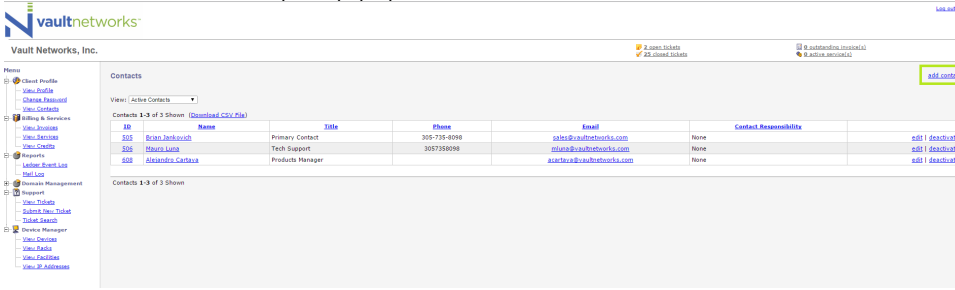


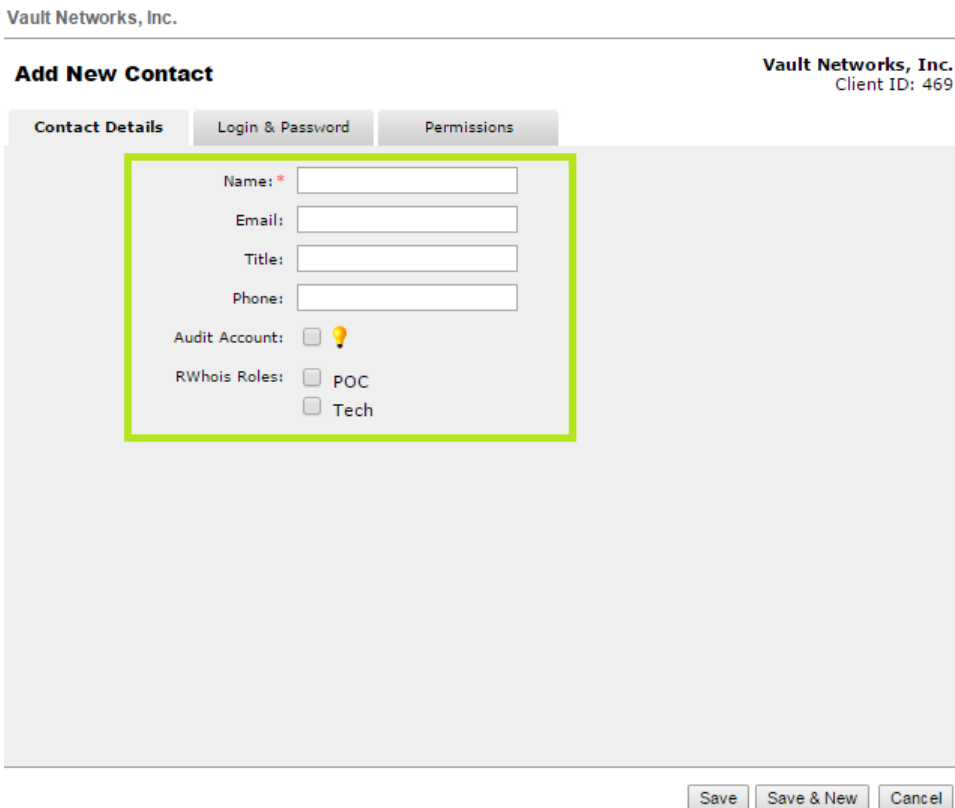
Adding a Contact

To Add a contact, please follow these steps:

1. Click "Add Contact". This will open a pop-up window.



2. In the pop-up Window, you will be able to enter the name, email, Title, and phone number of the contact under "Contact Details". If the contact is flagged as an 'audit' contact, they will receive all emails sent to contacts in the account, even if they are not originally intended to receive the email.



- In the "Login & Password" tab, a username and password for the Vault Networks Portal can be created. An auto-generate feature exists for Administrators who do not wish to manually create passwords for contacts.

Vault Networks, Inc.

Add New Contact

Vault Networks, Inc.
Client ID: 469

Contact Details

Login & Password

Permissions

Password Requirements:

- Password must not be the same as the username
- Password must be at least 7 characters
- Password must contain both alphabetic and numeric characters
- Password cannot be one of the last 4 passwords used

Login:

Password: [\[auto generate\]](#)

Confirm Password:

Save Save & New Cancel

- Finally, on the "Permissions" tab, access to select parts of the portal can be set to "Allow" (access granted) or deny (access denied). The "Inherit" setting will inherit the permissions that the upper-level user has. Access can be managed from a general section level, or you can drill down to specific actions to grant or deny access to a new user. Once all configuration is complete, you can click "Save" to save the new contact, or click "Save & New" to save the contact and start creating a new contact.

Vault Networks, Inc.

Add New Contact

Vault Networks, Inc.
Client ID: 469

Contact Details

Login & Password

Permissions

Filter resources: () shows inherited value

Resources	View	Create	Update	Delete
Client Portal	(None) ▼	(None) ▼	(None) ▼	(None) ▼
- Client Profile	Inherit ▼	Inherit ▼	Inherit ▼	Inherit ▼
Profile	(Inherit) ▼	(Inherit) ▼	(Inherit) ▼	-
Change Password	(Inherit) ▼	-	(Inherit) ▼	-
Manage Contacts	(Inherit) ▼	(Inherit) ▼	(Inherit) ▼	(Inherit) ▼
Manage Contact Facility Access	(Inherit) ▼	-	-	-
+ Billing & Services	Inherit ▼	Inherit ▼	Inherit ▼	-
+ Reports	Inherit ▼	Inherit ▼	Inherit ▼	-
+ Domain Management	Inherit ▼	Inherit ▼	Inherit ▼	Inherit ▼
- Support	Inherit ▼	Inherit ▼	Inherit ▼	-
Tickets	(Inherit) ▼	(Inherit) ▼	(Inherit) ▼	-
Other's Tickets	(Inherit) ▼	-	(Inherit) ▼	-
Ticket Search	(Inherit) ▼	-	-	-
+ Device Manager	Inherit ▼	-	-	-

Save Save & New Cancel