

USER GUIDE

Service Portal

You can manage the summary of services in use; permission of members; Cloud Account; and Service Group.

User Group

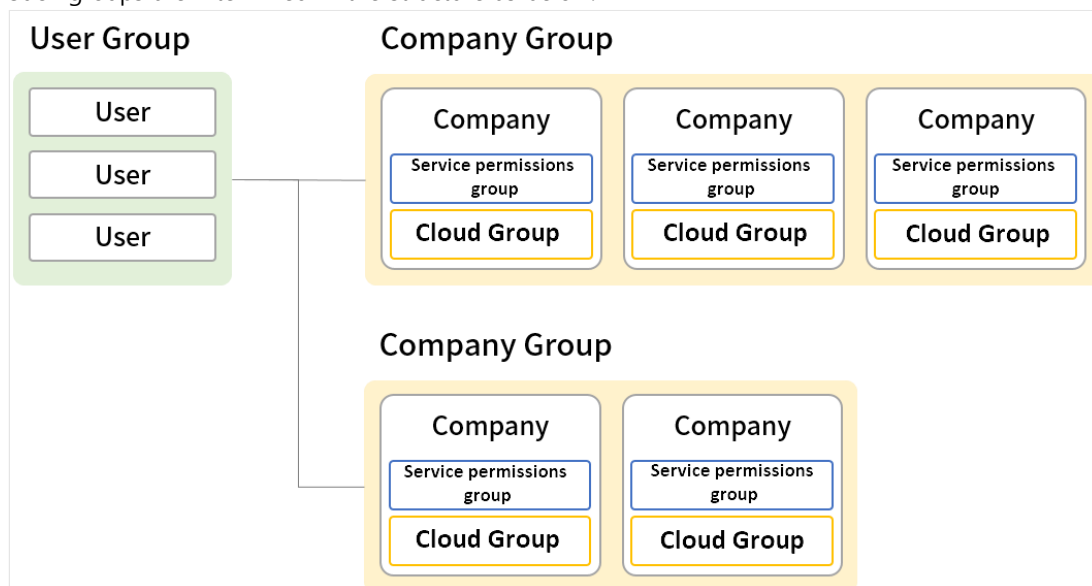
Service Portal - User Group

You can manage permission of a user through a User Group.

You can manage and edit permission of all users at the same time, by linking a Company Group to a User Group.

Multiple Company Groups can be linked to a User Group and users in a User Group have permission for the respective service/menu and Cloud Accounts of companies included in a Company Group.

Such groups are interlinked in the structure as below.

