

# Rioned.



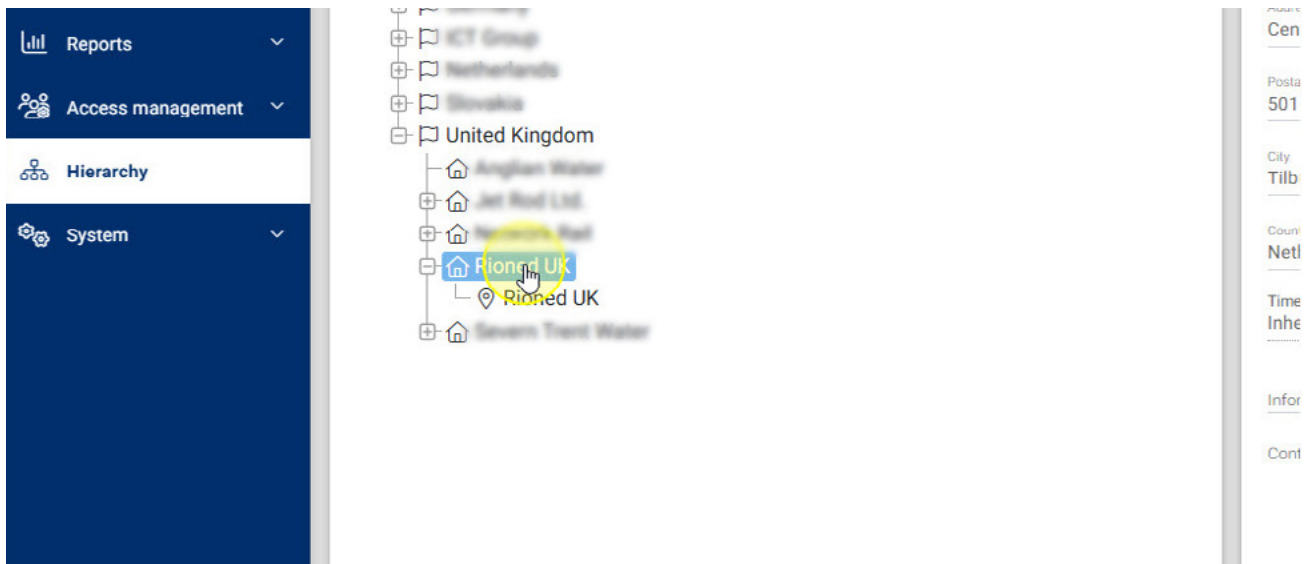
# RioConnect.

