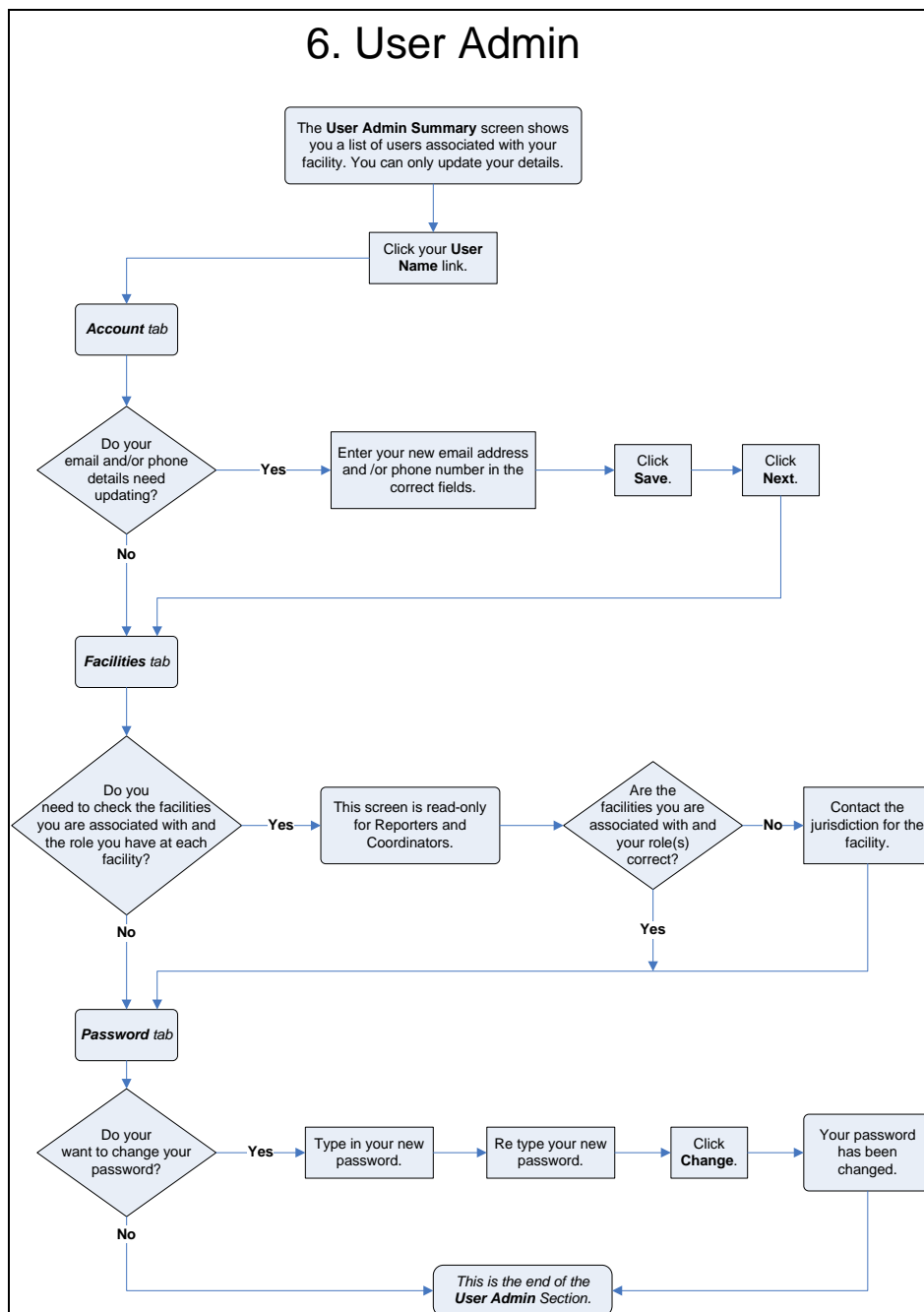


## 6 User Admin

This section of the system allows you to update your details. You can see here what facilities you are associated with.

If you are no longer a Reporter or Coordinator for a facility you should contact the jurisdiction for that facility and advise them.



