

How to Setup Cloud users in DW Spectrum

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Creating users is a three-step process:

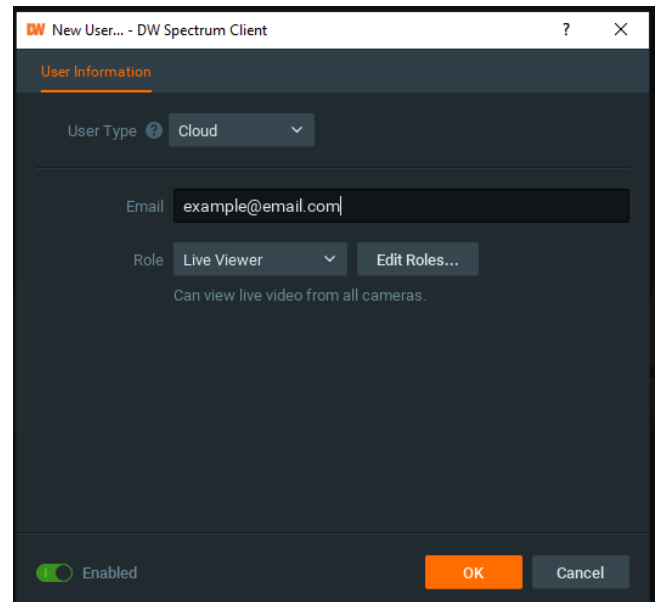
1. Create & activate the user's cloud account.
2. Grant the new user access to your Spectrum server.
3. Test & verify the access is working.

These instructions will cover using basic, pre-defined access to a user, and should work for most user setups. For more detailed user configurations, contact Cottage Watchman for details.

1. **Create User's Cloud Account** (If they already have an account, skip to step 2).
 - a. Go to <https://dwspectrum.digital-watchdog.com>
 - b. Click "Create Account" at the top right.
 - c. Fill out the form with your email, name, and desired password.
 - d. Click "Create Account+". Spectrum will send you an email with instructions how to activate the account.
 - i. NOTE: you MUST open the email from Spectrum and click the activation button/link provided to complete account setup. If you skip this step the account will not work.

2. **Grant user access in Spectrum.**

- a. Log into the Spectrum client with a user who has administrator permissions. Connect to the Spectrum server you want to add the user to.
- b. On the left side, right-click on Users, and click "New User..."
 - i. Select User Type: Cloud
 - ii. Input the account's email.
 - iii. Select the Role to assign:
 1. Live Viewer – Only live views of all cameras.
 2. Viewer – Live views and playback, and can save video of all cameras
 3. Advanced Viewer – Same as Viewer and can also make changes to cameras.
 - iv. Click OK.



3. **Test & Verify access works.**

- a. At top right, click on your email and click "Log out from DW Cloud"
- b. Log in with new user and click on the system listed with an orange cloud. When it loads, you are Done!

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