Chapter 2:
Administration Module

Overview

Introduction   The **Administration** module in Qwest Control® allows you to manage the users and accounts associated with your Qwest Control Enterprise. You can also maintain your own user profile and add billing accounts to your Qwest Control Enterprise ID.

The Administration module allows your **C**ustomer **S**ystem **A**dministrator (**CSA**)to:
- **Create and manage your users registered in Qwest Control**
- **Create and manager your users registered in Remote Control™**
- **Manage the permissions assigned to each user**
- **Add new billing accounts**
- **Add and manage billing accounts assigned to each user**

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Applications/Administration Module

Introduction   The following applications are available in the Administration Module of the Qwest Control application.

Application	Description
My Profile	The **My Profile** application allows you to manage your password, contact details and address information.
Add Accounts	The **Add Accounts** application allows you to register your accounts within the Qwest Control system. You can enter accounts one at a time or bulk upload accounts using a single file. **Note:** You will need a copy of your invoice to register your accounts.
User Management	The **User Management** application allows you to create, modify and delete Qwest Control users for your Enterprise ID. This application also allows you to reset passwords for your users.
Remote Control User Management	The **Remote Control User Management** application allows you to create, modify and delete users that require access to the Remote Control functionality. This application also allows you to reset passwords for your users.
Reports	The **Reports** application allows you to track accounts added to your Qwest Control account.