Flowchart W- 6. User Admin

## 6.1 Summary Screen (Coordinators)

This screen allows you to see all the users associated with your facilities; however you can only update your details. Click on your **User Name** link to go to your details where you can change your password, update your phone number and email address.



The screenshot shows the 'User Admin Summary' screen in the NPI Online Reporting System. The page header includes the Australian Government logo and the Department of the Environment, Water, Heritage and the Arts. The user is logged in as 'train\_user110 (Coordinator)'. The page title is 'NPI Online Reporting System > Home > User Admin - Summary'. A left-hand menu contains options like 'Emission Reports', 'Support', 'Calculation Tools', 'Facility Admin', 'User Admin', and 'Links'. The main content area is titled 'User Admin Summary' and includes a search button. Below the search button is a table with the following data:

User Name	First Name	Last Name	Phone Number	Status
train_user110	Train	User110	1800 657 945	Active
train_user111	Train	User111	1800 657 945	Active
train_user112	Train	User112	1800 657 945	Active

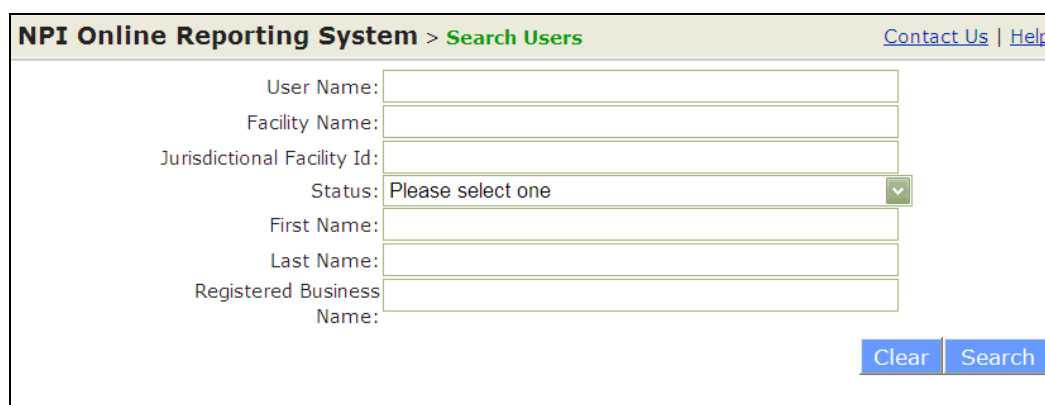
Below the table, there is a 'Rows per page' dropdown set to '10' and a status indicator '3 records, displaying 3 records, from 1 to 3. Page 1 / 1'. At the bottom of the page, there are links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

Figure 66 – User Admin Summary screen

If you have lots of Reporters and Coordinators associated with your facilities you can change the number of rows you can see on a screen using the rows per page drop down list.

### Search for users

1. Click **Search**.
2. **Search** pop-up opens



The screenshot shows the 'Search Users' pop-up form in the NPI Online Reporting System. The form has the following fields:

- User Name:
- Facility Name:
- Jurisdictional Facility Id:
- Status:  (dropdown menu)
- First Name:
- Last Name:
- Registered Business Name:

At the bottom right of the form, there are 'Clear' and 'Search' buttons.

3. Enter data for criteria you want to search by.
4. Click **Search**.
5. A list of users meeting the search criteria will appear.

## 6.2 Account tab

The screenshot displays the 'Account' tab of the NPI Online Reporting System. The page header includes the Australian Government logo and the Department of the Environment, Water, Heritage and the Arts. The user is logged in as 'train\_user110 (Coordinator)'. The main content area shows the 'Account' tab selected, with a sub-header 'Account' and a description: 'This screen allows you to view/edit details about a system user.' The form contains the following fields:

- Reporter: [Empty]
- Coordinator: [Empty]
- User Name: train\_user110
- Jurisdiction: FE - Department of the Environment, Water, Heritage and the Arts
- Title: DI
- First Name: Train
- Last Name: User 110
- Email: train\_user110@npi.dewha.gov.au
- Phone: 1800 657 945
- Status: Active
- Locked: [Checked]
- Notes: [Empty text area]

At the bottom of the form are 'Save' and 'Clear' buttons. The footer contains links for Accessibility, Privacy, Terms of use, and System requirements.

