FSData Online in Claros User Management Instructions:

Master Account Administrator Setup and User Management Instructions

1. Follow the link in your Hach Claros account setup email to setup your username and password
2. Once inside of Claros, you will see the main application landing page

3. Navigate to the FSData tile.
4. You will be prompted to link your Claros account to your FSData account.
   a. This is a one-time only linking process.
5. Enter your FSData username and password and click the blue "Link Account" button at the bottom of the page.
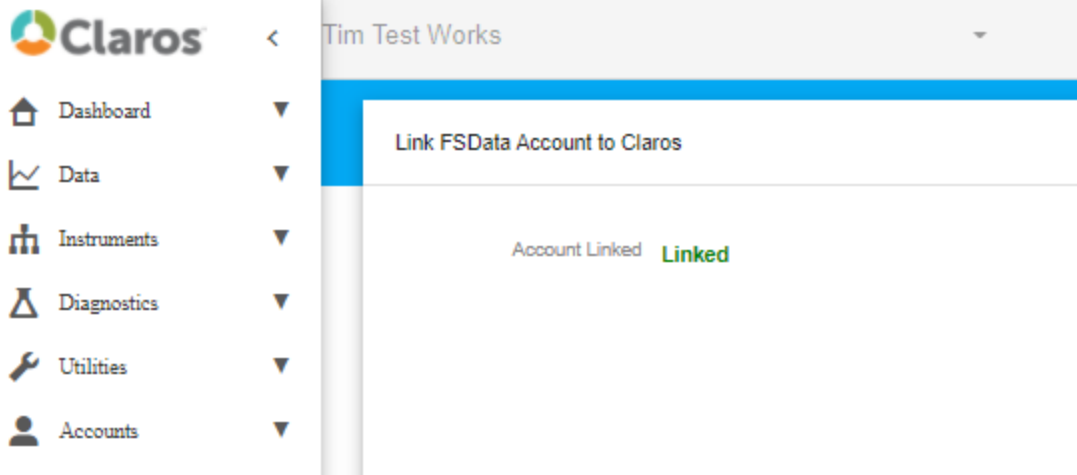

6. If the link is successful, you will see a "Linked" message. If the link is not successful, check the username and password you are entering. They must be your correct FSData account credentials in the Adobe Flash FSData Online version. If you require assistance, please call technical support at 800-368-2723.

7. Now you are free to navigate the options on the left of the screen to access your sites and data.
8. You will now need to invite the rest of your team to join you inside of Claros to access their FSData accounts.
    a. To view a list of all your users in FSData, navigate the left menu pane to "Accounts" and then click "Users"
    b. As the master account admin, here you will be able to see your user's usernames if your team needs a reminder of what their FSData usernames are for the account linking step.
    c. You can click on New at the bottom of the screen if you need to create any new users that are not yet in FSData. Upon creation, their default FSData password will be HachWebData
        i. Share the username and default password with the user you create to ensure they will be able to complete the account link step when you invite them to join you in Claros.
   ii. New users must be created here before adding them to Claros in the later steps.

a. From this screen, you can also click on the ⋮ icon to expand a menu to reset any user's password if any of your users are having trouble with the account linking step. The reset password will reset their password to the default password: HachWebData
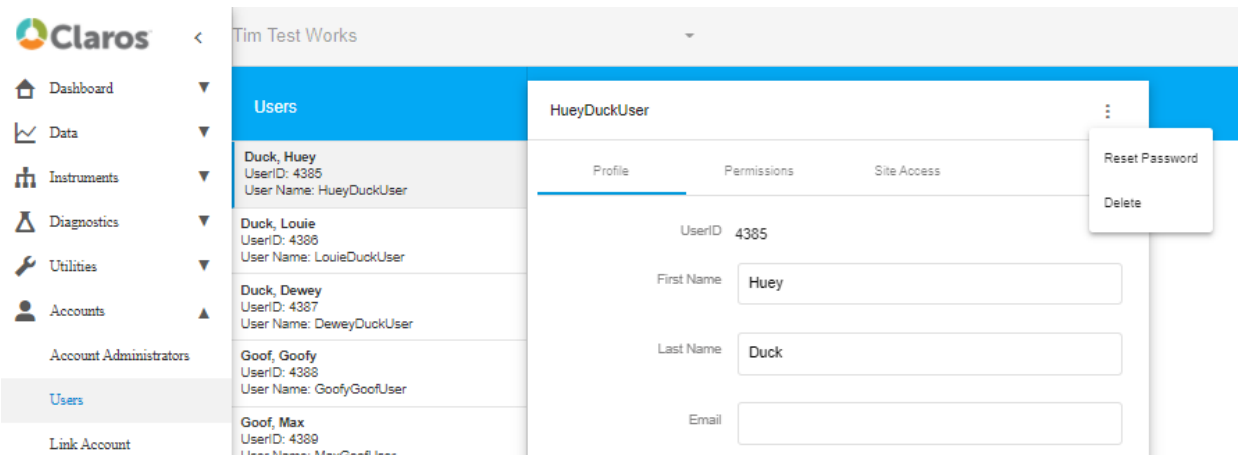
9. Now you are ready to add your FSData users to Claros to invite them to create their Claros login credentials.

