Illustrated guide · Access managers · 5 minutes

Administrator: connect and explore

Approve readers, assign the correct profile and manage access through a CSV preview before applying changes.

ecpcompanion-dashboard.missionspubliques.tech

> **Your access**
>
> Administrator access is provisioned separately. Administrators can open all three reports and Manage access. A CSV can assign only public, technical or internal; it cannot create or change administrators.

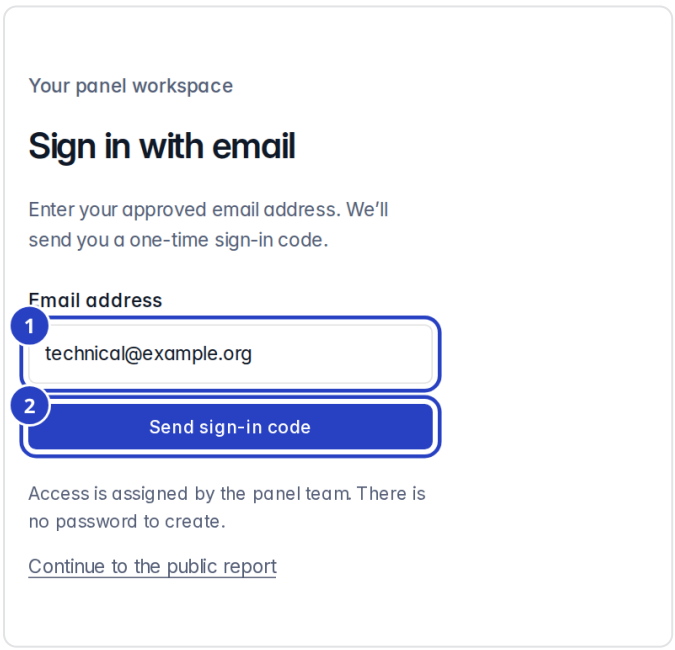
Illustrations use the real interface with fictional example accounts and report data.

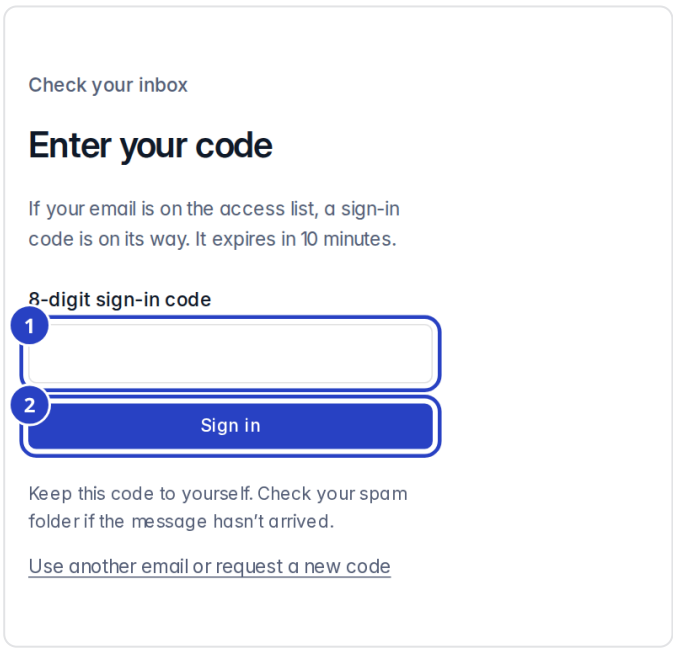
01 Sign in to access administration

Open ecpcompanion-dashboard.missionspubliques.tech/admin/. Enter your approved administrator email and select Send sign-in code. There is no password to create.

Check your inbox and spam folder. Enter the eight-digit code in the same browser tab within 10 minutes, then select Sign in. Keep the code to yourself.

After signing in, Manage access is also available in the portal header. On a phone, open Menu first. An administrator account is required for this page.





Enter your own approved email on the left, then the code from your email on the right. These are example screens.