Figure 67 – Account tab

If you are a Reporter the screen shot above is the view you see when you click on User Admin in the left-hand menu.

You can update your email address, phone number and /or notes here. For example, in the Notes field you might add the days of the week you work if you work part-time. For the purposes of data integrity the other fields on this screen are read only.

If any of your other details are incorrect you need to contact the jurisdiction you are registered with.

## 6.3 Facilities tab

This screen shows you the facilities you are associated with and the role you have been assigned for each facility. For the purposes of data integrity this screen is read-only.

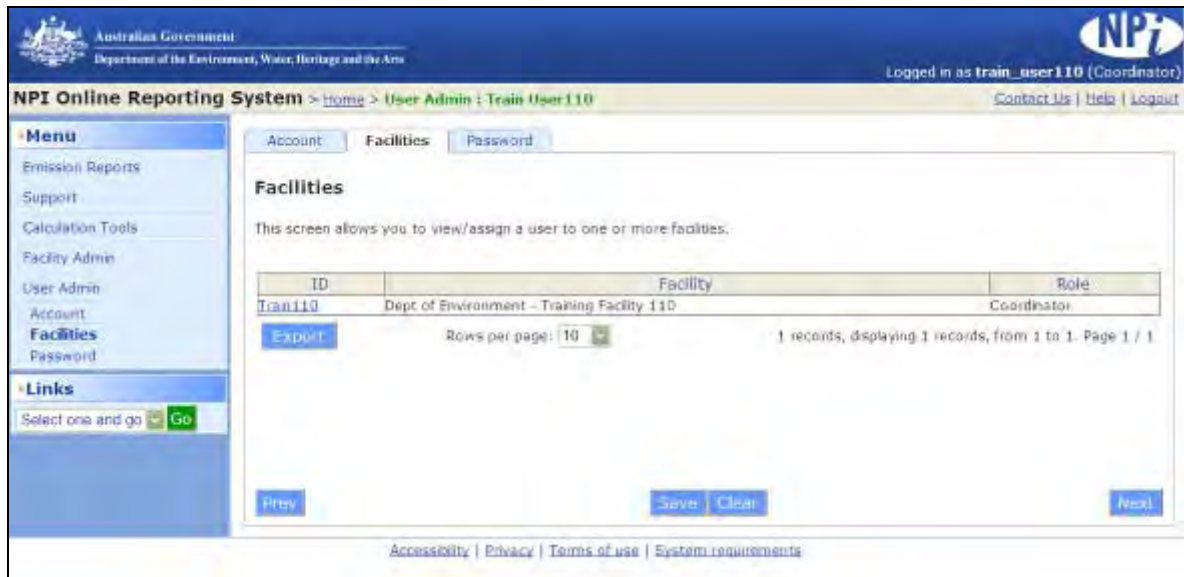


Figure 68 – Facilities tab

If you are no longer a Reporter or Coordinator for a facility you should contact the jurisdiction for that facility and advise them.

