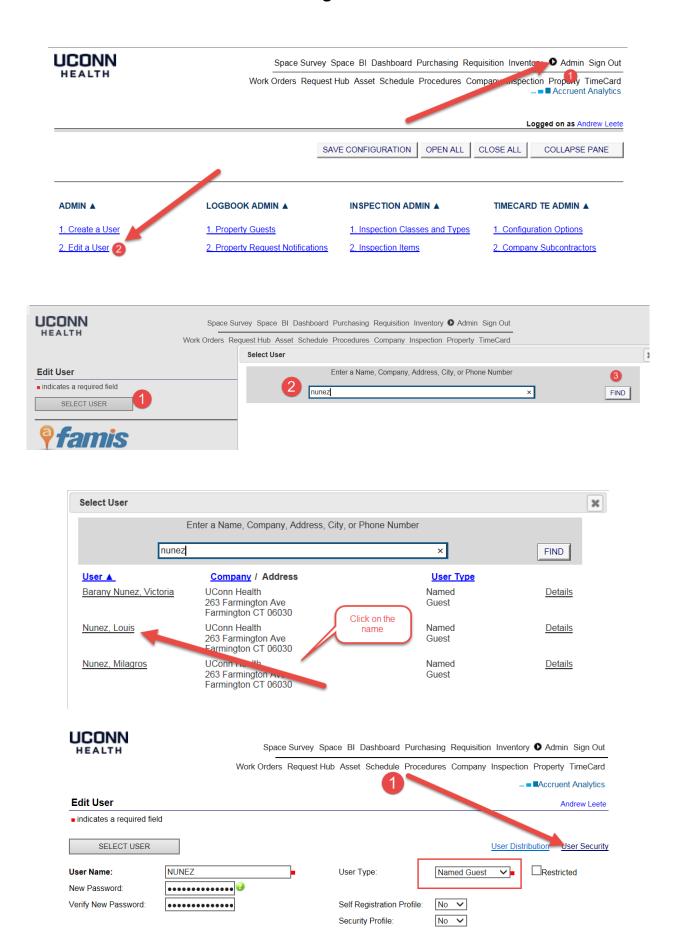
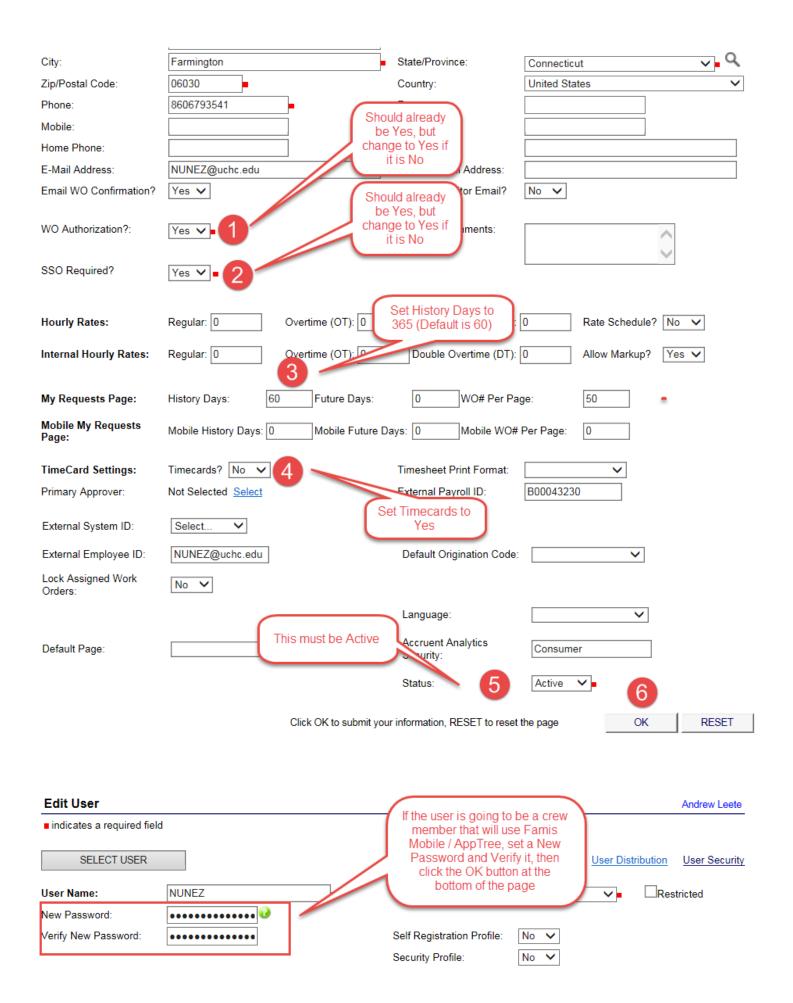
Famis Cloud - Converting a Guest User to a Full User

