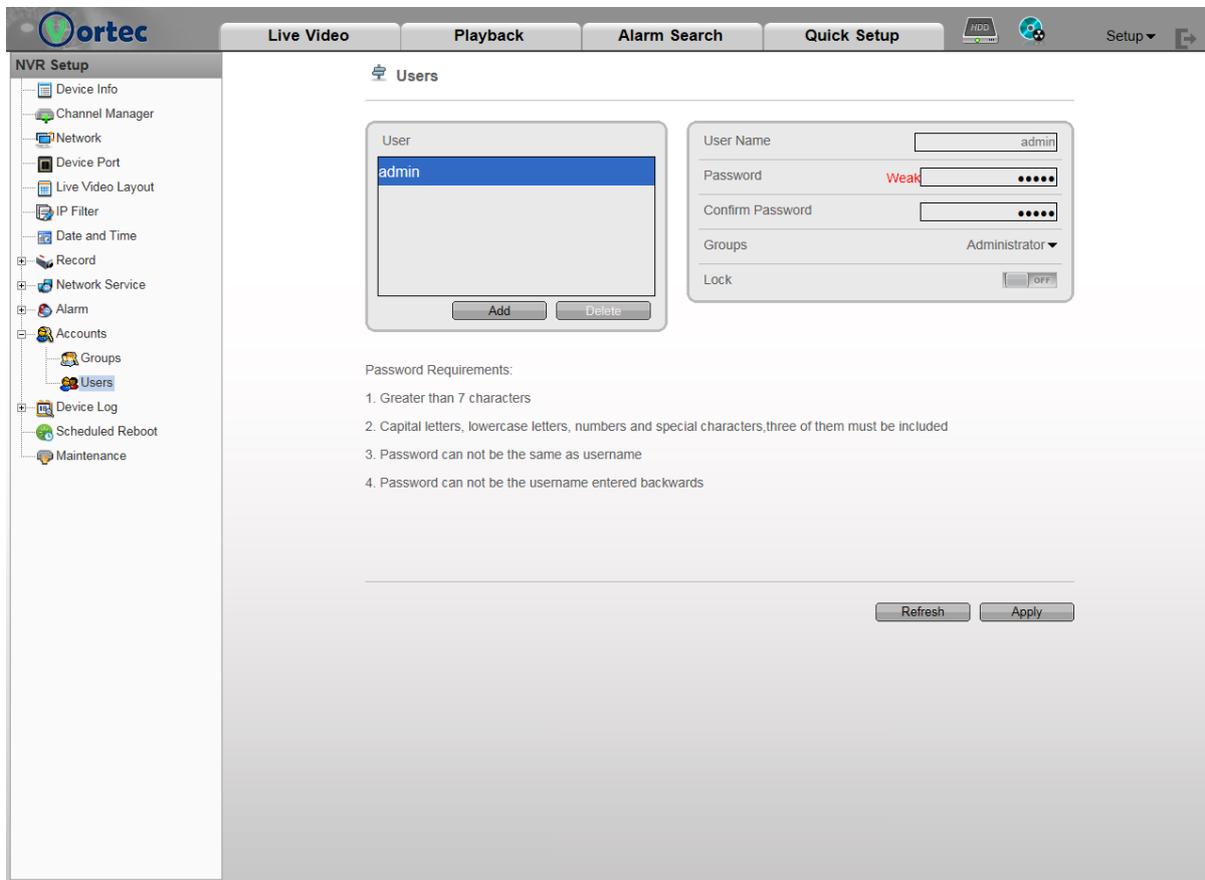# Adding and Modifying Users and Groups on the Vortec

