

User Guides
May 2020

# LANDMARK OCCASION VISUALIZER

LOV

**USER MANAGEMENT MODULE** 

### **Contents**

- Purpose of User Management Module
- Navigation
- How to Manage Users
- How to Manage Batch Users
- How to Manage Groups



### **Purpose**

- The User Management module allows Admin Users to add, edit and delete users.
- Admin can also create or delete batch users i.e. create or delete multiple users from the LOV at the same time.
- My Dashboards can be shared among Groups once they are added to the LOV using this module.
- The entire user list can be downloaded in excel.





## **Navigation**

User Management module is only available to Admin Users only.







# **Landing Page**

USER MANAGEMENT







### MANAGE USERS

MANAGE USERS			MANAGE BATCH USERS		GROUPS									
USER ID ↓≡ <sup>↑</sup>	Click to navigate to the  'Manage Batch Users'		Click to navigate to the 'Groups'		DATE CREATED ↓ ≡↑ USER STATUS ↓ ≡↑ LAST ACTIVITY DATE ↓ ≡↑ MANAGE									
iekb1e01 Barry En		mily	ly barry.emily@kellogg.com		egy & Insights	Investigator		11/13/2019	<b>⊘</b> Active	11/13/2019		0	Û	
frkb1m01	Baptiste Mathey		Baptiste.Matthey2@kellogg.c	Strategy & Insights		Investigator		A list of all users is populated along with their information. List of newly added users (based on						
iekl1m01	n01 LouiseAnne Murphy		LouiseAnne.Murphy@kellogg	Strategy & Insights In		Investigator								
frkacb01	Claire-Anne Baubri		Anne-Claire.Baubri@kellogg.c	Strat	egy & Insights	Investigator		date created) is shown as default.						
ieka1d02 Aoife Dwyer		wyer	Aoife.Dwyer@kellogg.com	Strategy & Insight		Investigator		11/13/2019	<b>⊘</b> Active			0	Û	
iekcxr04	Claire Rudloff		Claire.Rudloff@kellogg.com	n Strategy & Insigl		Investigator		11/13/2019	<b>⊘</b> Active			0	Û	
iekd1m02	Dean Mo	Dean Mcelwee Dean.Mcelwee@kellogg.com		Strategy & Insights		Investigator		11/13/2019	<b>⊘</b> Active	11/14/2019		0	Û	
iekemd01	Elizabeth	Darcy	Libby.Darcy@kellogg.com	Strat	egy & Insights	Investigator		11/13/2019				0	Û	



















### Manage Users



Click to Add User





### MANAGE USERS

**USER MANAGEMENT** 

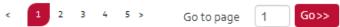
MANAGE BATCH USERS MANAGE USERS

**GROUPS** 

						e ADD USER SEARCH N						SEARCH NAME	ME Q					
USERID	$\downarrow^{\equiv\uparrow}$	NAME	$\downarrow^{\equiv\uparrow}$	EMAIL	↓≡ <sup>↑</sup>	DEPAR	RTMENT	↑ <sub>≡</sub> ↑	ROLE	J≣↑	DATE CREATED ↓≡↑	USER S	TATUS	J≡↑	LAST ACTIVITY DATE	<sub>↓≡</sub> ↑ N	MANAGE (	JSERS
iekb1e01	Barry Emily		barry.emily@kellogg.com		Strategy & Insights		ts	Investi		11/13/2019	0	Active		11/13/2019		Ø	Û	
frkb1m01	,		Baptiste.Matthey2@kellogg.c		Strat Sort user		ısers	s by clicking		11/13/2019	0	Active				Ø	Û	
iekl1m01			urphy	LouiseAnne.Murphy@kellogg		Strat	the sort ic column.		on any		11/13/2019						Ø	Û
frkacb01		Claire-Anne Baubri Anne-Claire.Baubri@kellogg.c		Strata			vestigator		11/13/2019	0	Active	Edit or Delete users.			0	Û		
ieka1d02		Aoife Dwye	er	Aoife.Dwyer@kello	gg.com	Strate	gy & Insigh	ts	Investigator		11/13/2019	0	Active	E(	uit of Delete users	•	0	Û
iekcxr04		Claire Rudloff Claire.Rudloff@kellogg.com		ogg.com	Strategy & Insights		Investigator		11/13/2019	0	Active				Ø	Û		
iekd1m02		Dean Mcelw	ee	Dean.Mcelwee@kello	ogg.com	Strate	gy & Insigh	ts	Investigator		11/13/2019	0	Active		11/14/2019		Ø	Û
iekemd01		Elizabeth Da	rcy	Libby.Darcy@kello	gg.com	Strate	gy & Insigh	ts	Investigator		11/13/2019	0	Active				0	Û