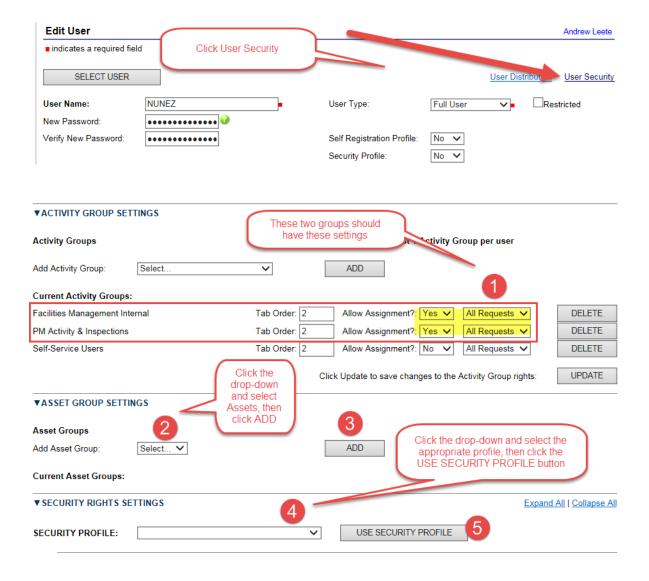


NUNEZ User Name: User Type: Named Guest Company: Full Name: Louis Nunez **UConn Health** Address: 263 Farmington Ave Last Login Date: Farmington, CT 06030 US E-Mail Address: NUNEZ@uchc.edu Status: Active **▼REGION SETTINGS** SELECT REGION **Current Regions:** DELETE All Regions UConn Health Tab Order: 0 All Requests ✓ Click Update to save changes to the Region security: **UPDATE ▼PROPERTY SETTINGS** SELECT PROPERTY You must select at least 1 property per user **Current Properties:** T - University Tower 263 Farmington Ave **DEFAULT** General All Requests ∨ DELETE **UPDATE** e Property rights: Add both Facilities Management Internal and PM Activity & **▼ACTIVITY GROUP SETTINGS** Inspections, then click Update You must select at least 1 Activity Group peluser **Activity Groups** Add Activity Group: ADD Above Ceiling Permit Capital Projects **Current Activity Groups:** acilities Management Internal PM Activity & Inspections Self-Service Users DELETE Self-Service Users Order: 2 Allow Assignment?: All Requests ∨ UPDATE Click Update to save changes to the Activity Group rights: **▼ SECURITY RIGHTS SETTINGS** Expand All | Collapse All SECURITY PROFILE: Security Profile zLevel 0.5 Named Guest REMOVE SECURITY PROFILE **▼** Logbook Security Rights ✓Access Logbook ✓ My Requests Find Assets Asset Viewer Restrict History/SOW ✓ Find Requests Attachments ✓ Public Documents ✓ View Procedures Find/View Company Create Requests Future Requests Authorize Entry Guest Approve Work My Company Only Click the Edit User link at the top Space Survey Space BI Dashboard Purchasing Requisition Inventory O Admin Sign Out Work Orders Request Hub Asset Schedule Procedures Company Inspection Property TimeCard ■Accruent Analytics **User Security** Andrew Leete ■ indicates a required field SELECT USER Expand All | Collapse All | Edit User User Name: NUNEZ Named Guest User Type: Full Name: UConn Health Louis Nunez Company: Address: 263 Farmington Ave Last Login Date: Farmington, CT 06030 US E-Mail Address: NUNEZ@uchc.edu Status: Active



Space Survey Space BI Dashboard Purchasing Requisition Inventory ● Admin Sign Out HEALTH Work Orders Request Hub Asset Schedule Procedures Company Inspection Property TimeCard ■■Accruent Analytics Change the User Type from Named Guest to Full User **Edit User** Andrew Leete ■ indicates a required nero SELECT USER User Distribution User Security Full User User Name: NUNEZ User Type: Restricted Unnamed Guest New Password:





Confirm the settings below are correct.

