Command Center Online
Administrator's Guide

Summary

The purpose of the Administrator's Guide is to provide an overview of the capabilities a user with administrative privileges can perform. If you have any questions, contact Calsense Customer Service at (760) 438-0525 option 2, or via e-mail at customerservice@calsense.com.

Managing Users

Creating a New User

Administrators can create new user accounts within their company at any time. This functionality is used to grant other users, such as irrigation specialists, contractors, and so on, access to the controllers.

To create a new user:

1. Navigate https://calsense.net/.
2. Enter your credentials and click **Log in**. The Home screen displays.
3. At the top of the screen, hover your mouse over **Admin** and select **Users**. The Users page displays
4. Click **New User**. The Create New User page displays.
5. For User Type, select either **User** or **Admin User**. Below are the access privileges:
   - A standard **User** has access to only the features and controllers explicitly assigned by an administrator.
   - An **Admin User** has full administrative privileges to perform all tasks in Command Center Online, including visibility over all controllers and managing users.

     IMPORTANT! A site can have more than one Admin User. Calsense recommends at least one other administrator be created to ensure someone keeps full access to the system if the original administrator is not available.
6. Enter the following information:
   - Login (email) – This must be a valid e-mail address where user will receive the welcome email to set their password.
   - Name
   - Phone Number
7. Check the **Enable Asset Management** check box (optional) to grant the user access to creating and managing the asset list.

8. Check the **Turn on Automatic Email Alerts** check box (optional) for the user to receive a daily digest of critical alerts generated by controllers.

9. If creating a standard User, under User Permissions, uncheck any actions the user should not have access to.
   Note: By default, all permissions are enabled.

10. Under User Assignment, check the check boxes besides the sites and controllers the user has access to.

11. When finished, click **Create User**. The Users page displays with the new user and a welcome email is sent to them with a link to create a unique password.

Editing Users

Once a user account exists, all site administrators can edit, reset password, or delete those users.

From the Users page, accessible by hovering your mouse over **Admin** and selecting **Users**, administrators can perform various tasks:

- To edit a user, including changing their permissions and controller assignments, click **Edit** to the right of that user. The Edit User page displays.
- To reset a user's password, click **Reset Password** to the right of that user. The Reset Password page displays where you can create a new password for your user.
- To permanently remove a user, click **Delete** to the right of that user.

> *Caution:* This action cannot be undone. Once a user is removed, you cannot re-add the user using the same e-mail address. If user is unintentionally removed, contact Calsense Customer Service for help.

Reviewing User Activities

Site administrators can audit user activities including when they logged in, when they logged out, and specific activities they performed with controllers.

1. At the top of the screen, hover your mouse over **Admin** and select **User Activity**. The User Activity Report displays.

2. To select a specific date range, click Date Range in the report header and select either a standard date range or **Custom** to set specific From and To dates and times.

Managing Controllers

Adding a Controller

Site administrators can add new CS3000 controllers to the system. Controllers must be added before users can access them via Command Center Online. To perform the following steps, the controller serial number and site ID are needed. These can be found at the controller under **Main Menu > Setup > About**.

1. At the top of the screen, hover your mouse over **Setup** and select **Site/Controllers**. The Site/Controllers page displays
2. In the top right corner of the screen, click **Add CS3000**. The Add CS3000 Site page displays.
3. In the Controller Serial Number field, type the controller's five-digit serial number.
4. In the Site ID field, type the controller's Site ID.
5. Click **Add Site** to add the controller.