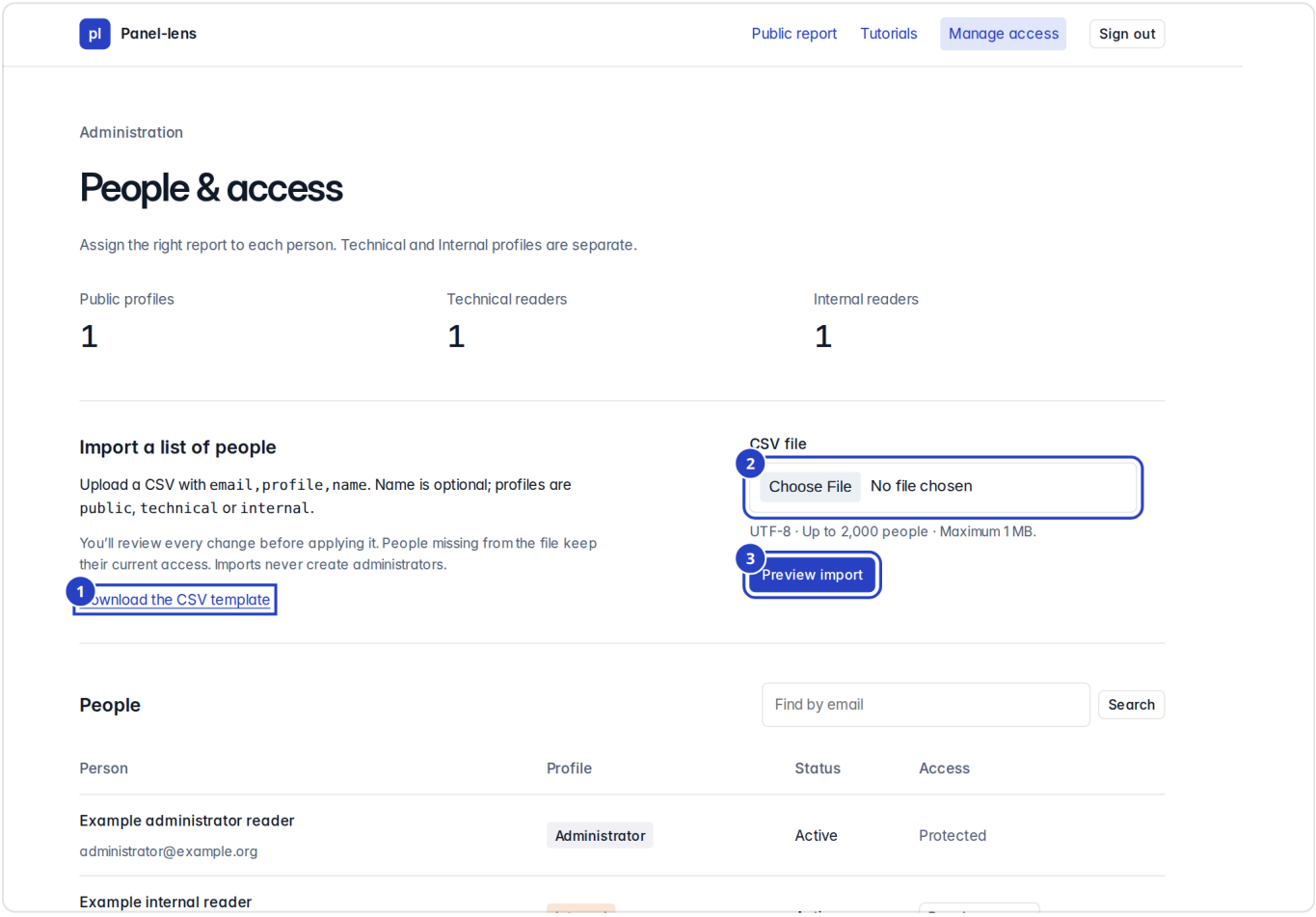
A code works only in the browser session that requested it. If it has expired or you changed browsers, start again with a fresh sign-in session. On a shared device, sign out when finished.

02 Prepare the list and choose each person's profile

On People & access, select Download the CSV template. Use the columns email,profile,name; name is optional. Use one row per email and one profile per person: public, technical or internal.

Assign technical to approved Technical readers and internal to approved deliberation-team members. Public access is already open; assigning public to an existing reader removes their restricted access. Administrator access cannot be assigned in this file.