EXPORT USER DATA

Click to download the full user list in excel.





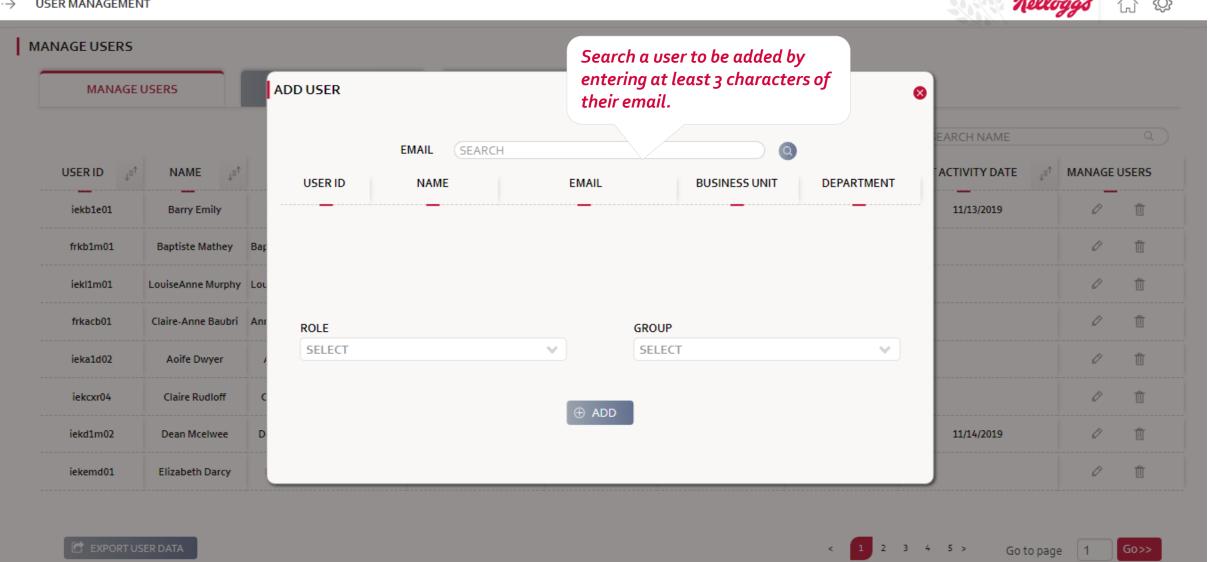






### **Add User**

**USER MANAGEMENT** 







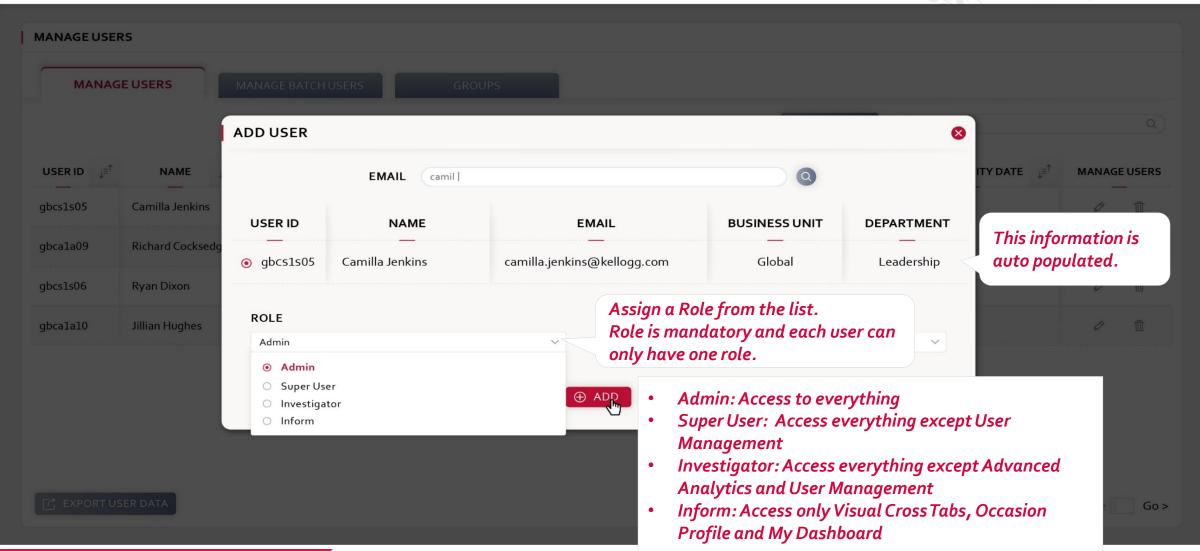
