

Users Access

Users in the system should be **associated** to their **relevant Assets**. This will allow **scheduling** and **conducting assessments**, as well as **traceability reporting**.

Creating these associations will enable the system to **restrict access** to **Templates** and **Reports** based on what **Asset** they are **assigned** to and **conducted** against

Per User Management

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As an Admin/Site&Dept User Follow these steps to **create the associations/give access**:

1. Navigate to **“Manage” > “Users”**.
3. Choose a user from the list by clicking on their name or clicking **“Actions” > “Manage”**. The user’s profile page will open.
4. Click on **“Asset Access”**.
5. On the **“Asset Access”** table, tick the checkbox beside the relevant assets that the user should be associated with.
6. Click **“Update”**.

You can also manage on a per Asset level: Per Asset Management