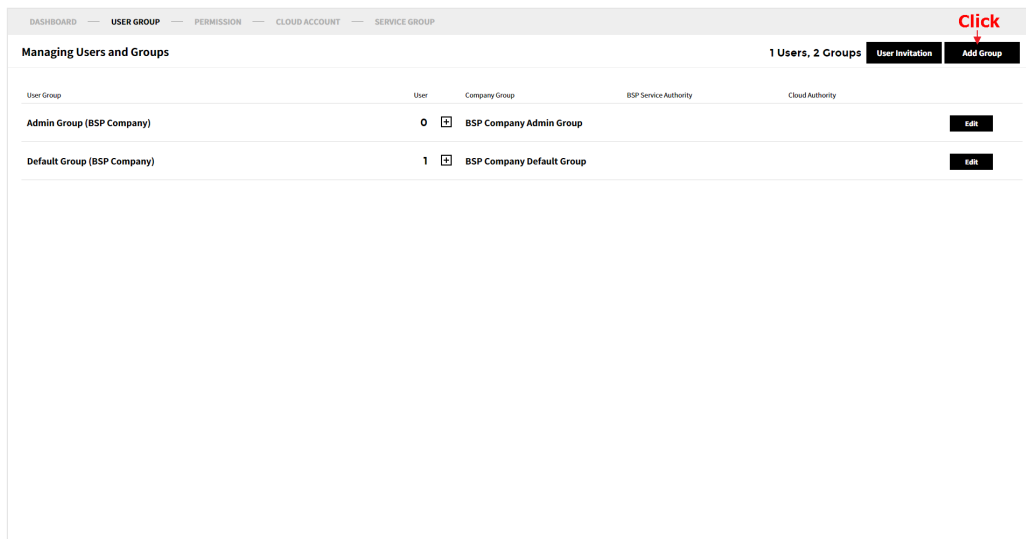


1. Creating New User Group

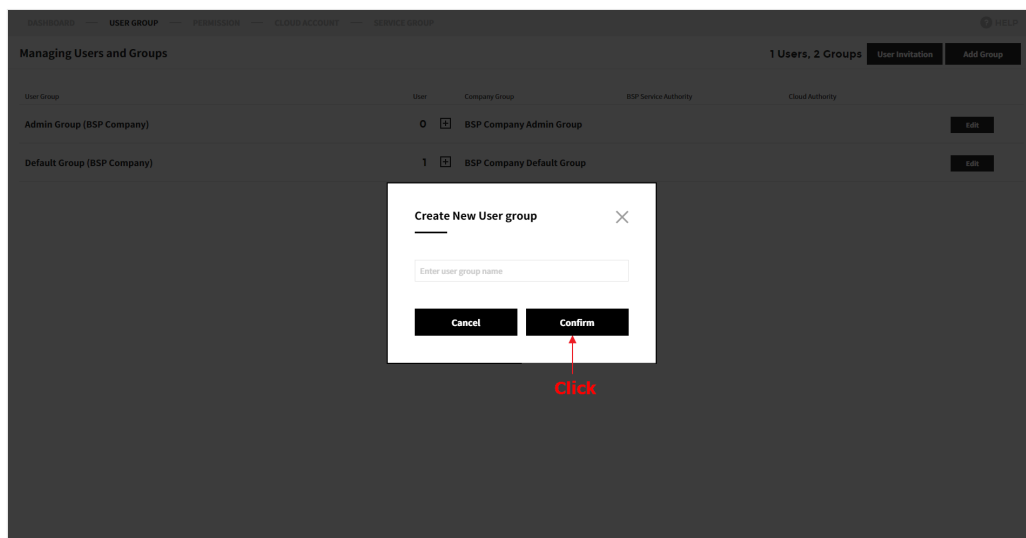
You can create a new User Group and set permission of its users by linking a Company Group to it.

1.1 Creating User Group

1) Click the [Add Group] button.



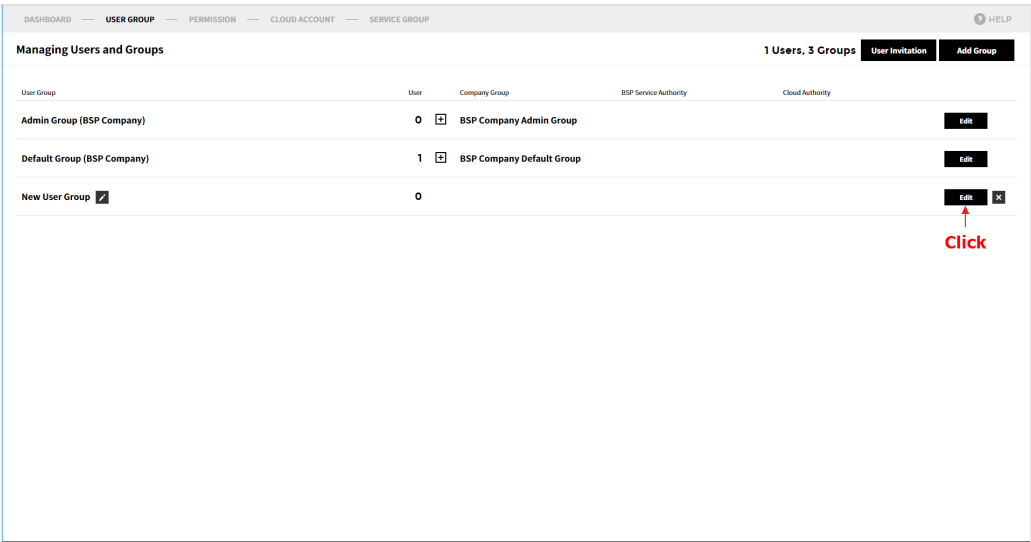
2) The "Create a New User Group" pop-up appears.
Enter the name of a new User Group and click the [OK] button.