## Accounts

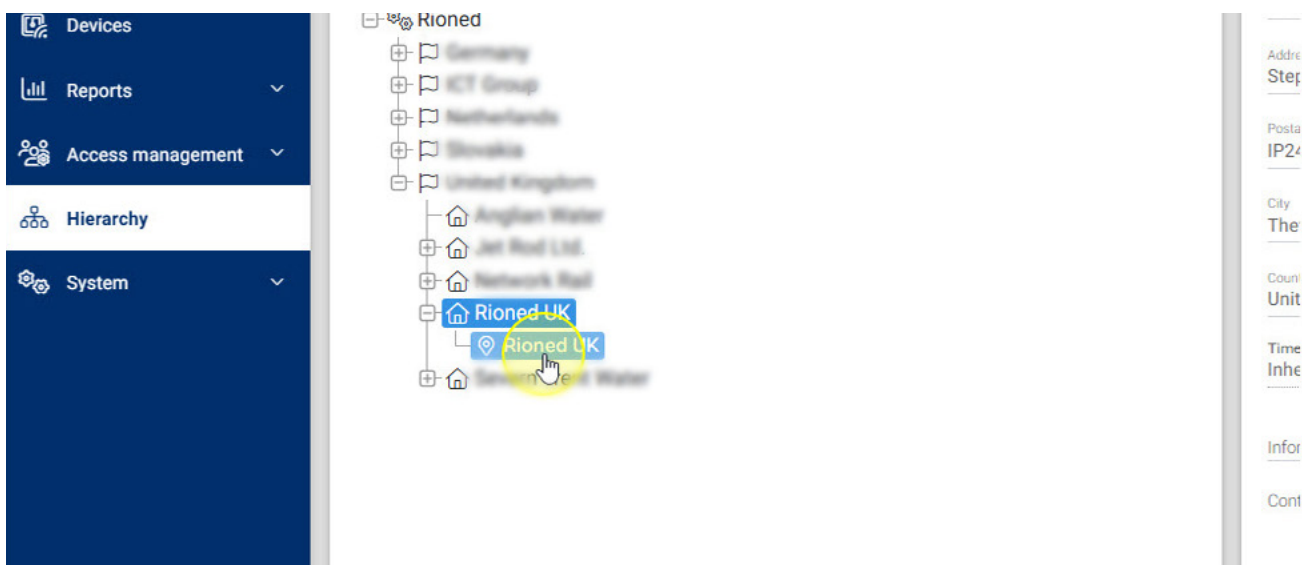
# RioConnect - Managing Access Levels

RioConnect allows you to manage multiple locations and control exactly what your team can see.

- 1 Top-Level Access:** Creating a user at the main account level (e.g., Rioned UK) gives them access to all sub-locations and machines.

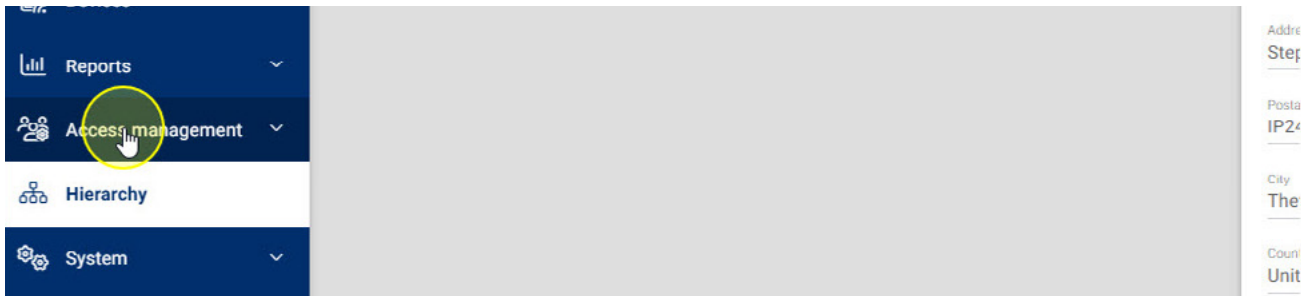


- 2 Sub-Level Access:** Creating a user within a specific sub-location limits their view and control to only the machines assigned to that particular site.