    a. Navigate to the top right corner of the screen and click on the [image] icon. Then click on Device Management.
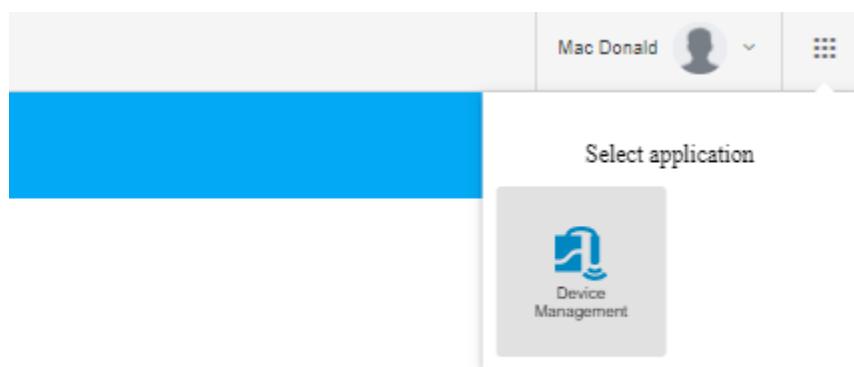
    b. Device Management is where another Claros application, Mobile Sensor Management, is accessed. Here we are accessing only for the Claros user management. This Claros user management will be fully merged into the FSData tile in early 2021.

    c. Click on Manage Users.
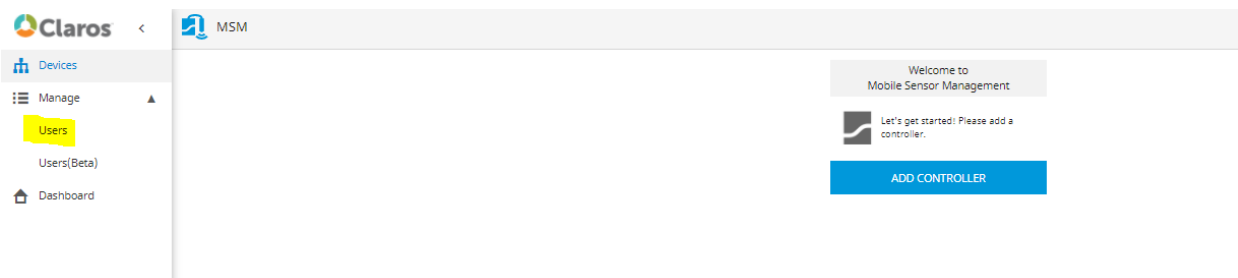
d. Click "+ Add"
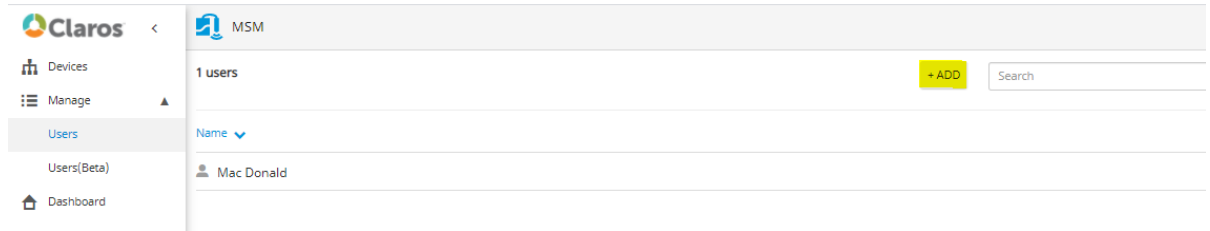
e. Add each of your FSData users, choosing Administrator privileges (these privileges can be further refined in FSData) or Basic (read-only) privileges.
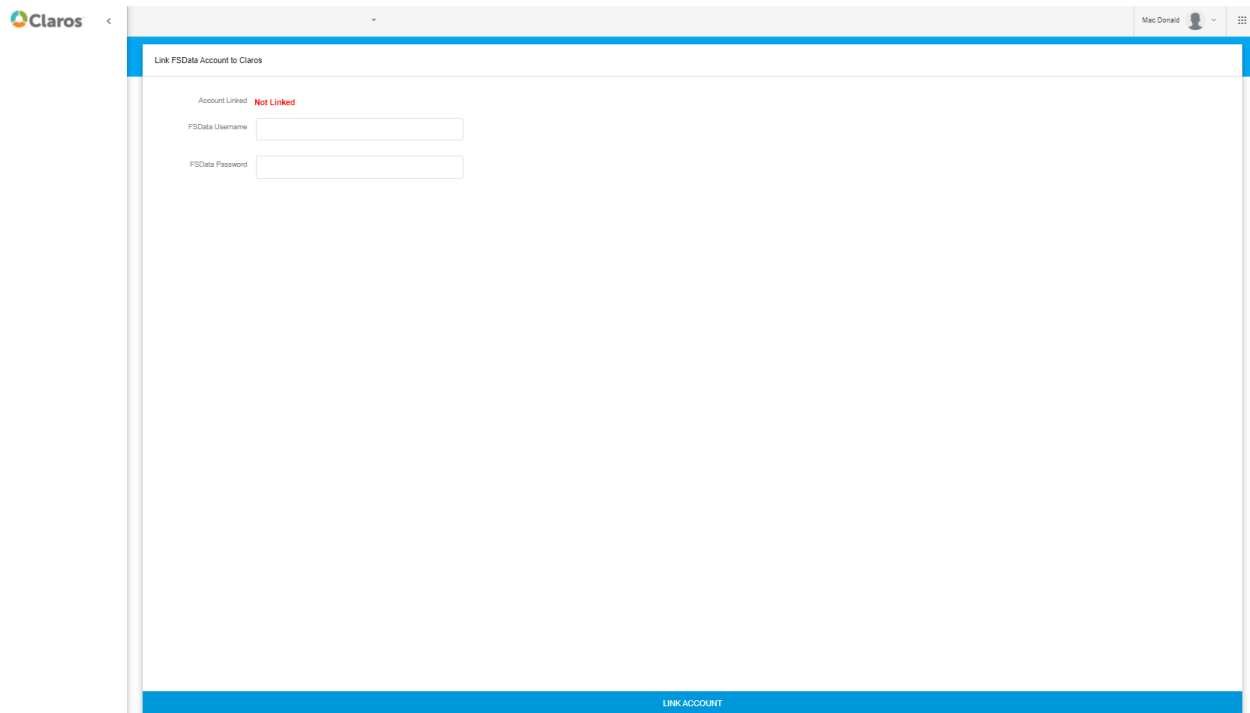