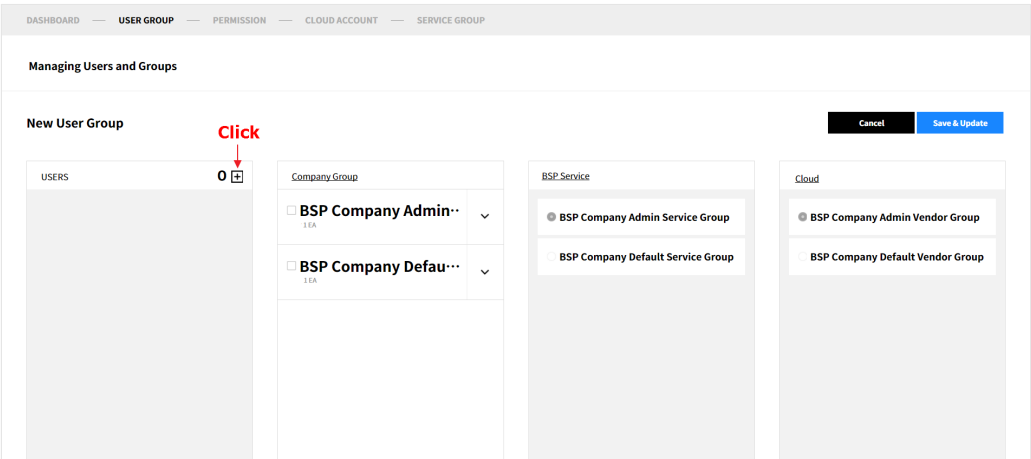
3) The User Group list shows that a new User Group has been added.

1.2 Adding User

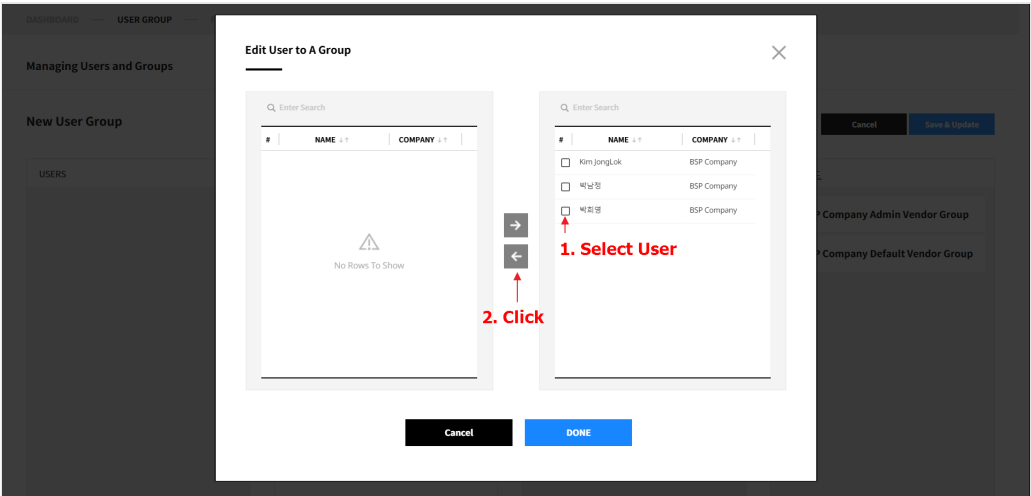
1) On the User Group list, click the [Edit] button of a new User Group.