### **Add User**

→ USER MANAGEMENT











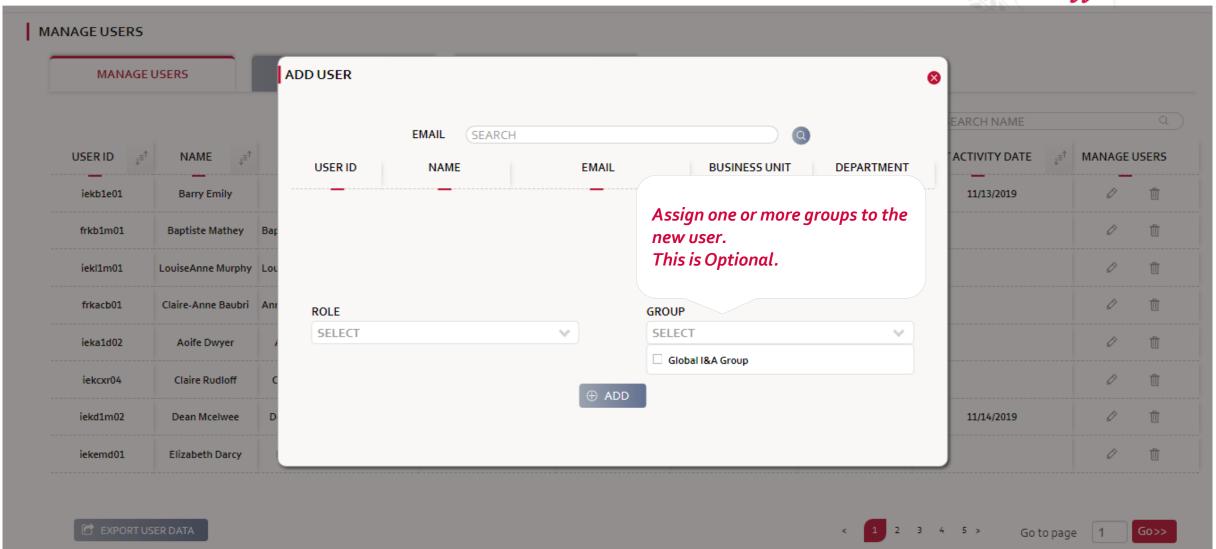
### **Add User**

→ USER MANAGEMENT







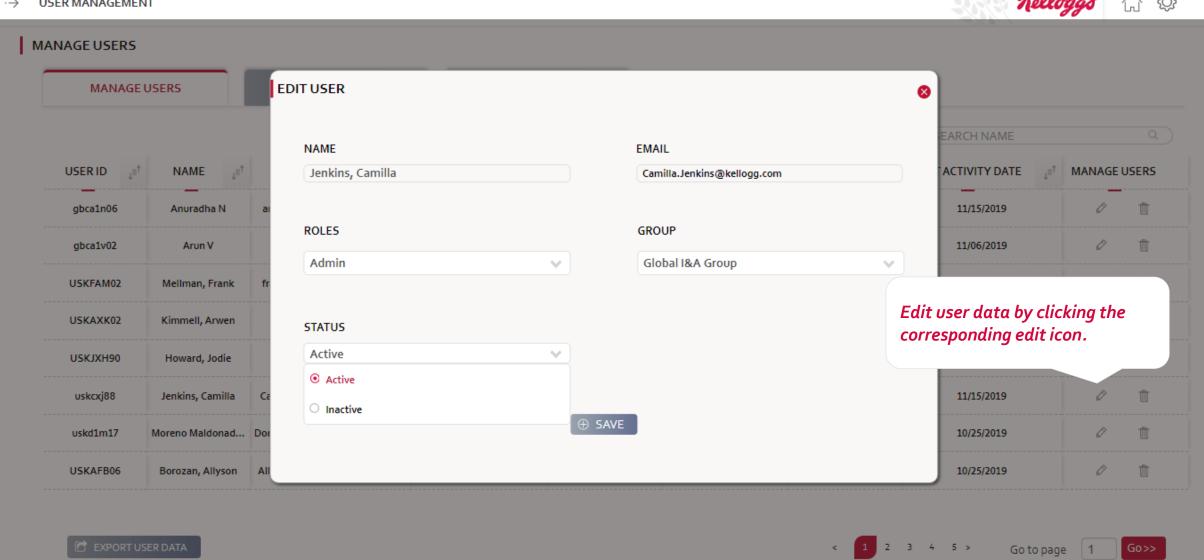






