



kamstrup

My Kamstrup superuser Guide

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The European Union has released a new set of rules for protecting the privacy of individuals. The new set of rules called General Data Protection Regulation, in short GDPR, will take effect ultimo May 2018.

To comply with GDPR, we have changed the way you access your Kamstrup products and encryption keys. From the 23rd of May, all access will be granted using a personal My Kamstrup account with the correct set of access rights.

As of the 23rd of May, all user administration will be handled by the customer in My Kamstrup where it will be possible for you as a customer to give individually access to My Kamstrup users.

Data security at the heart

At Kamstrup, we want to protect your data and ensure that you can focus on what is important. With the addition of the new User Administration system, we have also ensured that each user now has his own login, instead of having to share a single login across the organization. This lowers the risk of login details accidentally being used by the wrong people and data getting into the wrong hands.

User management

With the creation of the new User Administration system, it will be possible to control the user access to READY, Encryption Key Service and Analytics. This means that the assigned My Kamstrup superuser of the organization will have full control of who will be able to access the different applications. With this system, it is possible to grant or restrict access to specific users. This makes it easier for you to quickly onboard new users, or even remove users who no longer work in your organization.

My Kamstrup as the control center

From My Kamstrup, you can control the user access to the different applications that you have in your suite. From here, you will be able to assign different roles to different users. By default, when a new user is created on My Kamstrup, he will be assigned the role "My Kamstrup user". This role provides him access to edit and view his My Kamstrup profile page, but it does not provide him the right to the User Administration tool because this area is only available for the "My Kamstrup superuser".



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? As a My Kamstrup superuser, what can I do with the User Administration tool?

As stated before, only the My Kamstrup superuser will be able to administer the User Administration tool.

As a My Kamstrup superuser, you will be able to:

- Assign and remove read rights for all devices
- Add and delete users
- Assign roles to users in different applications

? What are the application roles, and what do they mean?

The applications that you as a My Kamstrup superuser can control the user access to are:

- Encryption Key Service
- READy
- Analytics

Within these three areas, the roles that can also be assigned are:

Application administrator

The administrator is the role having the highest access rights within the application.

Application superuser

The superuser can access the application and has extended rights compared to the application user, e.g. to edit, create and delete data.

Application user

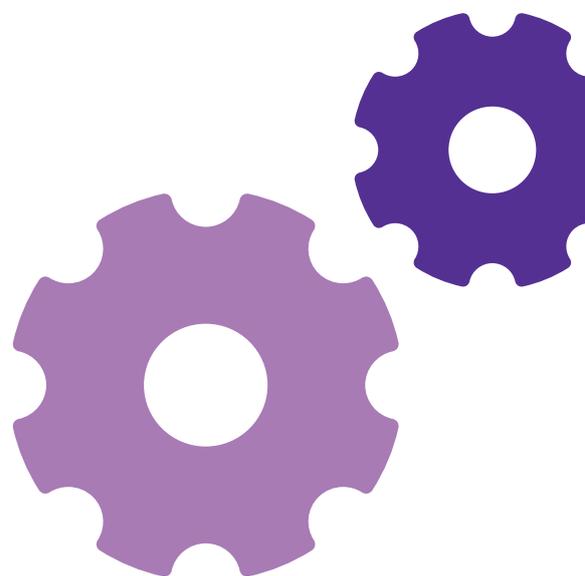
The user has the necessary privileges to run the application primarily on a read-only level.

No access

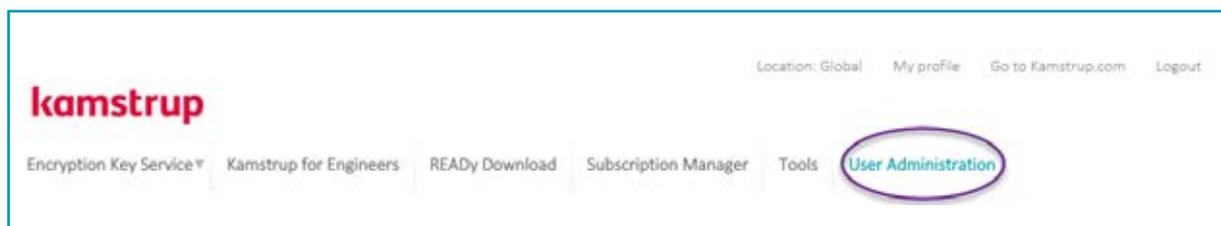
The No access role does exactly what it says; it ensures that this user will not be able to login to the application.

