Arming Public Safety With Visual Intelligence
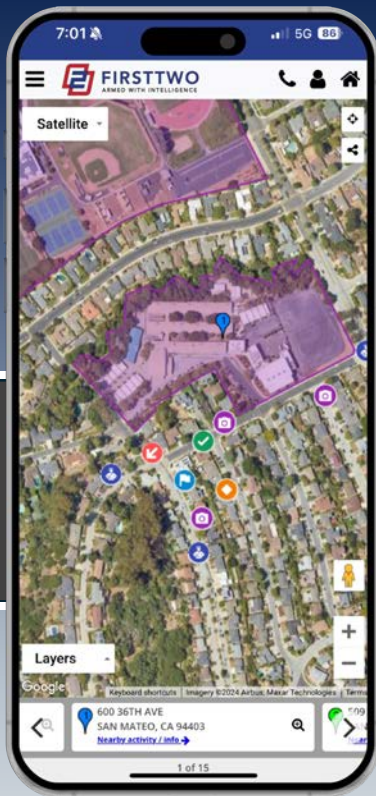
Administration Guide

Questions or Free Live Training?

Customer Support

support@firsttwo.com

(888) 934-7782

FIRSTTWO

ARMED WITH INTELLIGENCE

firsttwo.com

Sign up free

With "Admin" status, you will see a "Manage Users"
link in the left column just below "Settings".
Click here to go to the Admin screen.

This is the main Admin screen where you can view and manage your users within FirstTwo.
Click here to add users

Add users

Add a list of users, delimitted either by comma or semi-colon. It's ok if the users already exist as either registered or unregistered users.

Users can be entered either as a plain email address (like dave@firsttwo.com) or as they usually appear in email headers (like Dave McAlpin <dave@firsttwo.com>). If you use the more verbose form, the first and last name fields will be automatically populated for both registered and unregistered users.

Users:

> USER1@yourpd.org, USER2@yourpd.org, USER3@yourpd.org

ADD USERS

Manage Users

ADD USERS   OPTIONS   INVITE ALL

Email Domain: @yourpd.org

Unregistered Users (1)

Email ▲	First	Last	Invitations	Last Invited	Edit	Invite	Delete
john@yourpd.org HISTORY	John	Smith	0		EDIT	INVITE	DELETE

Registered Users (4)

☐ Show disabled / blocked users

Email ▲	First	Last	Role	Edit	Status	Reset Password
cindy@yourpd.org	Cindy	Johnson	Admin	EDIT		RESET PWD
kevin@yourpd.org	Kevin	Jones	User	EDIT		RESET PWD
richard@yourpd.org	Richard	Jackson	User	EDIT		RESET PWD
dan@yourpd.org	Dan	Steele	User	EDIT		RESET PWD

For assistance, please contact support at support@firsttwo.com or 1-888-9FIRST2 (1-888-934-7782).

Click Here
FirstTwo will take care of the invite process for all unregistered users.

Manage Users

ADD USERS   OPTIONS   INVITE ALL
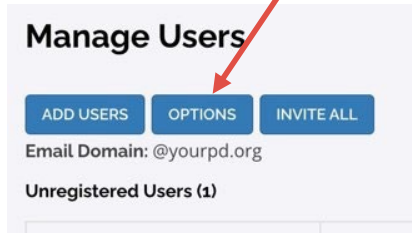
Email Domain: @firsttwo.com

Unregistered Users (3)

☑ Make invitations come from the last agency user to send the invitation

Email ▲	First	Last	Invitations	Last Invited	Edit	Invite	Delete
USER1@yourpd.org HISTORY			0		EDIT	INVITE	DELETE
USER2@yourpd.org HISTORY			0		EDIT	INVITE	DELETE
USER3@yourpd.org HISTORY			0		EDIT	INVITE	DELETE

Click Here
To invite individually.

"Options" shows settings when inviting or creating new users.

Manage Users

ADD USERS | OPTIONS | INVITE ALL

Email Domain: @yourpd.org

Unregistered Users (1)

Update settings for Internal ✕

Minimum password length: 8

☐ Require new users to confirm their email address

○ Allow anyone with a valid agency email address to create an account
● Allow only pre-approved users in the Unregistered Users list to create an account

If a non-approved user tries to register, display this message (as HTML)

Invalid email address. Users at your agency must be pre-approved. To get approved, please contact support@firsttwo.com.

When a new user creates an account, display this message on the registration screen

☑ When an administrator sends an invitation, send a copy to the administrator too

CLOSE

Thank You

FIRSTTWO
ARMED WITH INTELLIGENCE

**Smart, Safe Officers Build
Strong, Safe Communities**

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www.firsttwo.com/help
support@firsttwo.com
(888) 934-7782

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