### **Edit User**

**USER MANAGEMENT** 

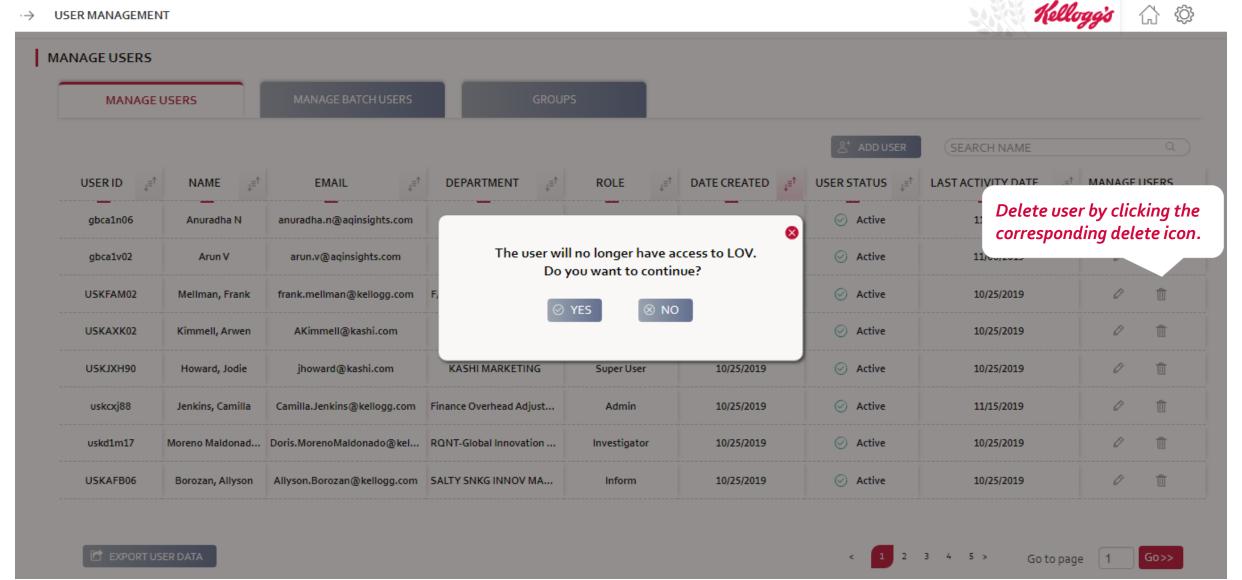






### **Delete User**

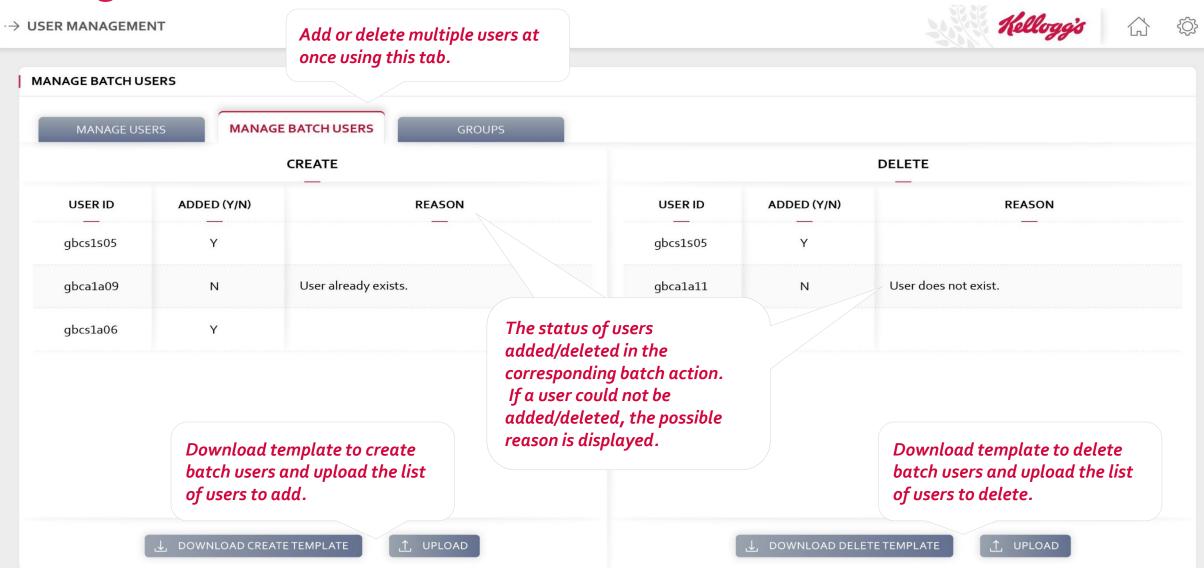








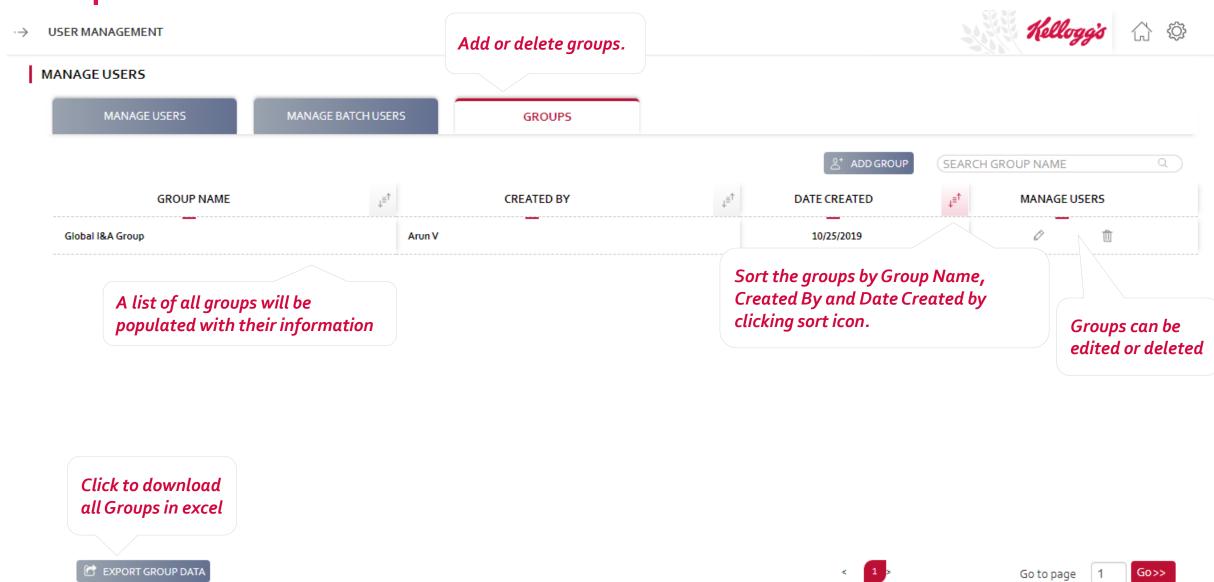
### Manage Batch Users