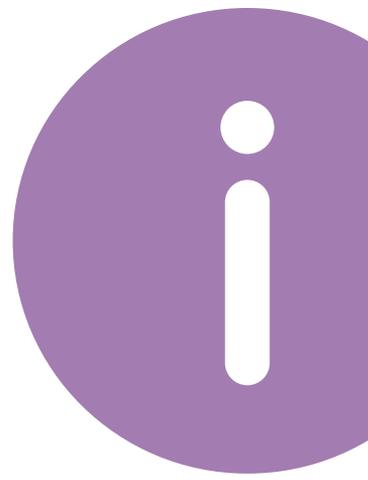
? How do I access this tool?

If you are a My Kamstrup superuser within your organization, you can access the User Administration tool from your My Kamstrup page <https://www.kamstrup.com/my-kamstrup-login>, by clicking on ser Administration in the top navigation bar.*



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My Kamstrup superuser guide FAQ

If you still have questions about the new My Kamstrup superuser, we have created a small FAQ that will hopefully answer those last questions for you.

? How do I add a user to my organization?

If you want to add new users to the application, you can do so from your User Administration dashboard. From here, you can simply click "Add User" and type in their email addresses, afterwards appoint them the desired roles. They will then receive an email with a signup procedure on how to get started with their new My Kamstrup account. They will only receive an email if they have not already signed up to My Kamstrup with that email.

? How long does it take for newly assigned roles to take effect?

When you have added a new role to a user, it will be active right away. However, if this user is logged in while the role is assigned or changed, the user will have to log out and log in for the roles to be updated.

? How do I delete a user who is not in my organization anymore?

From your User Administration dashboard, you can simply click the X for that given user. You will be prompted to accept the deletion of that user.

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08/03/2018			
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? How do I change the email address for myself or another user?

This is not possible. If the email is not in use anymore, you simply delete the user and create a new one with the new email address.

? I cannot remove myself from the organization, how do I do that?

It is not possible to remove yourself from the organization. If you want to be removed, you will have to assign a new My Kamstrup superuser and instruct that user to delete you afterwards. The reason for this is that there must always be at least one My Kamstrup superuser.

? When I try to add a new user, I get an error. Why is that?

If the person you are trying to add to your organization does not have the same email domain as the rest of the users, it will not be possible to add that user.

An email domain is the name that comes after the @. For example, it will be possible to add two users with test2@kamstrup.com and test3@kamstrup.com if there already exists another user with a @kamstrup.com domain. The domain MUST be the same, otherwise it will not be accepted. If there is a need to add another user with a different domain, please contact mykamstrup@kamstrup.com.

? How do I provide a user access to Encryption Key Service (EKS), READY or Analytics?

If you want to give a user access to any of the above applications, you will have to assign that user the correct role. This can be done from your User Administration dashboard by clicking the edit icon (if the user already exists) and provide him with the correct roles.

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My Kamstrup superuser Guide FAQ

? What are the roles, and what do they mean?

There will be five different roles with different rights. The table below provides you with a quick overview of the different roles that a user can be assigned.

Role	Description
My Kamstrup Superuser	Users having this role will be able control who have access to the organizations products. There will always be at least one My Kamstrup user per organization having this role.
Application Admin	Application Admin is the role having the highest access rights within the application. The Application could be e.g. READy or Analytics.
Application Superuser	The Application Superuser role can access the application and has extended rights compared to the Application User e.g. to be able to edit, create and delete data
Application User	The Application User role has the necessary privileges to run the application primarily on read only level
My Kamstrup User	The role having the lowest rights. When creating a My Kamstrup account this role will be assigned to the user by default. The role cannot be removed from the user