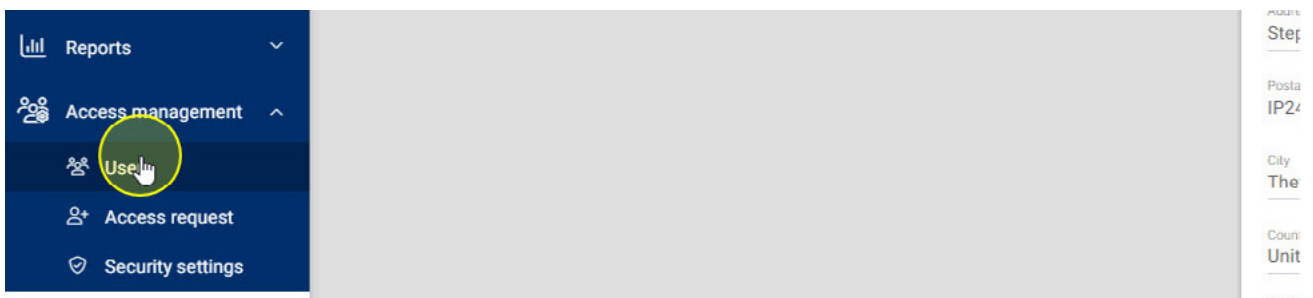


# RioConnect - User Management

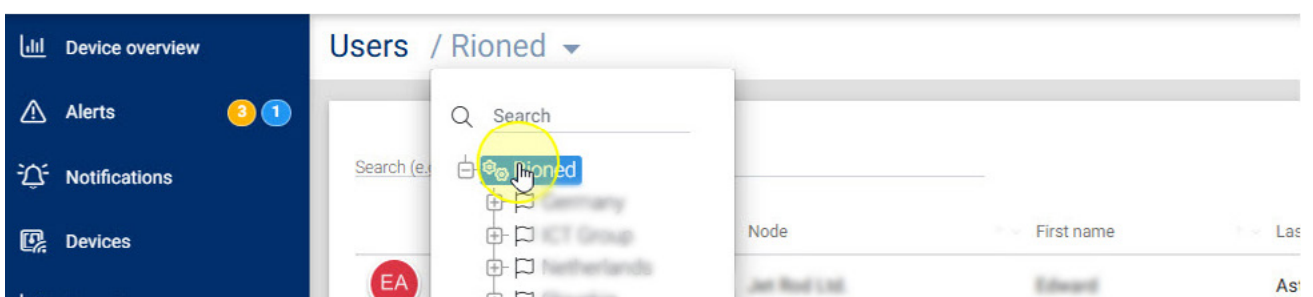
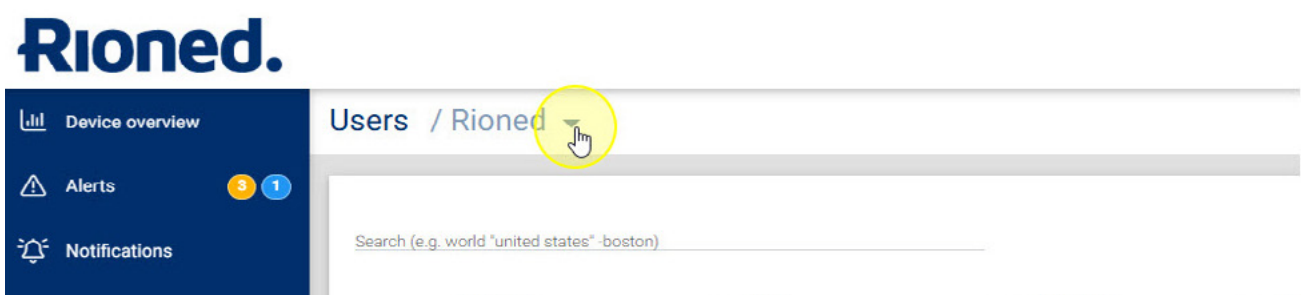
- 3 On the left-hand menu, click Access Management.



- 4 Select Users from the dropdown options.



- 5 At the top of the page, use the dropdown menu to select the specific account or sub-location where you want to add a user.



# RioConnect - Adding a New User

- 6 Click the blue New User button.



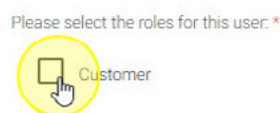
- 7 Enter the user's first name, last name, and email address.



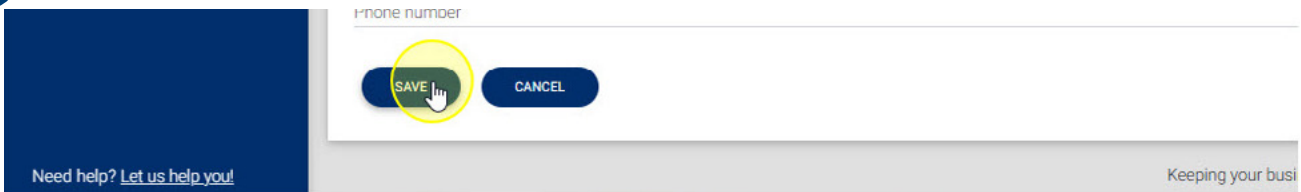
- 8 You can set the user's preferred language and data delimiters (for CSV/Excel exports).



- 9 Check the box for the Customer role.



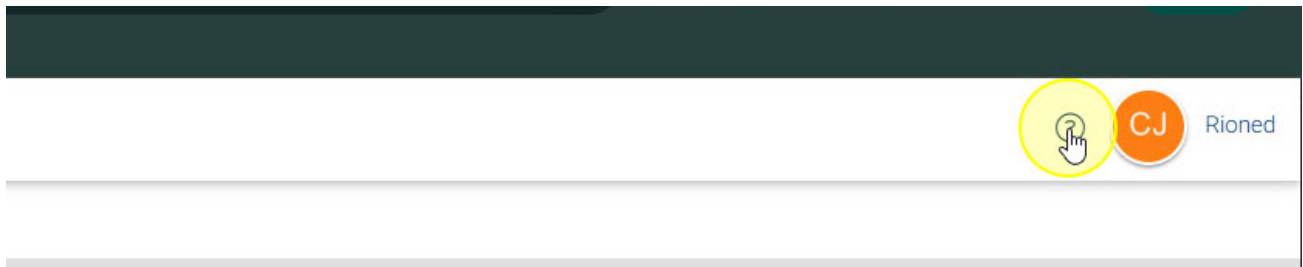
- 10 Once all information is entered, click Save.



