



## Therma: Adding a User

Prefer to watch a video? Click [here](#) to watch a video on how to add a user to your Therma Dashboard. Otherwise, please follow the instructions below:

Please note before starting, only site Administrators will be able to perform this function.

1. After signing into your Therma dashboard, click the User tab in the main navigation toolbar at the top of your screen
  - a. If you do not see a User tab, this means you are not a site Administrator. Please contact your site Administrator to perform this task.
2. Click Invite users
  - a. The Invite your team pop-up window will appear
3. Select whether you would like to send the invite(s) via Email address or SMS (text message)
4. Enter the email address or phone number of the desired recipient in the Email address or Mobile number field
5. Choose which user type you want the new user(s) to have:
  - a. User: View-only access, can be limited to a specific team
  - b. Administrator: Full access, can create/edit teams, locations, alerts, users
6. If you would like to add multiple users at one time, click + Invite another user
  - a. You can choose different user types when adding multiple users
  - b. You can only choose one type of contact method, either Email or SMS (text message), when adding multiple users
  - c. To delete a user from the invite list, click the Trash bin to the right of the User type
7. Once you have everything filled out, click Send invite(s)
  - a. This will take you back to the User tab web page
8. Any new user(s) will appear at the top of your user list and will display "Pending invite" until the new user successfully sets up their Therma dashboard via the invite
9. To cancel an invite after sending, click the Trash bin to the right of the "Pending invite" text

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## Contact Us

Have questions or need assistance? We're available via email and chat 24/7.

: [support@hellotherma.com](mailto:support@hellotherma.com)

: [hellotherma.com](https://hellotherma.com)