### Groups

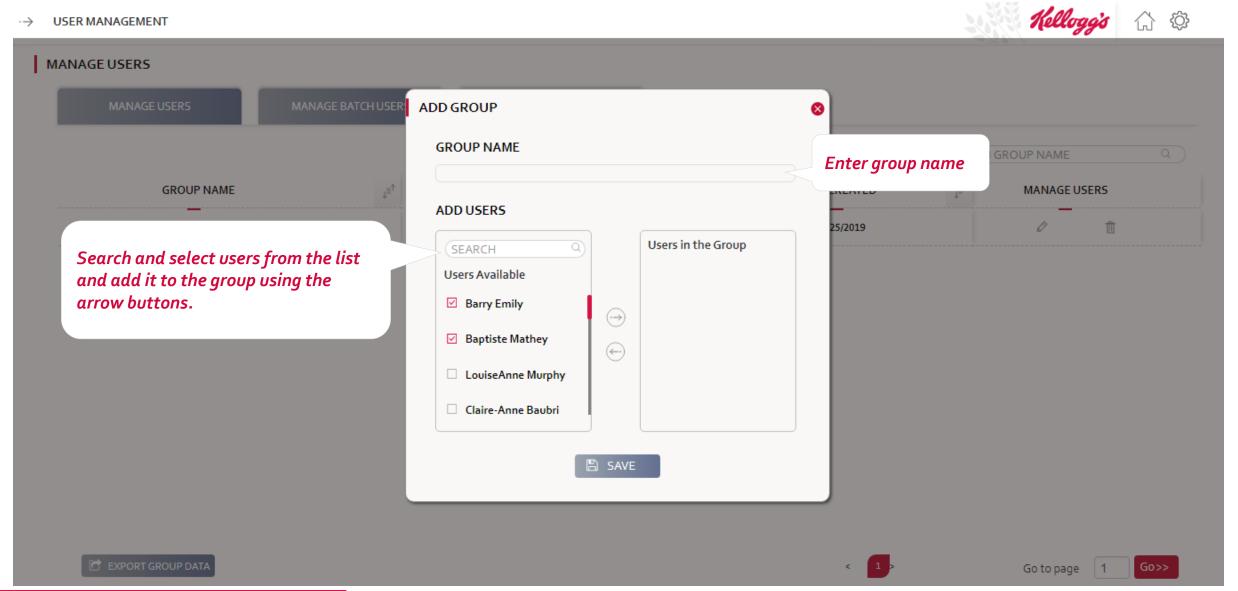






### **Add Group**

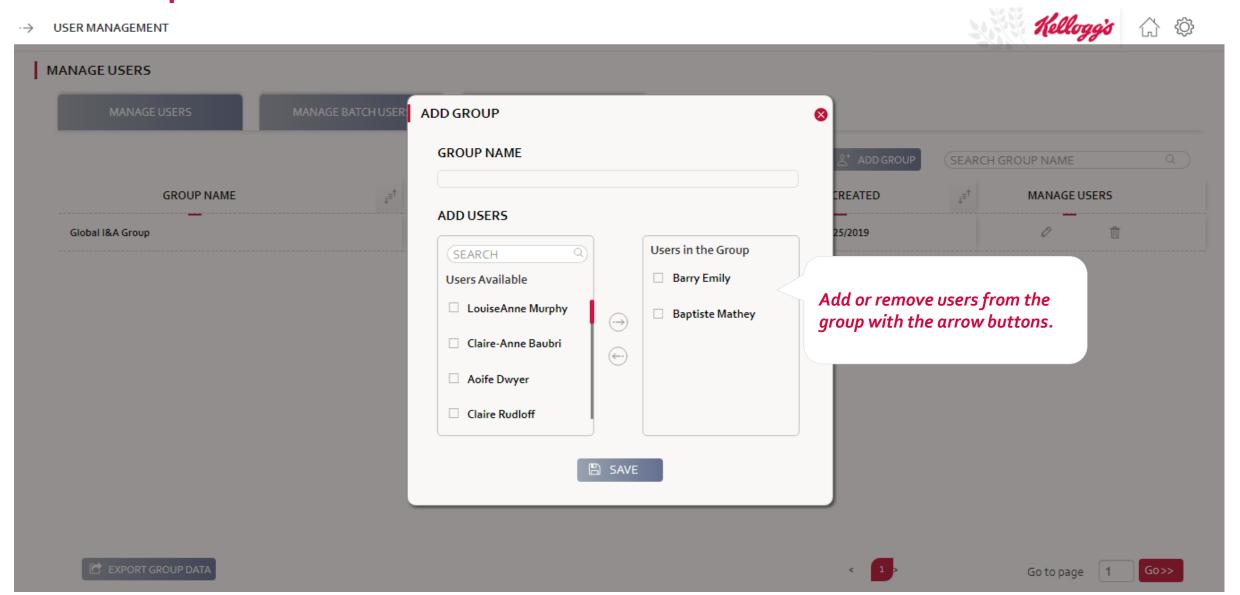






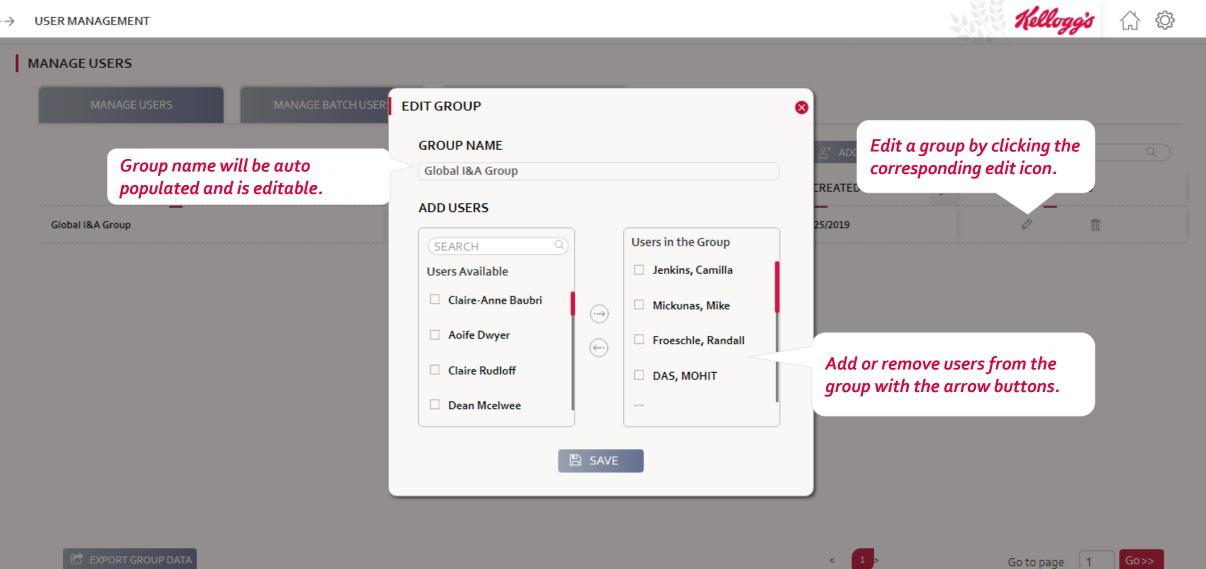


### **Add Group**





### **Edit Group**







### **Delete Group**

Kelloggis 🏠 🕸 **USER MANAGEMENT** MANAGE USERS GROUPS Delete a group by clicking the corresponding delete icon. DATE CREATED GROUP NAME CREATED BY 10/25/2019 Global I&A Group Arun/  $\otimes$ The group will be permanently deleted from LOV. Do you want to continue? ⊗ NO Go>> Go to page 1







User Guides
May 2020

# LANDMARK OCCASION VISUALIZER LOV

**USER MANAGEMENT MODULE** 