### *Export instructions*

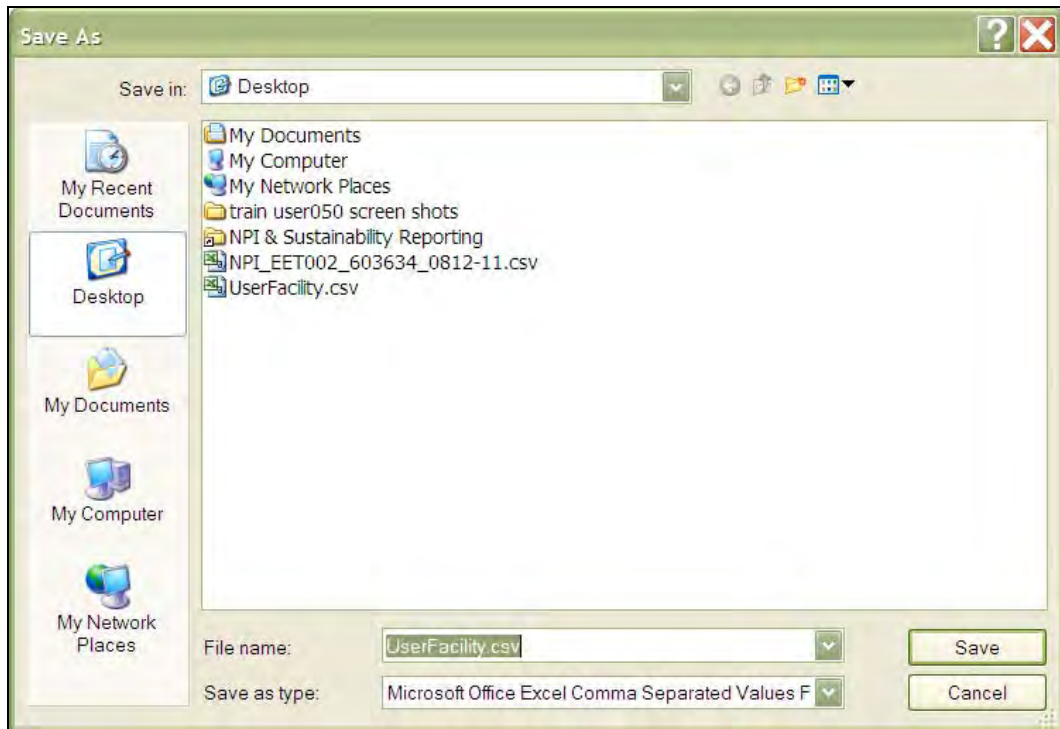
If you report for more than a few facilities you may want to export the facility information.

