	Ref: FAQ0291	Version: 1.0
	Title – Datagate – adding sub accounts	
	Made By: AB 21/09/15	(Issue 2)

Datagate – how to add create sub accounts for a customer account

Open your main Datagate Account -

Select 'All Accounts' – this will show the sub Accounts that are already set up -

Double click on any account name to reveal the Account in detail – click on the 'Associated loggers' tab to show the loggers associated with this account -

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Select 'Edit Account' button (see above) to show the Username and password that can be provided to your Customer to allow them access to this account (and its associated loggers) only –

If you want to create a further sub account of the above sub account account select 'Create New Account' from this screen above.

To create a completely new sub account return to the Home page and select 'Create New Account'

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Fill in the required details in the Create New Account Screen (below) – when complete select the 'Create Account' button

To associate the required loggers with this new Account select 'All Loggers' (above) and from the list

Double click on each logger that you want to associate with the new account and at the logger screen (below) select the 'Accounts' tab -

From the 'Associate with Accounts' dropdown select the new account name and then select the 'Add Account' button. The logger will be visible on the new account. Repeat this for other loggers you wish to associate with the new account.

If you require your Customer to have access to the Sub Account on HWM Online please provide the sub account details including your chosen Username and Password to your HWM Sales Engineer for these to be administered.

Document History:

Edition	Date of Issue	Modification	Notes
1st	10/09/13	Release	
2nd	21/09/15	Format update	