

# Using Priva Building Operator

## Step 1 – Accept your invite and create your account

When a subscription is ordered, individual users can only get access to these services by being invited. When you receive an invite, you must accept it and (if not already created) create your account. Every time you access Building Operator you will need to log in with this account, so set up your my.priva.com account with your own personal or work email address.



You have been invited to start using Priva Cloud Services for Tungsram.

You have been added as an Administrator of the company: Tungsram. Within Access Control you can now invite users or other administrators for this company.

Start here:  
Click the button below to create a new Priva member account.

**Accept invitation**

Note: this invitation is valid until Sunday, 11 October 2020.

After you've signed in, you will be redirected to your personal overview of Priva applications.  
<https://my.priva.com>

Kind regards,  
Priva B.V.

Button not working? Copy this URL and paste it in your browser's address bar:  
<https://authorization.priva.com/invitation/57d05b72-0270-4981-a925-f7620e15d728/653f0342-c2f4-47d8-97af-25015a203c46>



my.priva.com

## Step 2 – Access Rights

Every user of your services, must have their individual access rights set. These rights can only be controlled by admin users, so these admin users are in control of who can use the service and how. Only an admin users will see the access control icon shown below.

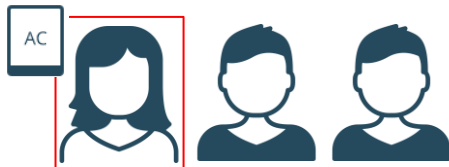
To allow a user permission to use Building Operator, make sure that they are correctly set up in access control. The most important settings are highlighted below. Please remember if the user does not have Site Management ticked or does not have access to the correct site location, they will not be able to see the project in Building Operator



### Access Control

This application allows you to manage your organization's users' access to Priva products and services.

- ✓ **Access control**  
User Management  
(Makes the user an administrator)



### Users linked to company

xxxxxx@xxx.com  
PrivaPartner @company.com  
xxxxxx@xxx.com

- ✗ **Cloud Operator**  
Building Operator Metadata Upload  
(For the commissioning engineer)
- ✓ Edit settings  
(Allows the user to change settings)
- ✓ Project tree  
(An optional navigation tree)
- ✓ Rename project Tree items  
(Ability to change titles in the Tree)
- ✓ Site Management  
(Allows access to the site via Operator)
- ✓ **Locations**  
Your site



my.priva.com

## Step 3 – Open your site

When a users account has been created and access rights are set, they can begin to use Building Operator to manage the site. Building Operator can be opened on any device via the internet using one of the options below. You can also add these destinations to your favourites or create a desktop short cut for quick access.

Option 1 - Go to **my.priva.com** and click on the icon

Option 2 - Go to **operator.priva.com** directly through any web browser.

Every time you click on the link you will be required to sign in to your access control account.



### Operator

This application allows you to operate your site(s)

PRIVA

### Sign in

Microsoft Azure AD

or

### Email Address

Email Address

### Password

Password

Forgot your password?

Keep me signed in

Sign in

Need help? More info

CREATING  
> A CLIMATE  
FOR GROWTH