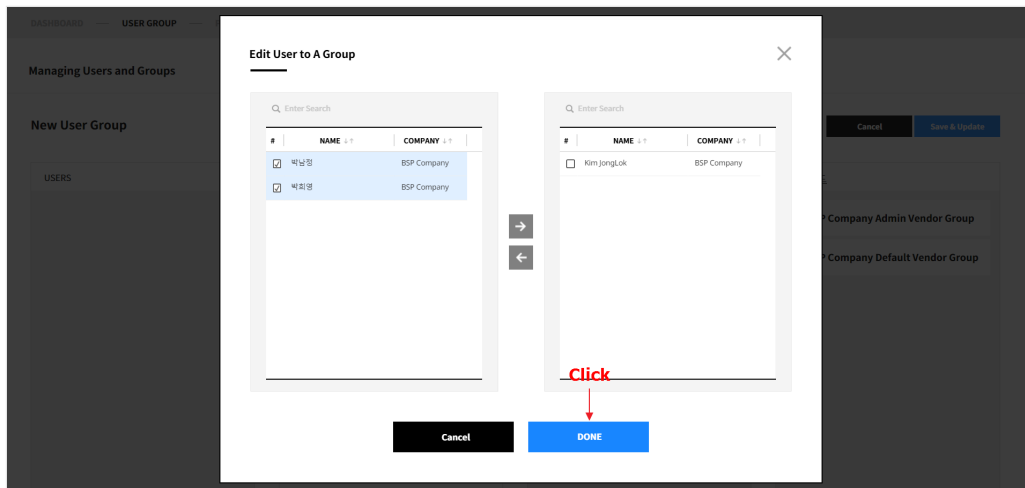
2) Click the [{+}] button of the User list.



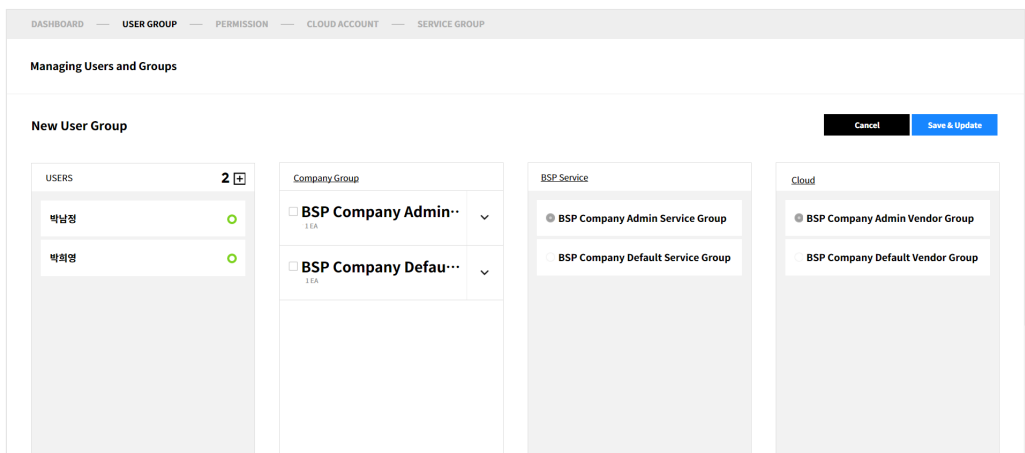
3) The "Edit a User of a User Group" pop-up appears.
In the pop-up, the left list indicates users added to the current User Group and the right one indicates all users registered on the current company. In the right list, select a user you want to add to a new User Group, and click the [<-] button.



4) After adding a user, click the [Apply] button.



5) The User list shows that the selected user has been added to a User Group.



