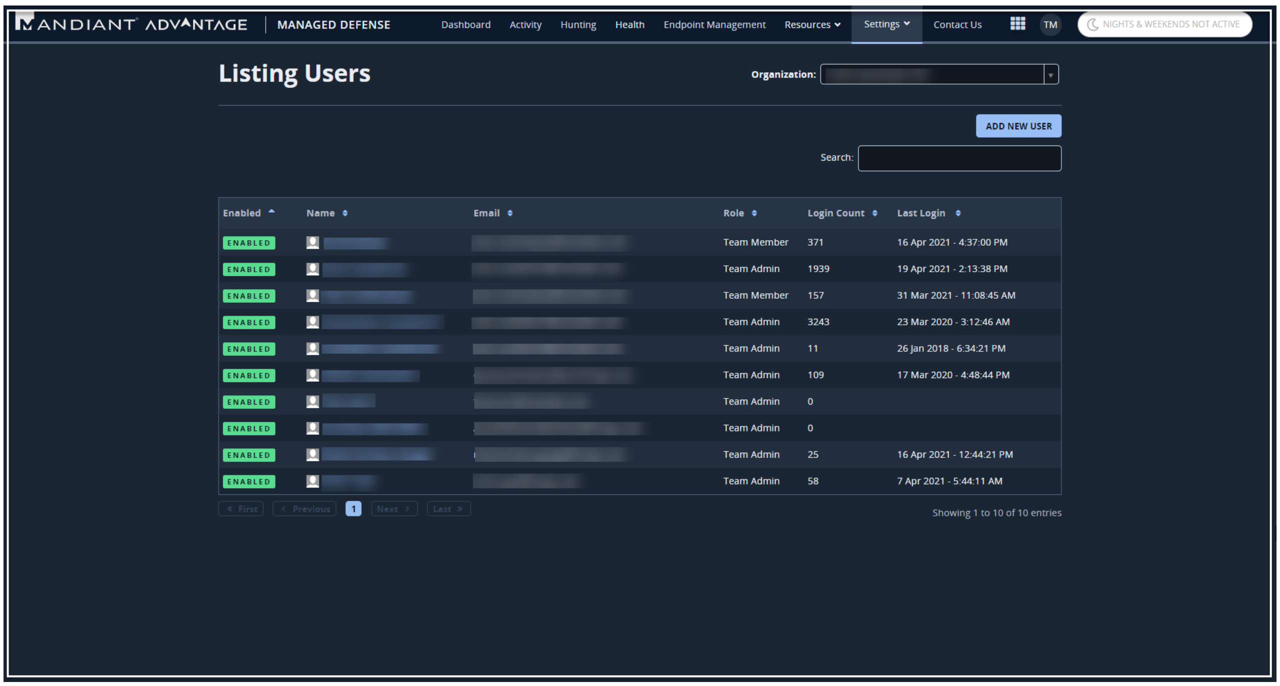
CONFIGURING MD USER ACCOUNTS & NOTIFICATIONS

Each MD Portal user has a unique profile and settings page that allows them to manage their MD account. Some settings and tasks can be performed by all MD users while others can only be done if you are assigned a Team Admin role.

> **NOTE:** Users assigned a Team Admin role can also view and manage all user accounts within their organization through the **Listing Users** page.

Viewing User Accounts

The **Listing Users** page provides a list of all the users in your organization. The page also provides additional user information, including name, email address, role, login count, last login and account status. Users with account access enabled are displayed with a green **ENABLED** tag. Users with disabled accounts are displayed with a red **DISABLED** tag.



To access the **Listing Users** page, select **User** from the **Settings** menu.

Using the Search Field

You can use the search field to refine the information on the **Listing Users** page to display a single user or a group of users with a common attribute. For example, you might have users with different domains in their email addresses.

TO USE THE SEARCH FIELD:

1. In the MD Portal, go to **Settings** > **User**.
2. Enter a search term in the search field.
3. Click **Enter**.

MD users with Team Member privileges can modify specific settings in their user accounts, including portal Display name, Timezone, Language, alert and report notifications settings. MD users with Team Admin privileges can also view and modify the account settings for any user in their organization.

Modifying Your User Account

The MD Portal allows you to view your user account information, including your role assignment, organization, contact information, time zone, language preference, account access log, and recent activities.

TO VIEW AND MODIFY YOUR USER ACCOUNT:

1. In the MD Portal, click the User Profile icon in the top right corner.
2. Select **User Settings** to view your account page.
3. From the user's profile page, click the **EDIT USER** button to edit your account details.
4. After changing your user settings, click **UPDATE USER**.