f. Once you click the blue "save" button, your user will receive a Hach Claros account setup email. They will from here follow the User Account instructions below to setup their account.
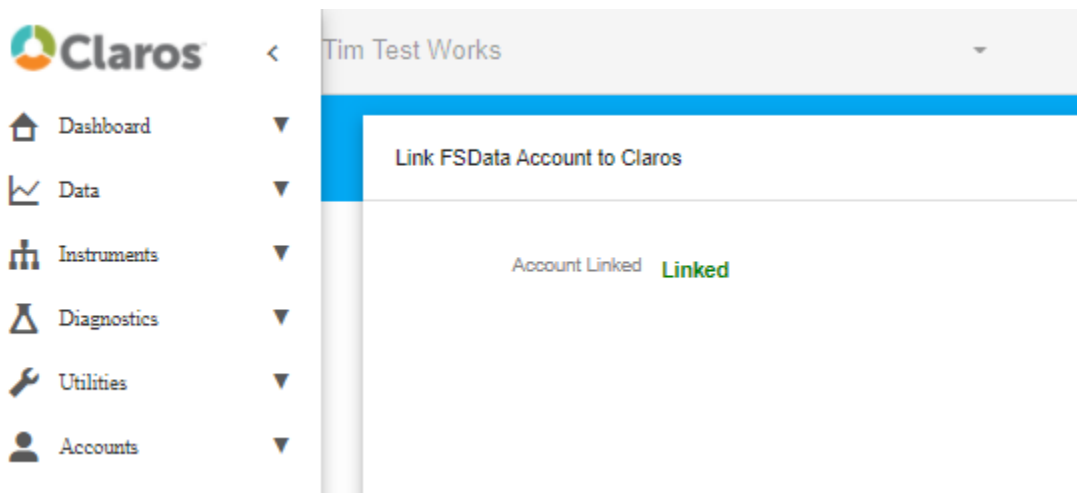
User Account Setup Instructions

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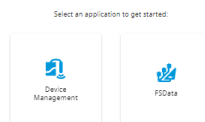
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