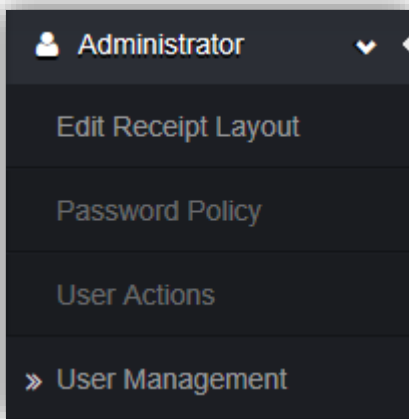
4. Enter user name and generate a password. Or create a custom password and enter a valid email address.
5. Select the roles this user can have access to.

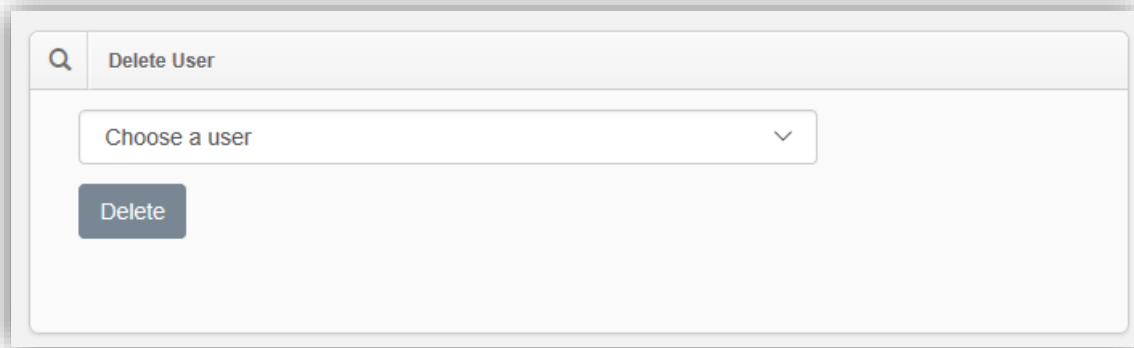*NOTE: The **Status** role is a required role for all users.*

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

Create User ×

Name

Password

🔄 Generate a Password

Confirm Password

Email

Roles

☐ Administrator   ☐ Cards
☐ Online Cards   ☐ Pricing
☑ Status   ☐ Tank Gauging
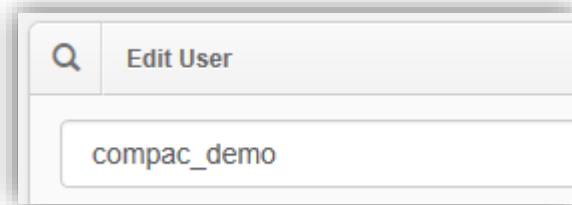☐ Transactions

Create   Cancel

Deleting a 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**.

Q	Delete User

Choose a user ⌄

Delete

Editing a 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**.

Q	Edit User

compac_demo

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**.

Actions			
Update Roles	Disable User	Reset Password	See All Actions
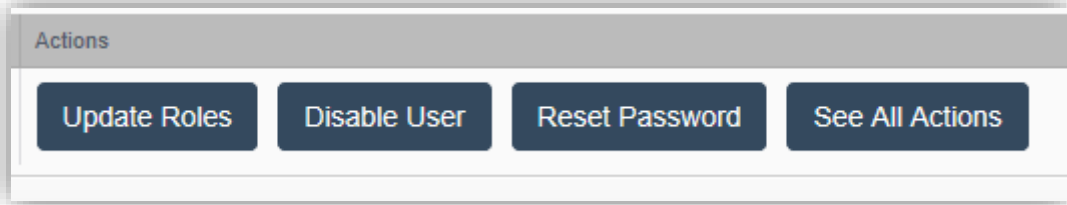
User Actions

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.**
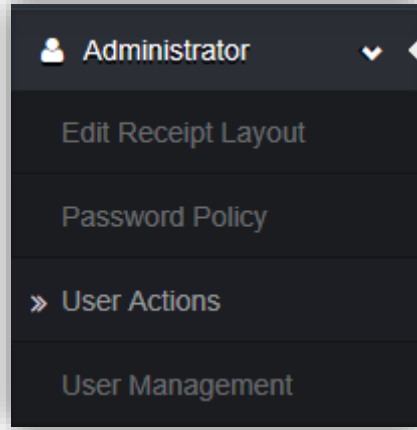
The following table can now be viewed:

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

1 - 15 of 200 items

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

7.