

FSDData Online in Claros User Management Instructions:

Master Account Administrator Setup and User Management Instructions

1. Follow the link in your Hach Claros account setup email to setup your username and password
2. Once inside of Claros, you will see the main application landing page



Makenzie Dowdell

Select an application to get started:



3. Navigate to the FSDData tile.
4. You will be prompted to link your Claros account to your FSDData account.
 - a. This is a one-time only linking process.
5. Enter your FSDData username and password and click the blue “Link Account” button at the bottom of the page.

Link FSDData Account to Claros

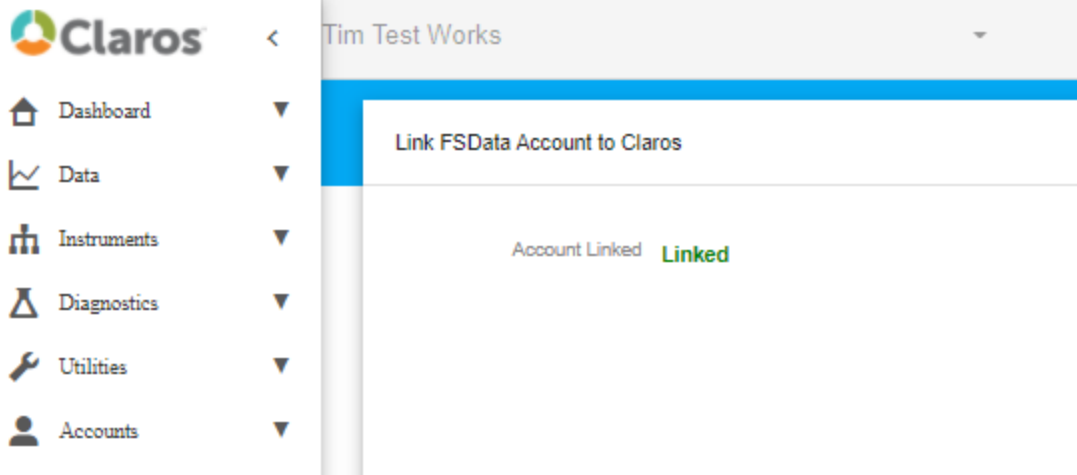
Account Linked **Not Linked**

FSDData Username

FSDData Password

LINK ACCOUNT


6. If the link is successful, you will see a “Linked” message. If the link is not successful, check the username and password you are entering. They must be your correct FSDData account credentials in the Adobe Flash FSDData Online version. If you require assistance, please call technical support at 800-368-2723.

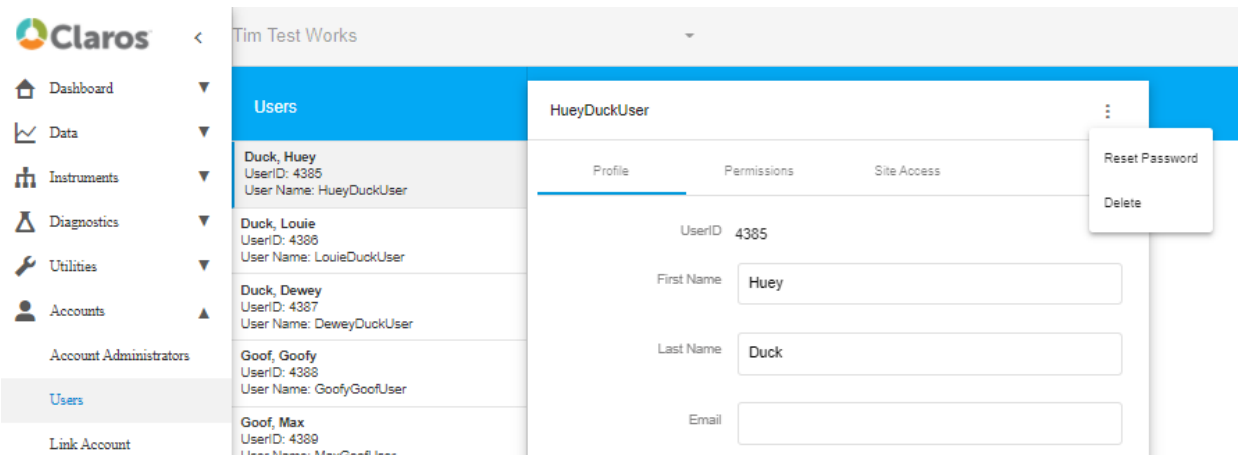


7. Now you are free to navigate the options on the left of the screen to access your sites and data.
8. You will now need to invite the rest of your team to join you inside of Claros to access their FSDData accounts.
 - a. To view a list of all your users in FSDData, navigate the left menu pane to “Accounts” and then click “Users”
 - b. As the master account admin, here you will be able to see your user’s usernames if your team needs a reminder of what their FSDData usernames are for the account linking step.
 - c. You can click on New at the bottom of the screen if you need to create any new users that are not yet in FSDData. Upon creation, their default FSDData password will be HachWebData
 - i. Share the username and default password with the user you create to ensure they will be able to complete the account link step when you invite them to join you in Claros.
 - ii. New users must be created here before adding them to Claros in the later steps.


