

## HOW TO LIMIT A USER'S ACCESS TO A SPECIFIC SITE Fusion Connect Client Portal

## Resources

Watch a Video: <u>How To Limit A User's Access To A Specific Site</u>

## More Resources: See a complete list of Fusion Connect Client Portal How-To Documents here: https://www.fusionconnect.com/support/portal-support

## How do I limit a user's access to a specific Site?

By clicking the Manage link (top right corner of your portal), you will choose "Manage Users":





	Name	<b>•</b>	×						
	Name	User ID	Label	Administrator	Invoices	Orders	Services	Tickets	Roles
2	Alex Stewart	astewart	Alex Stewart	~					Administrator
2	Billy Fisher	bfisher	Billy Fisher	~					Administrator
2	Cindy Burns	cburns	Cindy Burns	~					Administrator
2	Kyle Johnson	kjohnson	Kyle Johnson	~					Administrator
2	Sama Taku	Staku	Staku	~					Administrator
1	Spider Man	7039351803@megapathvoice	.c Aquaman Aquaman (+1703935		Hide	Hide	Hide	Hide	

Before you access your Sites page, you can EDIT a User's access to a specific site by editing their User permissions (see above screen shot). **Click their popout window**, **click EDIT**, *unchecking "Access All Sites"*.

Once this is done, from your Overview page, click **Manage** link (top right corner of your portal), you will choose **"Manage Sites"**:

	Manage			
Manage Administration				
Manage Users				
Manage Sites				
Manage Departments Manage Integration API Accounts				
				Manage Fusion Works

Choose a Site by clicking its popout window. Then, under the Site Name, click on the **Manage** link.

ouport			
Corporate Account For Cloud Ser Billy Fishe	er Site		
Site Name Billy Fisher	No How		
Site Account Number 3850266	How 05/1		
Site Account Status	Now 03/2		
BILLABLE			
Account Summary			
Company Name			
Corporate Account For Cloud Ser	Se		
Company Account Number			
2856058			

Scroll to the bottom of the page and in the User With Access section, select the Add button.

×
X
3)
Deleter Add

You will see a list of the User(s) you have added for portal access. Place a **checkmark** beside the User you wish to add and then click **Select**.

The times below are shown in	your browser's time zone.
Pac User(s)	^
Day	End
Mon-Fri 🗹 🗌 Alex Stewart	2:00 AM
Billy Fisher	
Cindy Burns	
✓ Ky e Johnson	
Staku	
1 Select Clea	ar Cancel

That User has now been added for access to just this specific site.