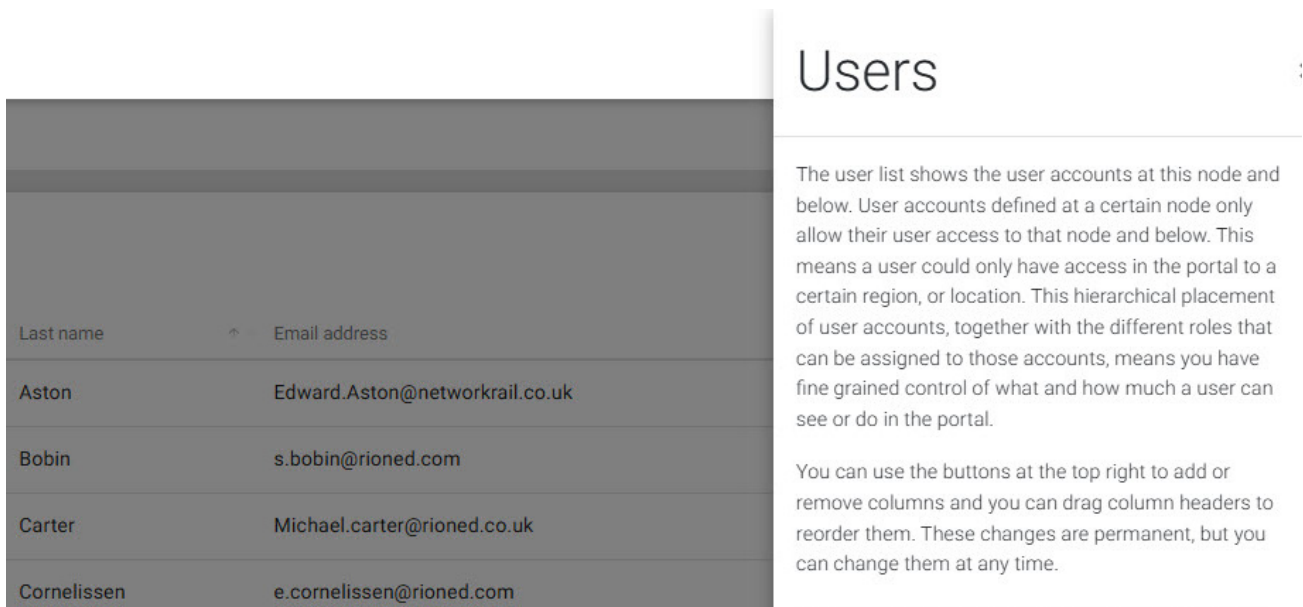
After saving, the new user will automatically receive an invitation email.

# RioConnect - Help View

- 11 Click the Question Mark (?) icon located in the top-right corner of the screen.



- 12 RioConnect will automatically display contextual help based on exactly what you are viewing at that moment.



The screenshot shows a help view for the 'Users' section. On the left is a table of user accounts, and on the right is a text explanation of the user list.

Last name	Email address
Aston	Edward.Aston@networkrail.co.uk
Bobin	s.bobin@rioned.com
Carter	Michael.carter@rioned.co.uk
Cornelissen	e.cornelissen@rioned.com

**Users**

The user list shows the user accounts at this node and below. User accounts defined at a certain node only allow their user access to that node and below. This means a user could only have access in the portal to a certain region, or location. This hierarchical placement of user accounts, together with the different roles that can be assigned to those accounts, means you have fine grained control of what and how much a user can see or do in the portal.

You can use the buttons at the top right to add or remove columns and you can drag column headers to reorder them. These changes are permanent, but you can change them at any time.

This is the fastest way to get detailed explanations for specific buttons or data points on your current dashboard.

# Rioned.



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