1. Click **Export**.
2. *File Download* pop-up opens.

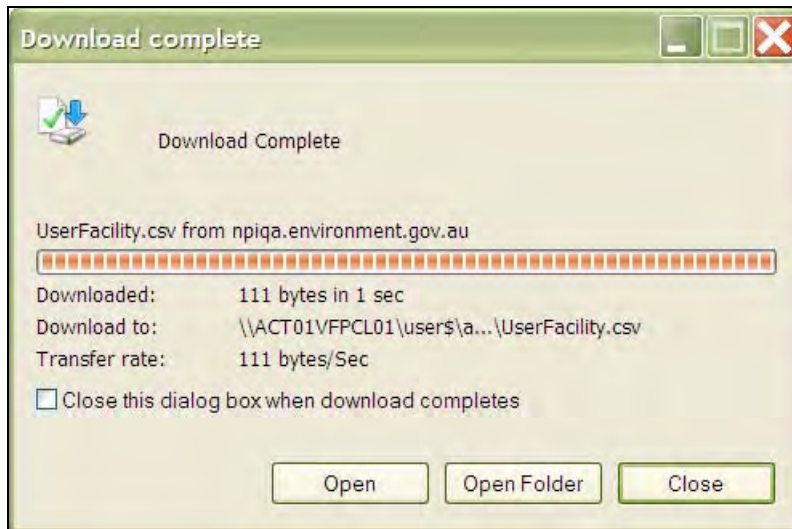


3. Click **Save**.

4. Save As pop-up opens.

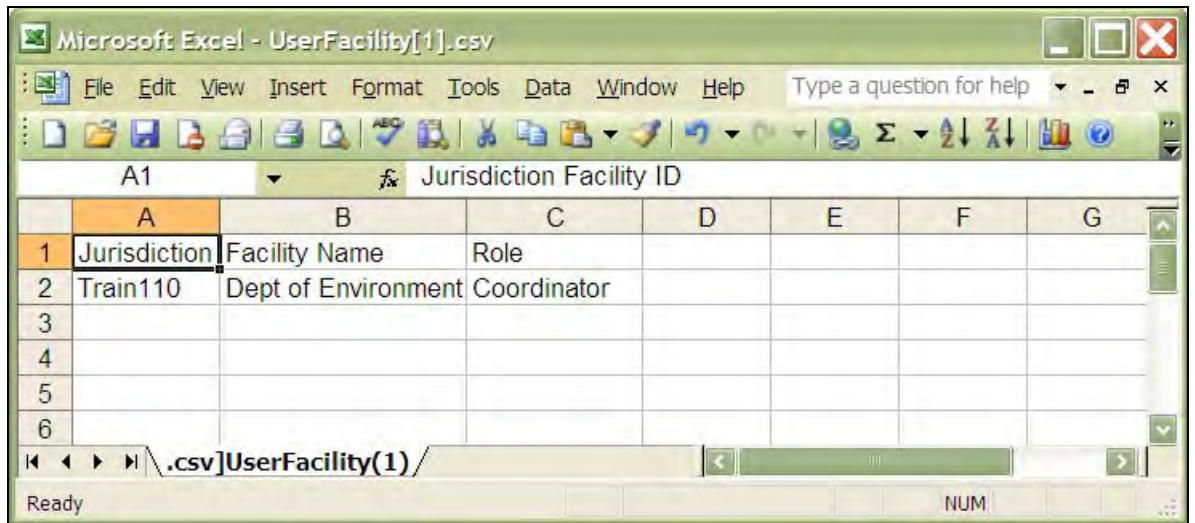


5. Download complete pop-up opens.



6. Click **Open**.

## 7. Csv file opens in Excel.



## 6.4 Password tab



Figure 69 – Password tab

This screen allows you to change your password.

You can change the password you were issued to access the NPI Online Reporting System. We suggest you do so.

Your password must be a minimum of seven characters long and must contain at least one numeral, one upper case letter and one lower case letter.

## Change password

1. Type in new password in **New Password** field.

**Password**

This screen allows you to change your password.

Your password should be at least 7 characters long with at least 1 upper and 1 lower case character and one numeric character. Set your new password by selecting the Change button.

**Password**

New Password:

Retype Password:

2. Tab down to **Retype Password**.
3. Retype in password in **Retype Password** field.
4. Click **Change**. (You must click Change clicking Enter won't change your password.)
5. Password saved successfully message appears

The screenshot shows the 'NPI Online Reporting System' interface. The user is logged in as 'train\_user110 (Coordinator)'. The page title is 'NPI Online Reporting System > Home > User Admin : Train User110'. The 'Password' tab is selected in the top navigation. A yellow information box displays a green checkmark and the text 'Info -Password changed successfully'. Below this, the 'Password' section contains the same instructions and input fields as the previous screenshot, but the 'Change' button is no longer visible. The 'Account Lockout Details' section shows 'User Account Locked' with radio buttons for 'Yes' and 'No', and 'No' is selected. The 'Date Account Locked' field is empty. There are 'Prev' and 'Clear' buttons at the bottom of the form. The footer contains links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

Your password has now been reset.

*Hint:* If you get an error message

The screenshot shows the 'Password' tab of the NPI Online Reporting System. At the top, it says 'Australia Government' and 'Department of the Environment, Water, Heritage and the Arts'. The user is logged in as 'train\_user110 (Coordinator)'. The page title is 'NPI Online Reporting System' and the breadcrumb is 'Home > User Admin > Train User 110'. There are links for 'Contact Us', 'Help', and 'Logout'. On the left, there is a 'Menu' with options like 'Emission Reports', 'Support', 'Calculation Tools', 'Facility Admin', 'User Admin', 'Account', 'Facilities', and 'Password'. Below the menu is a 'Links' section with a 'Select one and go' dropdown and a 'Go' button. The main content area has tabs for 'Account', 'Facilities', and 'Password'. The 'Password' tab is active. It features a yellow error message box that says 'Error' and 'Password does not match. Password has not been changed. Please try again.' Below this, there is a text box explaining that the password should be at least 7 characters long with at least 1 upper and 1 lower case character and 1 numeric character. There are two input fields for 'New Password' and 'Retype Password', followed by a 'Change' button. Below that is the 'Account Lockout Details' section, which includes a radio button for 'User Account Locked' (set to 'No') and a 'Date Account Locked' input field. There are 'Prev' and 'Clear' buttons at the bottom of the form. At the very bottom of the page, there are links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

click **Clear** before following the instructions to change your password.

### *Account Lockout*

After 3 incorrect attempts the system locks your user account from using the system. You need to contact the jurisdiction you registered with to get your account unlocked. The jurisdiction will use the Account Lockout Details part of this screen to unlock your account if you have been locked out of the system.