

## User Management in FAST

**Objective:** This job aid provides clear instructions on managing user access within the FAST Application, specifically for handling roles and permissions related to local agency personnel.

### Accessing User Management:

1. **Launch the FAST App** from the desktop.
2. **Log-in** using your authorized credentials.
3. **Navigate to the main menu** and access the Information section.
4. **Select the 'User Management' subsection.**



### Managing Local Agency User Table:

1. Enter the User Management section from the main menu.
2. Choose *Select an agency to see the personnel list* to see a list of available agencies.
3. Tap on an agency to access its specific user management table.



The screenshot shows the 'FAST USER ACCESS MANAGEMENT' interface. At the top, there is a dropdown menu labeled 'Select an agency to see the personnel list' with 'Cathedral City Fire Department' selected. Below the dropdown is a table with the following data:

Name	Email	Access Level	Status	Access Change	Deactivate
Russell Barsness	✉ rbarsness@cathedralcity.gov.invalid	Secondary	Active	Make Primary	Deactivate
Taylor Burchartz	✉ tburchartz@cathedralcity.gov.invalid	Secondary	Active	Make Primary	Deactivate
FAST Deniz	✉ jeromedeniz@fastuat.com	Primary	Active	Make Secondary	Deactivate
Dustin Emter	✉ demter@cathedralcity.gov.invalid	Secondary	Active	Make Primary	Deactivate
Ronda Guillaume	✉ rguillaume@cathedralcity.gov.invalid	Primary	Active	Make Secondary	Deactivate
Mason Hinz	✉ mhinz@cathedralcity.gov.invalid	Secondary	Active	Make Primary	Deactivate

### Activating/Deactivating Primary and Secondary User Access:

1. Locate the desired user within the selected agency's user management table.
2. Adjust the access level by toggling the *Make Primary* or *Make Secondary* buttons.
3. Save the changes to update the user's access status.

### Deactivating User Accounts:

1. **Navigate to the user's profile** within the user management table.
2. **Choose Deactivate** from the account options section.
3. **Confirm the deactivation** when prompted to ensure this action only removes the user from this specific local agency, without affecting their status in other agencies or the system-wide database.



### Best Practices:

- Always ensure you have administrative permissions to modify user roles and statuses.
- Regularly review user access levels to maintain security and appropriate accesses.
- Confirm all changes through the app's confirmation process to avoid unintended modifications.