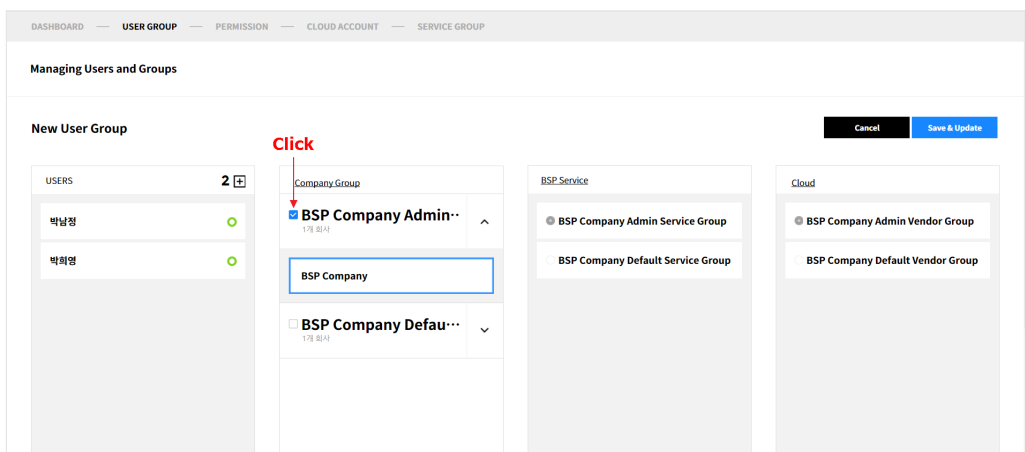
1.3 Setting Permission

1) Select a Company Group you want to link to a User Group.

In the Company Group list, select a checkbox of a Company Group you want to link.

You can select multiple Company Groups.

You can configure settings for a Company Group on the Permission menu.



2) Unfold the linked Company Group to check the list of its companies.
As you select a company, the "Service Permission Group" list and "Cloud Group" list which are linked to the selected company will be shown.
Select a Service Permission Group and Cloud Group you want to assign to the selected User Group for each company.

The screenshot shows the 'New User Group' configuration interface. It includes a 'USERS' list with two users, a 'Company Group' dropdown menu, and two columns for selecting service and cloud groups. The 'BSP Service' column has 'BSP Company Admin Service Group' selected, and the 'Cloud' column has 'BSP Company Admin Vendor Group' selected. Red arrows labeled 'Select' point to these options.

3) Click the [Save] button.

This screenshot is identical to the previous one, but with a red arrow labeled 'Click' pointing to the 'Save & Update' button in the top right corner.

4) The User Group list shows that your new setting for permission has been applied.

The screenshot shows the 'Managing Users and Groups' page. It displays a table with columns for 'User Group', 'User', 'Company Group', 'BSP Service Authority', and 'Cloud Authority'. The table lists three user groups: 'Admin Group (BSP Company)', 'Default Group (BSP Company)', and 'New User Group'. The 'New User Group' is highlighted, and its details are shown in a modal window below the table.

User Group	User	Company Group	BSP Service Authority	Cloud Authority
Admin Group (BSP Company)	0	BSP Company Admin Group		
Default Group (BSP Company)	1	BSP Company Default Group		
New User Group	2	BSP Company Admin Group		

The modal window for 'New User Group' shows the following details:

- Company Group: BSP Company
- BSP Service Authority: BSP Company Admin Service Group
- Cloud Authority: BSP Company Admin Vendor Group

2. Editing User Group

You can edit members of or modify permission of a current User Group.

2.1 Adding/Removing User

1) On the User Group list, click the [Edit] button of a User Group whose member is to be added/removed.

