

## Chapter 2: Administration Module

### Overview

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#### Introduction

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

The Administration module allows your **Customer System Administrator (CSA)** to:

- **Create and manage your users registered in Control Center**
  - **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

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

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