The screenshot shows the Claros user management interface. On the left is a navigation menu with categories: Dashboard, Data, Instruments, Diagnostics, Utilities, Accounts, Account Administrators, Users, and Link Account. The main area is titled 'Tim Test Works' and contains a list of users. The 'Users' section is expanded to show a list of users, with 'HueyDuckUser' selected. The profile for 'HueyDuckUser' is displayed on the right, showing fields for UserID (4385), First Name (Huey), Last Name (Duck), Email, Phone, Mobile Number, User Name (HueyDuckUser), and an Active checkbox (checked). At the bottom of the profile view are buttons for 'New', 'CANCEL', and 'SAVE'.

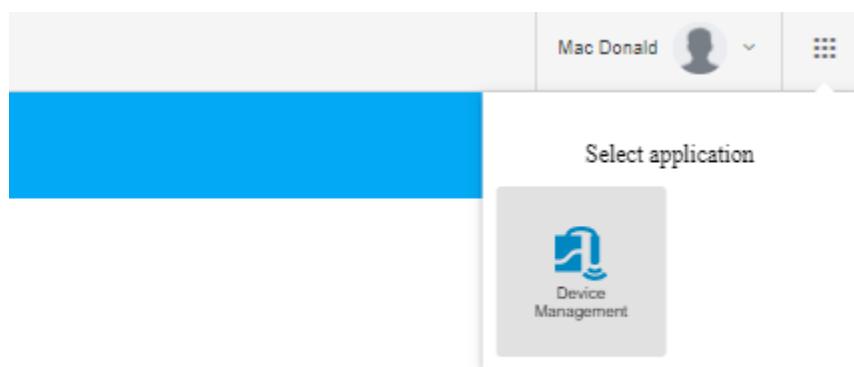
User Name	User ID
Duck, Huey	4385
Duck, Louie	4386
Duck, Dewey	4387
Goof, Goofy	4388
Goof, Max	4389
Mouse, Mickey	4388
Temp, FSData	4384
Young, Jim	4387

- a. From this screen, you can also click on the  icon to expand a menu to reset any user's password if any of your users are having trouble with the account linking step. The reset password will reset their password to the default password: HachWebData

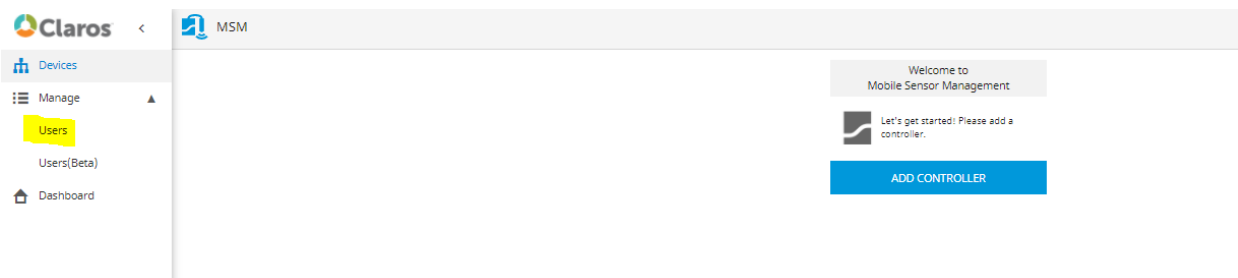


9. Now you are ready to add your FSData users to Claros to invite them to create their Claros login credentials.

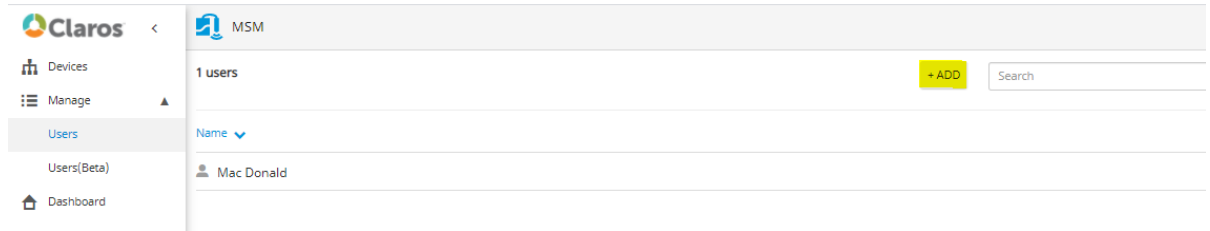
- a. Navigate to the top right corner of the screen and click on the  icon. Then click on Device Management.



- b. Device Management is where another Claros application, Mobile Sensor Management, is accessed. Here we are accessing only for the Claros user management. This Claros user management will be fully merged into the FSData tile in early 2021.
- c. Click on Manage Users.



d. Click "+ Add"



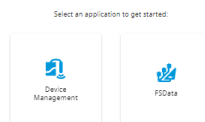
e. Add each of your FSData users, choosing Administrator privileges (these privileges can be further refined in FSData) or Basic (read-only) privileges.