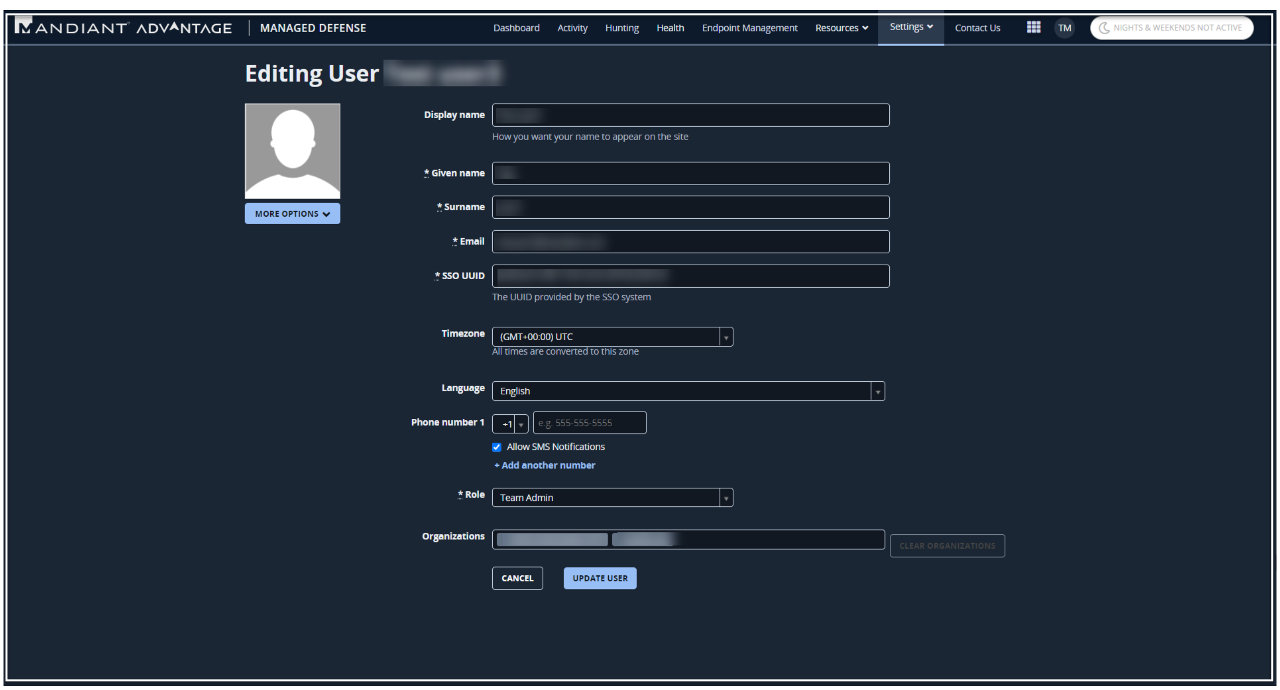
> **NOTE:** Setting options are restricted by user role. Users assigned the Team Member role do not have the same setting options as users assigned the Team Admin role.

Modifying a User's Account

Users assigned the Team Admin role have access to view, edit, and disable the account details for all users within their organization.

TO VIEW AND MODIFY A USER'S ACCOUNT SETTINGS:

1. In the MD Portal, select **User** from the **Settings** drop-down menu.
2. From the **Listing Users** page, use the search field to find the user account you want to modify and click the username.
3. From the user's profile page, click the **EDIT USER** button.
4. Edit any of the following fields: Display name, Timezone, Language, Phone number, SMS notification setting, User role, and Organization.
5. Click **UPDATE USER**.



TO DISABLE A USER ACCOUNT:

1. From the user's profile page, click the drop-down arrow next to the **EDIT USER** button.

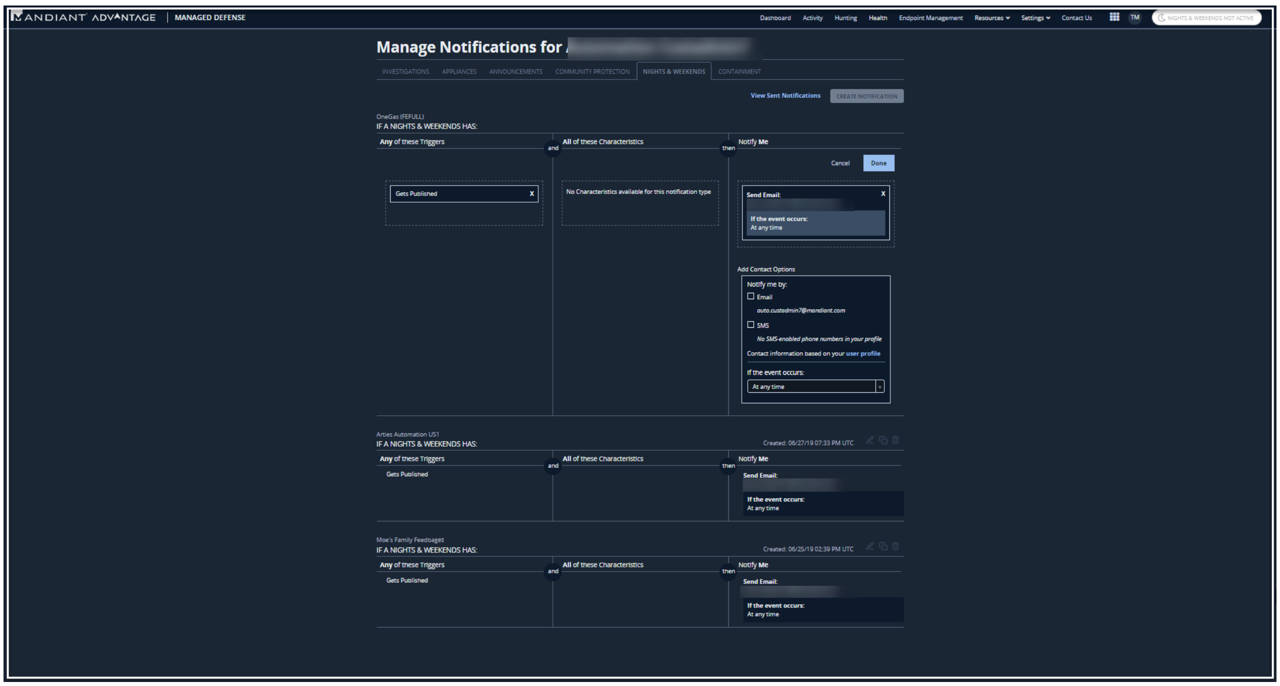
2. Select **Disable User**.
3. Click **OK** in the dialog box to confirm.

OR

1. From the user's profile page, click the **EDIT USER** button.
2. Click the drop-down arrow next to the **MORE OPTIONS** button under the user's profile picture.
3. Select **Disable User**.
4. Click **OK** in the dialog box to confirm.

Managing User Notification Settings

Notification settings allow users to receive important communications about *INVESTIGATIONS*, *APPLIANCES*, *ANNOUNCEMENTS*, *COMMUNITY PROTECTION*, *ACTIVITY REPORT*, and *CONTAINMENT*. You can create and manage notification settings for a particular user directly from the user's account settings page using the **VIEW NOTIFICATION SETTINGS** button.



TO CREATE A NEW NOTIFICATION SETTING FOR A USER:

1. In the MD Portal, go to **Settings** > **User**.
2. Enter the user's name in the search field.
3. Click on the user's name to view the account details.
4. Click the **VIEW NOTIFICATION SETTINGS** button.
5. On the *INVESTIGATIONS* tab, click the **CREATE NOTIFICATION** button to create a new notification setting.
6. Enter the following notification settings: *Triggers*, *Characteristics,* and *Recipients*. As you complete notification settings for *Triggers*, click **Next** to move to *Characteristics* settings and then click **Next** to *Recipients* settings.
7. Click **Done**.
8. Click the *APPLIANCES*, *ANNOUNCEMENTS*, *COMMUNITY PROTECTION*, *ACTIVITY REPORT*, and *CONTAINMENT* tabs and repeat steps 5-7 to create notifications for these areas.

TO VIEW OR EDIT A NOTIFICATION SETTING FOR A USER:

1. In the MD Portal, select **User** from the **Settings** menu.
2. Enter the user's name in the search field.
3. Click on the user's name to view the account details.
4. Click the **VIEW NOTIFICATION SETTINGS** button.
5. On the *INVESTIGATIONS* tab, click the edit icon to modify an existing notification settings.
6. Modify the following notification settings: triggers, characteristics, or recipients.
7. Click **Done**.
8. Click the *APPLIANCES*, *ANNOUNCEMENTS*, *COMMUNITY PROTECTION*, *ACTIVITY REPORT*, and *CONTAINMENT* tabs and repeat steps 5-7 to create notifications for these areas.