Save as UTF-8 CSV with commas or semicolons, up to 2,000 people and 1 MB. In CSV file, select your file, then choose Preview import.



Download the template, select your CSV file, then preview it. Uploading alone does not change access.

```
email,profile,name
technical@example.org,technical,Example technical reader
internal@example.org,internal,Example team member
```

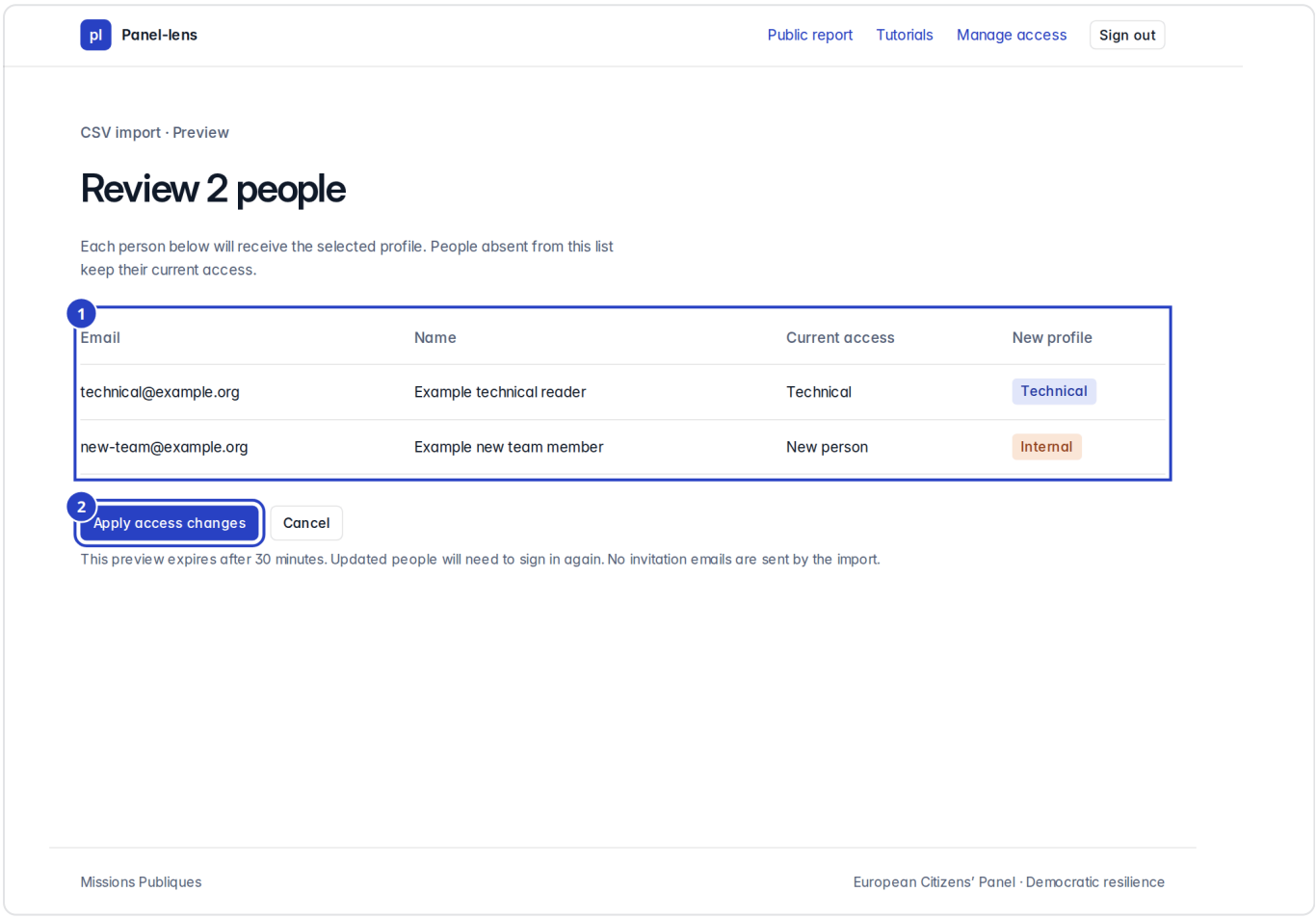
Replace the example rows with approved readers. Keep the header.