The screenshot shows the 'Managing Users and Groups' interface. At the top, there's a navigation bar with 'DASHBOARD', 'USER GROUP', 'PERMISSION', 'CLOUD ACCOUNT', and 'SERVICE GROUP'. Below this, the page title 'Managing Users and Groups' is followed by '1 Users, 3 Groups' and buttons for 'User Invitation' and 'Add Group'. A table lists the user groups:

User Group	User	Company Group	BSP Service Authority	Cloud Authority
Admin Group (BSP Company)	0	BSP Company Admin Group		
Default Group (BSP Company)	1	BSP Company Default Group		
New User Group	0			

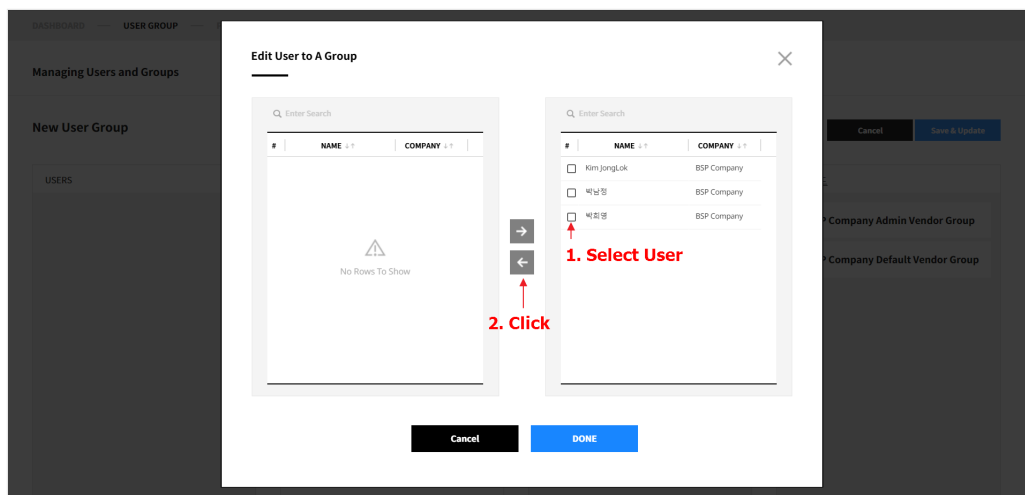
Each row has an 'Edit' button. A red arrow points to the 'Edit' button for the 'New User Group' row, with the text 'Click' below it.

2) Click the [+] button of the User list.

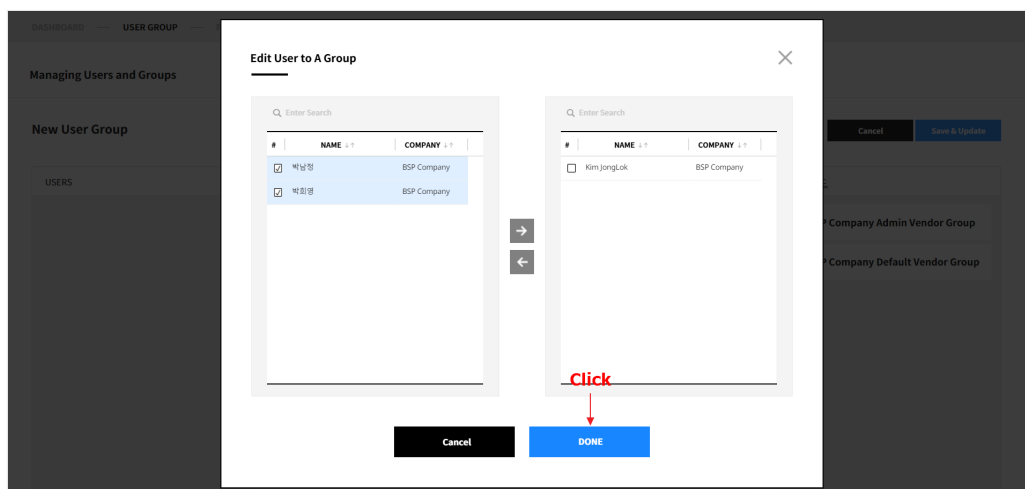
The screenshot shows the 'New User Group' configuration page. At the top, there's a navigation bar with 'DASHBOARD', 'USER GROUP', 'PERMISSION', 'CLOUD ACCOUNT', and 'SERVICE GROUP'. Below this, the page title 'Managing Users and Groups' is followed by 'New User Group' and buttons for 'Cancel' and 'Save & Update'. The page is divided into four sections: 'USERS', 'Company Group', 'BSP Service', and 'Cloud'. The 'USERS' section is expanded, showing a list of users with a '+' button next to the count '0'. A red arrow points to this '+' button, with the text 'Click' above it. The other sections also show lists of groups with expandable options.

