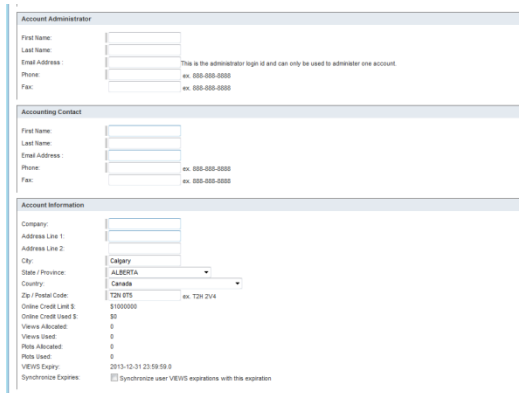# Client Account Administration Tools

The Valtus Client Account Administration Tools are intuitive, easy to use tools that allow named account administrators to manage their Valtus Views and or Spatial Data Store accounts. This user guide is meant to provide a quick overview of each of the features available for any Valtus account (Views, Spatial Data Store, VOD, and Vault).

The tools can be accessed by clicking on the "Acct Admins" tab located on the Valtus website homepage.

After logging-in users will land at the Account Administration homepage, which is broken out into the following sections:

Account Options, **Account Administrator**, **Accounting Contact**, and **Account Information**
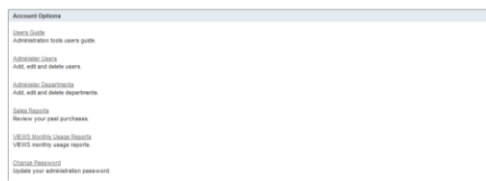
In each of the **Account Administrator**, **Accounting Contact** and **Account Information** sections, account administrators can change or update information in any of the available fields. All fields marked with a grey bar in front of them are required fields and must contain information to exit the page. To save any updates or changes made to information on this page, click the submit button located at the bottom of the page.

Account Options – within this section you are presented with four options: **Administer Users**, **Administer Departments, Sales Reports, VIEWS Monthly Usage Reports** and **Change Password**

Administer Users – To add, edit or delete users on an account. From the main **Administer Users** page, you can quickly **activate/deactivate** webstore and Views status for individual users by clicking on the links.

From the same area users can also be added or deleted. When the delete link is selected, a confirmation page is displayed. To continue press the [delete] button or to cancel the action, press the [cancel] button. To export all of the Account Users information into an excel spreadsheet, you can click the [export users] button.


To **edit** a user, click on the username which opens the user record. Update or change user information, passwords or the access that individual users have to different data layers. If you have added Departments to your company you can put the user into a department using the drop down, if not this field can be left blank. Clicking the [add] button in the lower right-hand portion of the page allows you to enter the relevant information of a new user. Once required fields are populated, press the [submit] button to complete the addition of a new user to your account.

Under the **VIEWS Information** section of this page, users manage the detail of which datasets individual user(s) have access. If you have requested LiDAR access for your account, but need to restrict this dataset from an individual user, check the **AOI LiDAR access** only check box. This will disable access to LiDAR data for that particular user. If you have a Views: Spatial as a Service subscription account, this is also the area where access to your subscribed data layers is defined. Simply click on the **Administer Views** link near the bottom of the page. You will then be able to check and uncheck different layers as applicable for each user. To save your changes, click the [submit] button located in the lower right-hand portion of the page.
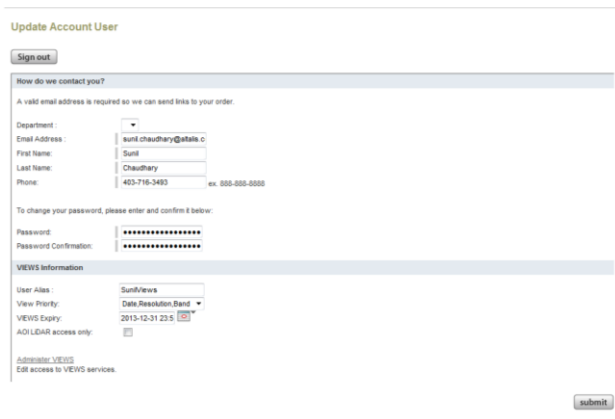
Administer Departments – On this page you will be able to add Departments to your company to better organize users and your account reporting.

From this page you will be able to delete existing Departments by clicking on the Delete link, if you wish to modify an existing Department click on the department name, and if you wish to add a new Department to your company click on the [add] button.
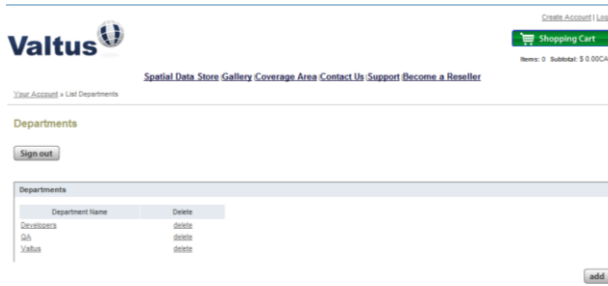
For Adding/Modify a Department put in the Department name and click on the [submit] button. *Note: Department Name is the only required field in this form.*
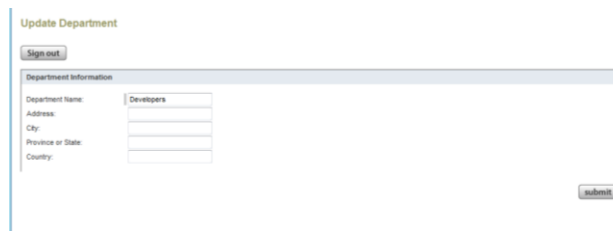
Sales Reports – On this page users and administrators can create reports that summarize the past purchases of your account or individual users.   First, define parameters for the information you'd like to have returned in a report. Once selections are made (not selecting values will default to all), click on the [find] button to run the report. If you wish to change the report parameters you have selected, click the [clear] button located on the bottom right portion of the page. This resets the form.

Views Monthly Usage Reports– On this page, administrators can create reports that summarize the Views usage of your account or individual users.   First, define parameters for the information you'd like to have returned in a report. Once selections are made (not selecting values will default to all), click on the [find] button to run the report. If you wish to change the report parameters you have selected, click the [clear] button located on the bottom right portion of the page. This resets the form.

Change Password – From this page you are able to change your password. Enter the new password of your choice and then re-enter to confirm in the Password Confirmation field. Press the [update] button to apply your changes.

Tips – to navigate back to previous screens do not use your browsers back button, use the navigation trail links located directly below the Valtus main site links.

When finished administrating an account, be sure to log out by pressing the [Sign Out] button located just below the title area near the top of the page.

The Valtus Technical Support Team is here to help. Should you require assistance or would like additional information, please email us at support@valtus.com