

## **How to manage a KNFB Reader Enterprise site**

### **How to create a site administrator account**

First thing to do in order to manage a KNFB Reader Enterprise site is to create a site administrator account, using the site ID you received from your KNFB Reader Enterprise supplier:

1. Go to <https://knfbadm.sensotec.be>
2. Select Create New Administrator
3. Fill in the Site ID in the first field of the Create New Administrator Form
4. Fill in the other fields in the Create New Administrator Form. The required fields are marked with an asterisk
5. After completion of the form, hit the Save button. Saving the form completes the creation of a new Administrator
6. An email confirmation with username and password for the administrator is mailed to the email address you provided in the form

### **How to update the Administrator Account Info or Change the Administrator Password**

You can update the Administrator Account Info user and/or change the administrator password at any time by going to <https://knfbadm.sensotec.be> and selecting Update Info or Change Password. After entering your username and password, you then get the Administrator Account Information Form, with the available information filled in. You can edit or complete this information. Hit the save button to save your changes. To change your password, hit the Change Password button and fill in the old password and the new password.

### **What if you have forgotten your Administrator Username or Password**

If you have forgotten your Administrator Password or Username, you can retrieve it by going to <https://knfbadm.sensotec.be> and selecting Password or Username forgotten. After giving in your Username or the email address for your Administrator Account you will receive a mail with your Administrator Username and a new password. You can change that password as described above.

### **How to setup a KNFB Reader Enterprise site**

1. Go to <https://knfbadm.sensotec.be>
2. Select Manage Site
3. Give in your Administrator Username and Password and click on the button Log On
4. Now you can perform following tasks:
  - a. Check the site info
  - b. Create an activation code
  - c. Create and Manage the KNFB Reader Enterprise users for your site

## How to check the KNFB Reader Enterprise Site Info

1. Go to <https://knfbadm.sensotec.be>
2. Select Manage Site
3. Give in your Administrator Username and Password and click on the button Log On
4. After log On you are in the site administrator page
5. On top of the page you will find the site info:
  - a. Site-ID: this is the ID you used to create the site
  - b. Bundlename: this indicates for which Operating Systems your KNFB Reader Enterprise site license is fit. Users can activate two devices per included Operating System.
  - c. Number of users: the number of users that are already created for this site
  - d. Maximum number of users: the maximum number of users that can be created for this site
  - e. Activation code: this is an activation code that you have created (see further)
  - f. Administrator: your username as administrator of the site

## How to create KNFB Reader Enterprise user accounts

Users can be created in two ways:

1. By distributing the activation code to the users, which allows them to create there User Account themselves. The same activation code can be used by all users you give access to that code to create their account. See further on how to create an activation code.
2. By creating them as administrator:
  - a. Go to <https://knfbadm.sensotec.be>
  - b. Select Manage Site
  - c. Give in your Administrator Username and Password and click on the button Log On
  - d. Hit the Add user button
  - e. Fill in the New user form. Required fields are marked with an asterisk.
  - f. Hit the Save button when the form is completed
  - g. Now the user is created and a confirmation with username and password is mailed to the email address you provided in the form
  - h. With this username and password the user can activate the KNFB Reader Enterprise app on his device(s). He can activate on maximum two devices per operating system included in your site license.

## How to create and use the Activation Code

The use of an activation code gives you an alternative way to create users, in which the user himself is creating the user account. All you have to do is to provide him with an Activation Code. There is only one activation code per site, but you can change the Activation Code at

any time. An Activation Code is valid as long as you have not changed the code. As long as the Activation Code is valid and the maximum number of users is not reached new users can be created using the Activation Code.

To create an Activation Code:

- a. Go to <https://knfbadm.sensotec.be>
- b. Select Manage Site
- c. Give in your Administrator Username and Password and click on the button Log On
- d. Hit the Edit Activation Code button
- e. Give in the Activation Code you want to use. An Activation Code must be unique (over all sites worldwide) and should not be too simple, in order to avoid abuse. In case of abuse, you can always remove that user (see “How to remove KNFB Reader Enterprise User Accounts”)
- f. The Activation Code is now ready for use. You can forward that code to those you want to become user and include the instructions on how to create a user. These instructions can be found in the document “How to install and activate KNFB Reader Enterprise with a site license”

#### **How to remove KNFB Reader Enterprise User Accounts**

- a. Go to <https://knfbadm.sensotec.be>
- b. Select Manage Site
- c. Give in your Administrator Username and Password and click on the button Log On
- d. Click on the UserName of the user you want to remove
- e. A new window opens with the User Info
- f. Hit the Remove button
- g. Confirm that you want to remove
- a. If that user has no activated install on his devices (the number in the in use field is 0), then that user is removed immediately and you can re-use the license (the number of users goes down by one).
- b. If that user still has activated installs on his device (the number in the in use field is not 0), then the user has to start KNFB Reader for Enterprise on his devices. At first start-up the install will be deactivated. Once he has done this for all the active installs he had, he is automatically removed as user and you can re-use the license (the number of users goes down by one).