Adding and Modifying Users

Firstly, login to the Vortec and go to the **setup** page. Then go to **Accounts**, then **User**. This should show the following screen:
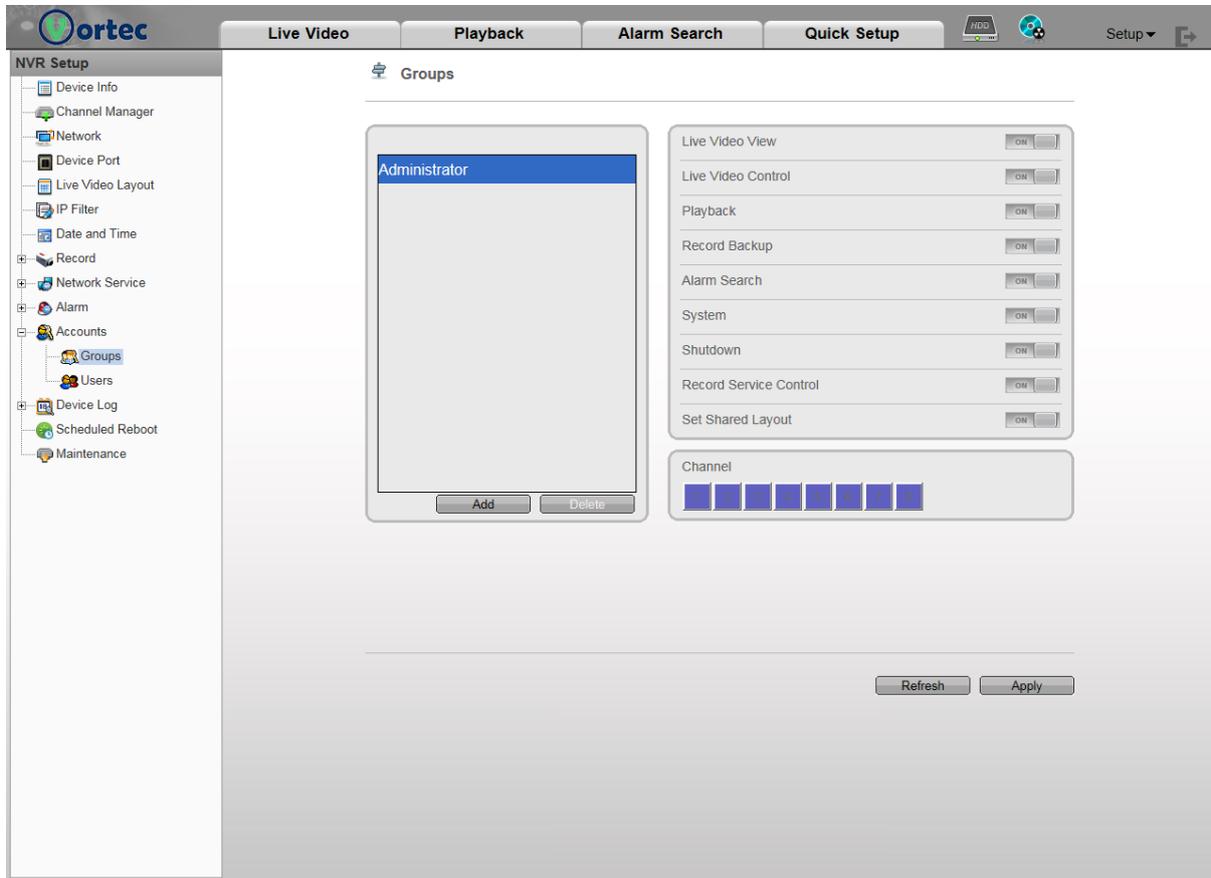

To modify the admin user, click **'admin'** and on the right you can choose to change the password and the group that the user is in. You will then need to click **Apply** to save the changes you have made.

To add a new user click the **'Add'** button this should prompt you to input a new user and click **OK**. Then refer to the section on the right again to change the password and the group it is added to.

Adding and Modifying Groups

Firstly, login to the Vortec and go to the **setup** page. Then go to **Accounts**, then **Groups**. This should show the following screen:

Then to modify a group, click the **group** and use the section on the right to change what the group can do. By default there are 3 user groups, one with full permissions, one for general use and system maintenance and finally one for just viewing the live video.

You can also add new user groups if you'd like to fully customise the group including a name of your choice. You can do this by simply clicking the **Add** button and inputting a **Group name**, then once you have done this you can choose what the group has access to with the section on the right hand side again.

To finish, click the **Apply** button, this will save all the changes you have made to the groups.