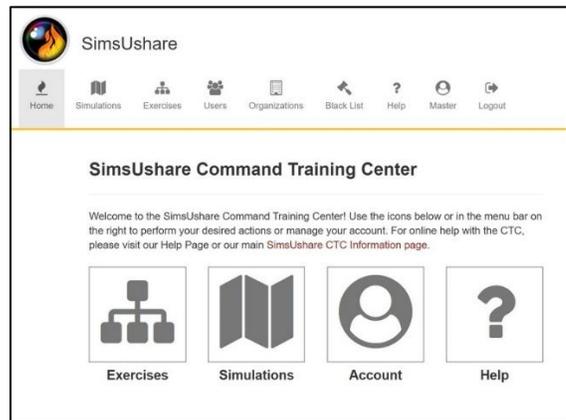


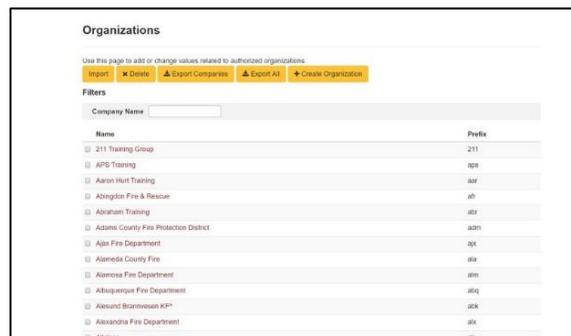
Create/Manage an Organization/Account (by Master User)

The On-Site server allows any user designated as a “Master User” system administrator to create accounts (“organizations”) and which users can access those accounts. The Master User can also inspect all account simulations and currently running exercises.

For On-Site kits, you should have been provided with at least one Master User login credential. When you log into your On-Site CTC from a browser (Chrome, Firefox, Edge, Safari).



Click on “Organizations”, then SimsUshare shows you this screen, with the top 25 organizations listed. To show more, click on the “Show 25 more” at the bottom of the list. You can also type the beginning of an existing organization name into the “Company Name” text box To manage an account, click on the name of the account. To create a new account, click on “Create Organization”.



The system shows the details page for the organization. Fill in or modify any fields you choose. “Access Key”, “Prefix”, and “License Code” are not required. Type in the number of simultaneous exercises allowed for users in this account, the number of scenarios they can store, and the maximum number of participants in a multiplayer exercise. When you are finished, press “Save”.

If you want the system to show a special logo for the organization in the top left corner of the screen (about 150 pixels high), you can upload it by pressing the “Upload logo image” button. Important: You cannot create an organization and upload a logo when you are creating the organization—you must first save the organization, then return to this screen and upload the image.