A screenshot of the 'Add user' form. It has a back arrow and the title 'Add user'. The form is divided into two columns. The left column contains three input fields: 'First name', 'Last name', and 'Email address'. The right column contains a 'Role' section with two radio buttons: 'Administrator' (unchecked) and 'Basic' (checked). Below the radio buttons is a checkbox labeled 'Collect and review data.' At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

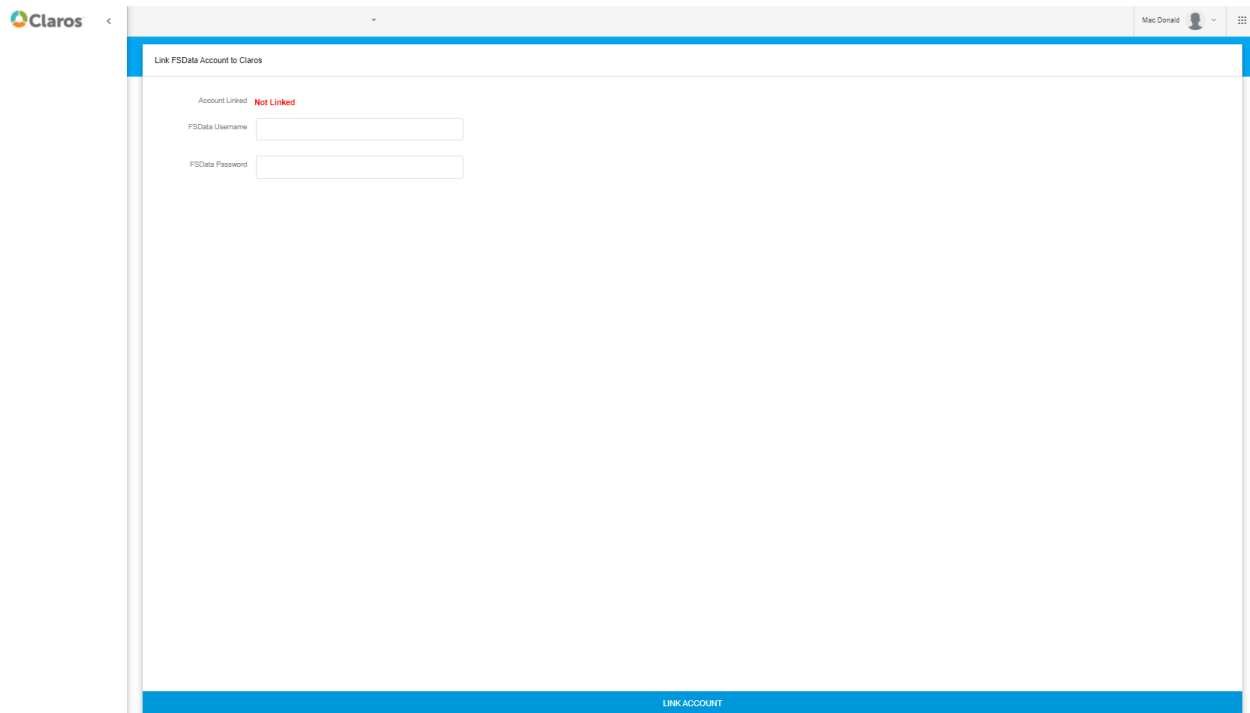
f. Once you click the blue "save" button, your user will receive a Hach Claros account setup email. They will from here follow the User Account instructions below to setup their account.

User Account Setup Instructions

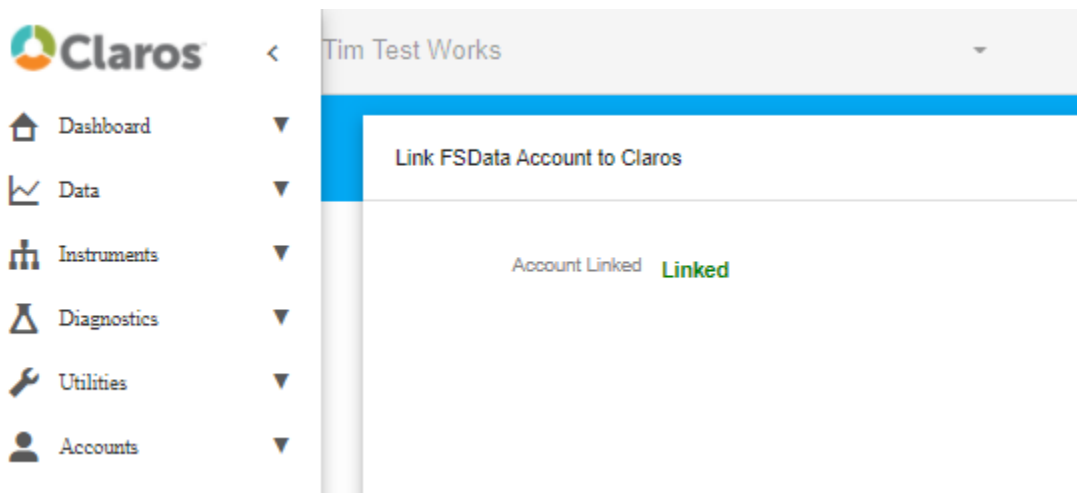
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