3) The “Edit a Group User” pop-up appears.

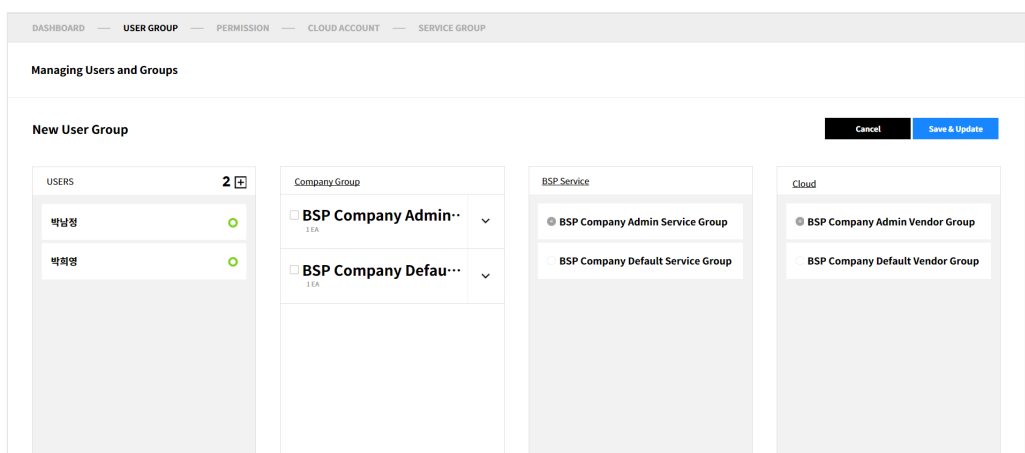
You can add a user to a User Group by selecting a user in the list of all users on the right and clicking the [←] button (Add), or you can remove a user from a User Group by selecting a user in the list of users added to User Group on the left and clicking the [→] button (Remove).



4) After editing a user, click the [Apply] button.



5) The User list shows that a user has been edited.



2.2 Modifying Permission

1) On the User Group list, click the [Edit] button of a User Group whose permission is to be modified.

2) By changing “Company Group”, you can change a Company Group you want to link.

The screenshot shows the 'New User Group' form. It has four main sections: 'USERS', 'Company Group', 'BSP Service', and 'Cloud'. The 'USERS' section shows two users: '박남정' and '박희영'. The 'Company Group' section has a dropdown menu with 'BSP Company Admin Service Group' selected. Below it, a search box contains 'BSP Company'. Below the search box, 'BSP Company Default Service Group' is listed with a red arrow pointing to it and the word 'Select' in red. The 'BSP Service' section has two radio buttons: 'BSP Company Admin Service Group' (selected) and 'BSP Company Default Service Group'. The 'Cloud' section has two radio buttons: 'BSP Company Admin Vendor Group' (selected) and 'BSP Company Default Vendor Group'. At the top right, there are 'Cancel' and 'Save & Update' buttons.

3) You can select a “Service Permission Group” and “Cloud Group” for each company by selecting a company in the selected “Company Group”, in order to modify permission.

This screenshot is similar to the previous one but highlights the 'BSP Service' and 'Cloud' sections. In the 'BSP Service' section, a red arrow points to the 'BSP Company Default Service Group' radio button with the word 'Select' in red. In the 'Cloud' section, a red arrow points to the 'BSP Company Default Vendor Group' radio button with the word 'Select' in red. The 'Company Group' section remains the same as in the previous screenshot.

4) Click the [Save] button to save changes.

3. Deleting User Group

You can delete a User Group.

