

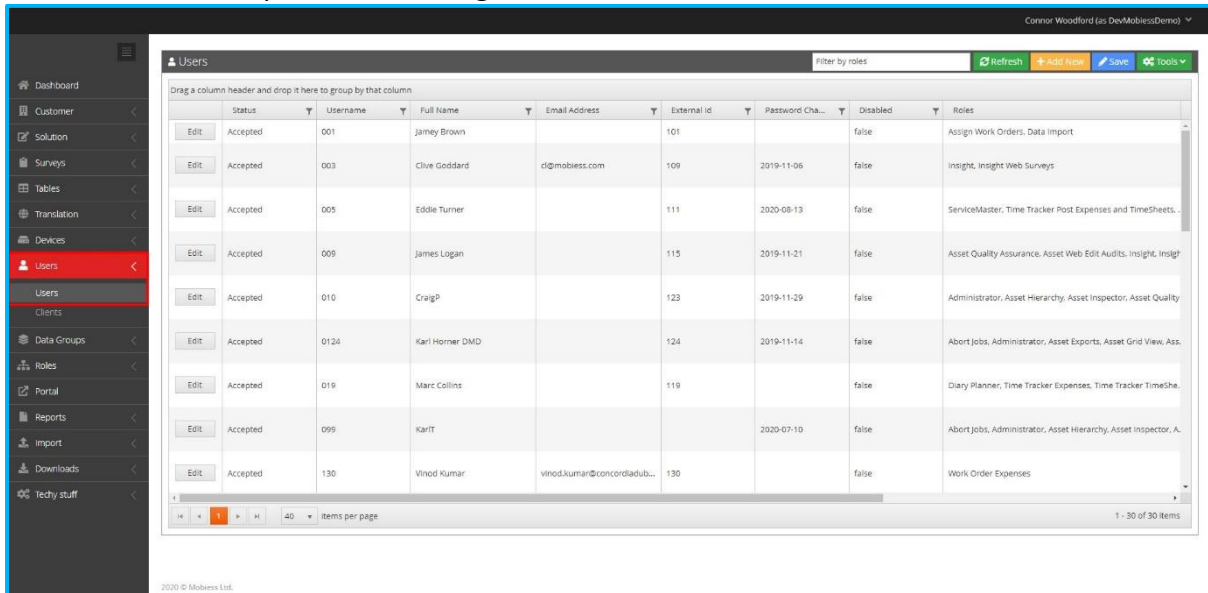
## Introduction

In this document you will be shown how to create a user on the admin portal. You will need the administrator role to be able to do this. You will also be shown security configurations.

## How to Implement

### Creating a user:

To create an admin portal user, navigate to the users tab.

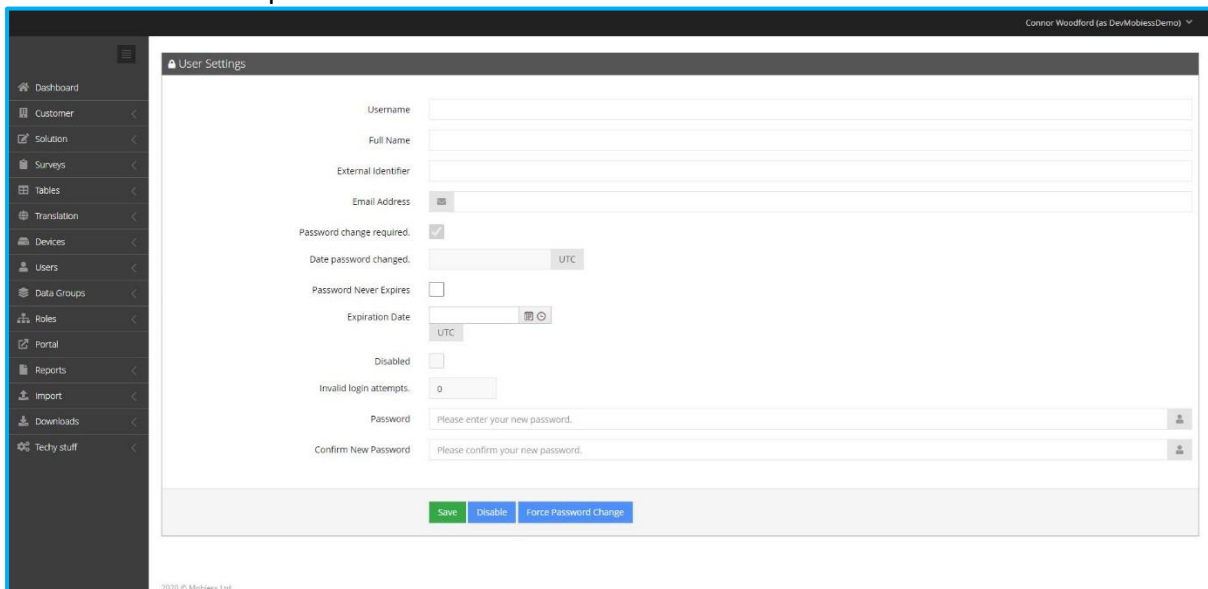


	Status	Username	Full Name	Email Address	External id	Password Cha...	Disabled	Roles
Edit	Accepted	001	Jaimey Brown		101		false	Assign Work Orders, Data Import
Edit	Accepted	003	Clive Goddard	cl@mobiess.com	109	2019-11-06	false	Insight, Insight Web Surveys
Edit	Accepted	005	Eddie Turner		111	2020-08-13	false	ServiceMaster, Time Tracker Post Expenses and TimeSheets...
Edit	Accepted	009	James Logan		115	2019-11-21	false	Asset Quality Assurance, Asset Web Edit Audits, Insight, Insight
Edit	Accepted	010	Craig P		123	2019-11-29	false	Administrator, Asset Hierarchy, Asset Inspector, Asset Quality
Edit	Accepted	0124	Karl Horner DMD		124	2019-11-14	false	Abort Jobs, Administrator, Asset Exports, Asset Grid View Ass.
Edit	Accepted	019	Marc Collins		119		false	Diary Planner, Time Tracker Expenses, Time Tracker TimeShe.
Edit	Accepted	099	KarIT			2020-07-10	false	Abort Jobs, Administrator, Asset Hierarchy, Asset Inspector, A.
Edit	Accepted	130	Vinod Kumar	vinod.kumar@concordiadub...	130		false	Work Order Expenses

To create a user, press the '+Add New' button in the top right. This will take you to the user settings page. To create your user, you will need to enter the following:

- User Name (Mandatory)
- Full Name (Mandatory)
- Password / Confirm Password (Mandatory)

All other fields are optional.



User Settings

Username:

Full Name:

External Identifier:

Email Address:

Password change required:

Date password changed:

Password Never Expires:

Expiration Date:

Disabled:

Invalid login attempts:

Password:

Confirm New Password:

Buttons: Save, Disable, Force Password Change

Other field uses:

- External Identifier is used to link to another system such as concept.
- Email Address is used to allow for a user getting notification to their email

- Password Change Required means the user will need to change their password upon first login
- Date Password Changes states the last time the password was changed
- Password Expires allows you to set an expiration date
- Disabled will disable the user and prevent the user from syncing / logging in
- Invalid Login Attempts is the number of logins attempts before the user becomes locked
- Force Password Change makes the user change their password upon request