

## Chapter Ten (a): User Accounts

### Summary of Chapter:

- How to add, edit, copy or delete a User Account on your Pilot.

### What you need:

- Knowledge of Admin user account and valid password for your Pilot.
- Individual Usernames and Passwords, data you want to edit or delete.

### Software Revision Required:

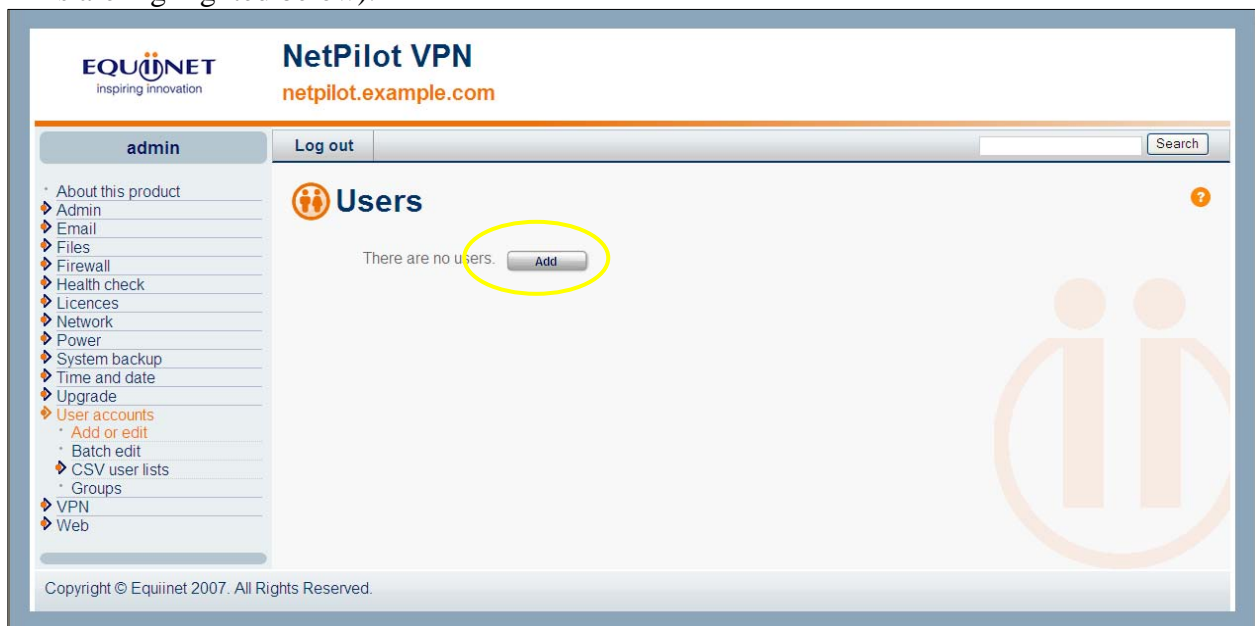
- Applicable to software revision 5.2.0 > Net/CachePilots

(Net/CachePilot will be referred to as 'Pilot'. All image examples are of a NetPilot.)

### Adding a User:

- Log on to the Pilot as shown in Chapter One (b).

- From the left-hand side of the screen, select 'Time and date' and then 'Time servers'. (All links are highlighted below).



- You will be presented with the screen shown above, select the 'Add' button as highlighted.

- In the next screen shown below, enter the following:

- 'User name': User's name.


- 'Password': enter a password.

- 'Confirm password': confirm the password.

- 'Group': choose a User Group you want applied to your user.

- Click 'OK' and 'OK' again to confirm.

👤 Once you have added one user, you will be presented with a similar screen as below,



👤 From this screen you will be able to ‘Add’, ‘Edit’ ‘Copy’ and ‘Delete’. All of these are explain in full below.

👤 ‘Add’:- Select this button when you want to add another user as shown above.

👤 ‘Edit’:- Select this button after selecting the user you wish to edit.

- You can change the ‘User name’, ‘Password’, or ‘Group’
- Once you have made the relevant changes select ‘OK’ and ‘OK’ again to confirm settings.

👤 ‘Copy’:- Select this button after selecting the user you wish to copy.

- This button enables you to create user accounts quickly if they are all the same within one group, as the individual users can change their password at a later date.
- Select ‘OK’ and ‘OK’ again.

👤 ‘Delete’:- Select this button after selecting the user you wish to delete

- Select ‘OK’ and ‘OK’ again to confirm.



**Tip!**

If you wish to make a mass amount of users i.e. for a school, please look at CSV lists which is explained further in Chapter 11.