

Manage Owners

Users with administration permissions can add/edit owner details

1. Click **Manage Owners** (drop down under your name/profile pic)
2. Export Owner List
3. Edit Owner details
4. Enable or Disable User

The screenshot displays the 'Manage Owners' interface. At the top, a navigation bar includes 'plant assessor' logo, 'FAVOURITES', 'MACHINES', 'PEOPLE', 'SITES', 'LIBRARY', 'ACTIONS', 'DASHBOARDS', and 'HELP'. A user profile dropdown menu is open, showing 'Manage Owners' (1), 'Manage My Account', 'Change Password', 'Change Company', 'Plant Specs', and 'Logout'. On the left, a sidebar contains '+ ADD NEW OWNER' (1), a 'Keyword Search' field, 'Name A-Z', 'Enabled', and 'EXPORT OWNERS' (2). The main content area is titled 'Owners' and lists two entries: 'Plant Assessor Design' (yathella, NSW, Fleet Size - 8) and 'ABC' (Yathella, NSW, Fleet Size - 2). A status bar shows 'Incomplete Actions - C:1 H:5', 'Fleet Assessed - 5', 'Actions Completed - H:2', 'Incomplete Actions - C:2 H:9 M:1', and 'Fleet Assessed - 2'. A modal form for editing an owner is shown, with fields for 'Owner Name' (Online Safety Systems Hunter), 'Default Contact' (-- Choose Employee --), 'Contact Name', 'Phone' (02 4934 3522), 'Mobile' (0429 665 463), 'Fax', 'Email', 'Address', 'City', 'State', and 'Post Code'. The 'Enabled' checkbox is checked (4). Buttons for 'LOGO', 'REMOVE', 'SAVE', 'UNDO', and 'CLOSE' are visible.

NOTE: If you upload an owner logo it will appear on your Plant Assessor reports