03 Review every change, then apply

The preview shows each person's email, current access and new profile. Check the addresses and categories carefully. Reactivate identifies a previously revoked reader whose access will be restored.

Select Apply access changes to confirm, or Cancel to leave access unchanged. Previews expire after 30 minutes and cannot be applied twice. If an account changed after preview, upload the CSV again to review the latest state.

An import adds or updates only the listed people. Anyone missing from the file keeps their existing access. Invalid rows reject the entire upload. No invitation email is sent: share the portal link with approved readers separately. Updated readers must sign in again.



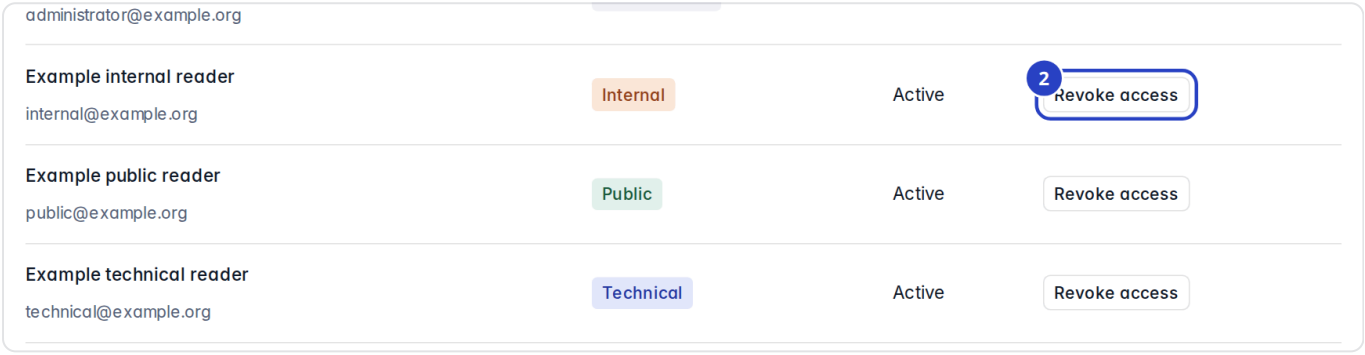
Compare Current access with New profile before selecting Apply access changes.

04 Find a reader, revoke access or change a profile

Use Find by email in People to locate a reader. Revoke access disables that reader immediately, including an existing signed-in session. It does not remove the open Public report.

To change a profile or restore a revoked reader, import a CSV containing that address and its intended profile, review the preview and apply it. Removing someone from a CSV does not revoke access.

Recent activity records access changes and sign-ins. Administrator rows are protected. To inspect report content, return to Panel-lens home and choose Public, Technical or Internal; your administrator account can open each one.



Search for an email and use Revoke access on the correct reader. Example people are shown here.

Your navigation at a glance

People & access

Preview and apply CSV imports.

People

Search by email and revoke a reader.

Recent activity

Review changes and sign-in activity.

Public, Technical & Internal

Inspect every report with administrator access.

If something does not work

The code email is missing

Check spam or junk and mark a legitimate Panel-lens message as not spam. Verify your email address. Only approved, active accounts receive codes; ask the panel administrator to check your access. Avoid repeated requests.

The code is rejected or expired

Use the latest code requested in that same browser session within 10 minutes. After too many failed attempts, or if the session is no longer usable, start a fresh sign-in session and request a new code. Never share a code with support.

“This page needs a different profile”

Return to Panel-lens home and open your assigned report. Selecting another category does not grant access. Ask the administrator if your profile needs changing. Internal readers should use the Internal entrance for technical material.

I cannot find a section on my phone

Swipe the report’s horizontal section strip. On portal pages, use Menu for account navigation. A section may be absent because the current report or your access level does not include it.

Panel-lens · Missions Publiques · Guide for the September 2026 portal. Read the latest version at ecpcompanion-dashboard.missionspubliques.tech/help/administrator/.