

How to manage users' access to your projects

Objectives

- Add a user to your project
- Delete an user from your project

Add a user to your project



Projects might require multiple users to access the same infrastructure. Wingu allows this function to happen.

In order to add an user to your project the user needs to be a registered user on the Wingu platform, meaning that the user needs to sign up and create an account.

To add an extra user to your project, you need to log into the Wingu billing dashboard as a customer.

Use the **How to log in to your account** manual to accomplish this.

Add a user to your project



Click on **Customer** then click on the **Users** entry in the left-hand menu.

Wingu Billing system

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Customer

Dashboard

Company Profile

Users

Query

Reports

Projects

User Name ▼

training@wingu.co.za

ob3@wingu.co.za

First Name

Last Name

Email Address

Username

Phone Number

Role

Select...

Send password change email

Save

i CustomerAdmins have full access to customer data. CustomerBillingAdmins have full access to financial information but cannot make changes to customer data or infrastructure.

This page will now display all the active users for the selected project.

Listed here for each user is their **First Name, Last Name, Email Address, Phone Number** and **Role**. To edit a user's profile, click on the user name in the user list.

Add a user to your project



Click the **+** button at the top of the user list to add a user to the project.

First Name

Last Name

Email Address

Username

Phone Number

Role

Send password change email

Enter the **First Name**, **Last Name**, **Email** and **Phone Number** fields. Then select the **Role** of the user.

Customer Admin will be able to access the project in both the billing and the cloud systems.

Customer Billing Admin will only be able to access the billing system for the specified project.

If the user needs to set or reset his password, check the **Send password change email** box.

Click the **Save Changes** button to save. The **Cancel** button will exit and not save the data.

Add a user to your project



Now you will see that the new user is listed in the **Users** list.



If the user you added is a new user and you forgot to check the **Send change password email** box, you will need to do a Forget Password action to send an activation email to the user.

Use the **How to log in to your account** manual to see how this is done.

Delete an user from your Project



To revoke access to your project for an user, click on the user name in the user list then click the - button.

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User Name ▼

training@wingu.co.za

ob3@wingu.co.za

First Name

Extra

Last Name

User

Email Address

ob3@wingu.co.za

Username

ob3@wingu.co.za

Phone Number

Role

CustomerAdmin


Save

Delete an user from your Project



Now you will see that the user was removed from the **Users** list.

Control buttons:

User Name 

training@wingu.co.za

First Name

Last Name

Email Address

Username

Phone Number

Role

Send password change email

Thank you

For Support log a call at:
support@wingu.co.za