If you delete a User Group, users included in the User Group will be moved to a Default Group.

1) Select a User Group you want to delete and click the [X] button.

DASHBOARD — USER GROUP — PERMISSION — CLOUD ACCOUNT — SERVICE GROUP

Managing Users and Groups

3 Users, 3 Groups

User Invitation

Add Group

User Group	User	Company Group	BSP Service Authority	Cloud Authority
Admin Group (BSP Company)	0	<div></div> BSP Company Admin Group		<div>Edit</div>
Default Group (BSP Company)	1	<div></div> BSP Company Default Group		<div>Edit</div>
New User Group <div></div>	2	<div></div> BSP Company Admin Group		<div>Edit</div> <div>X</div>

Click

2) The “Confirm to Delete a Group” pop-up appears.
When you click the [OK] button, a User Group will be deleted and its users will be moved to a Default Group.

DASHBOARD — USER GROUP — PERMISSION — CLOUD ACCOUNT — SERVICE GROUP

Managing Users and Groups

3 Users, 5 Groups

User Invitation

Add Group

User Group	User	Company Group	BSP Service Authority	Cloud Authority
Admin Group (BSP Company)	0	<div></div>		<div>Edit</div>
Default Group (BSP Company)	1	<div></div>		<div>Edit</div>
New User Group <div></div>	2	<div></div>		<div>Edit</div> <div>X</div>

Notify

Are you sure you want to delete this group?
Members of the group will move to default group.

Cancel

Confirm

4. Inviting New User

You can invite a new user to a company so that the user becomes a member of the company.

1) Click the [Inviting New User] button.

DASHBOARD — USER GROUP — PERMISSION — CLOUD ACCOUNT — SERVICE GROUP

Managing Users and Groups

3 Users, 4 Groups

User Invitation

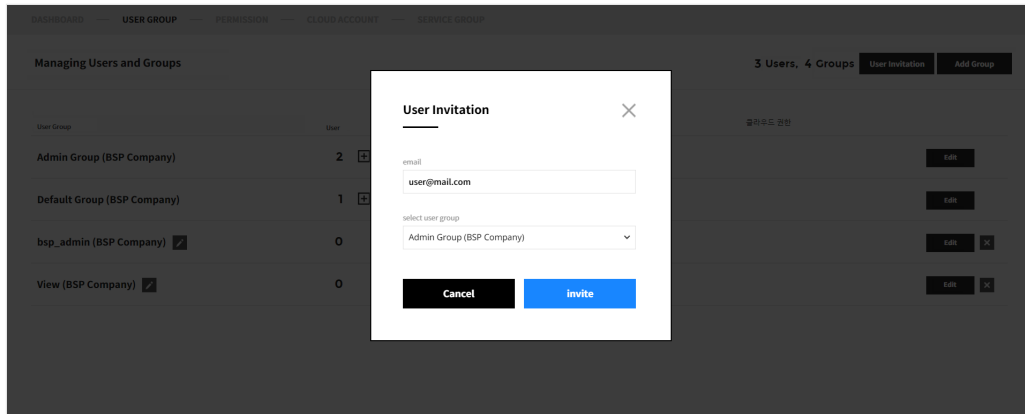
Add Group

User Group	User	Company Group	BSP Service Authority	Cloud Authority
Admin Group (BSP Company)	0	<div></div> BSP Company Admin Group		<div>Edit</div>
Default Group (BSP Company)	1	<div></div> BSP Company Default Group		<div>Edit</div>
bsp_admin (BSP Company) <div></div>	0			<div>Edit</div> <div>X</div>
View (BSP Company) <div></div>	0			<div>Edit</div> <div>X</div>

Click

2) The "Inviting New User" pop-up appears.

In the pop-up, select the e-mail address of a user you want to invite. Then select a User Group to which the user will belong and click the [Send] button.



3) An invitation letter is sent to the user via e-mail.

As a new account is created via this e-mail, inviting a new user is completed.