Managing Users

📅 Updated on 19 Apr 2024 · 🕐 7 Minutes to read · Contributors 🅰

SkyDeck utilizes Role-Based Access Control (RBAC) to enable efficient user access management. With RBAC, user permissions are defined based on their roles, allowing them to perform only the necessary actions and access relevant systems. This robust security measure enhances data security and mitigates the risk of unauthorized access.

In this section, you will look at:

- **Understanding the Layout of the Users Tab**
- **Inviting a New User**
- **Editing User Details**
- **Editing User Roles**
- **Downloading Audit Trail**

Understanding the Console Layout

The **Console** module opens with the **Users** tab open by default, displaying a list of all the users in the organization and their roles.
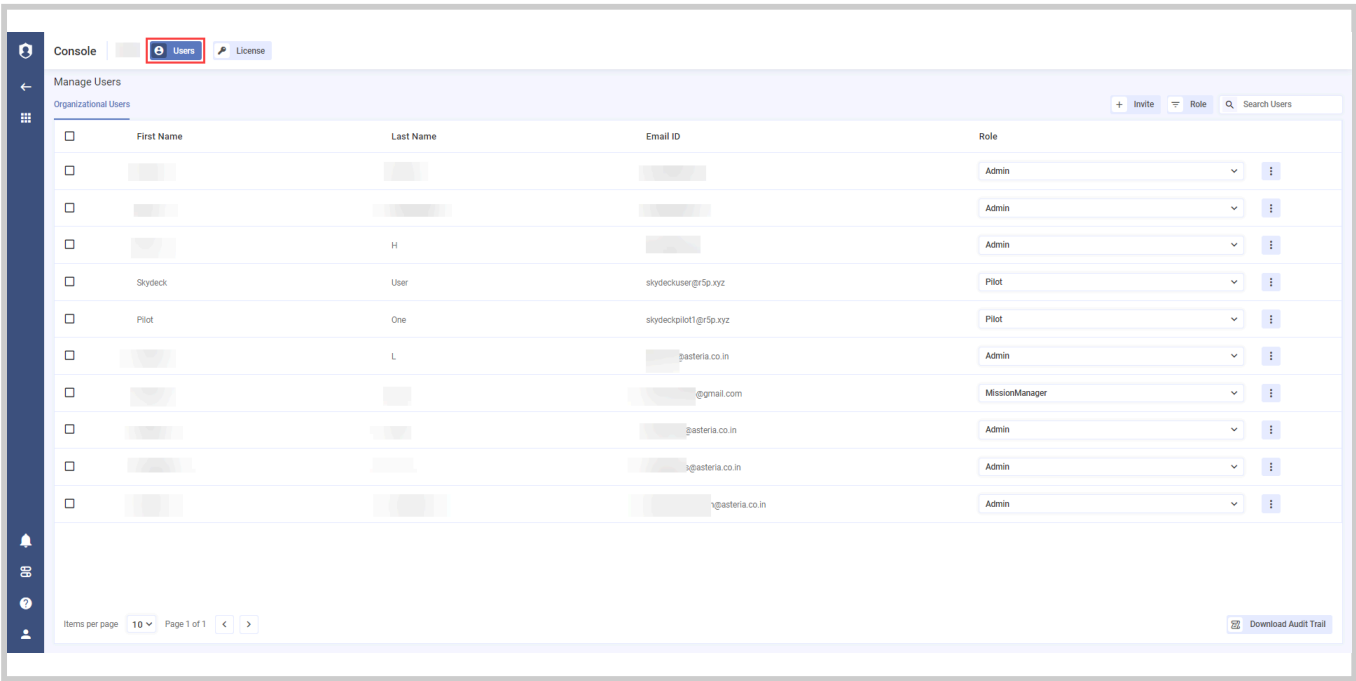

Console - Users Tab

The following options are available on this page:

Option	Description
Users	Displays the list of users in the organization.
License	Allows you to view License utilization and token utilization history. **For more information, click here.**
Invite Users	Allows you to invite users to your organization on SkyDeck
Role Filter	Allows you to filter and display users according to Role.
Search User	Allows you to search for a user by name or email ID.
Items Per Page	Allows you to select the number of users to be displayed on the page. Use the arrows next to the page number to navigate between pages.
Download Audit Trial	Allows you to download a detailed record of system activities based on your specified date range and log type. **For more information, click here.**
Remove Selected Users	Allows you to remove the selected users from the organization. **This option is displayed only when you select a user(s).**

Inviting Users to your Organization

1. On the **Manage Users** page, click **Invite**. The **Invite Users** dialog box opens.
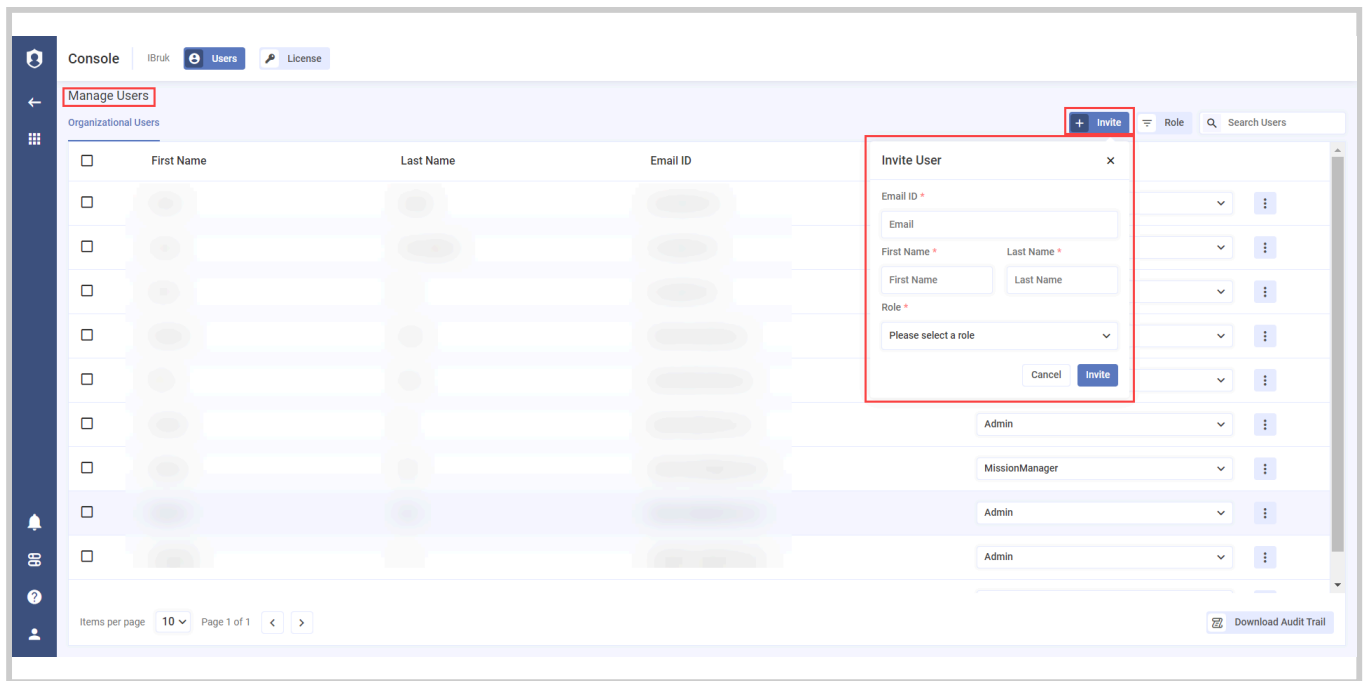
Invite User

2. Enter or select the following information:

Field	Description
Email id*	Enter the email ID of the user.
First Name*	Enter the first name of the user.
Last Name*	Enter the last name of the user.
Role*	Select the role from the dropdown. **To know more about roles, click <u>here</u>.**

Click **Invite**.

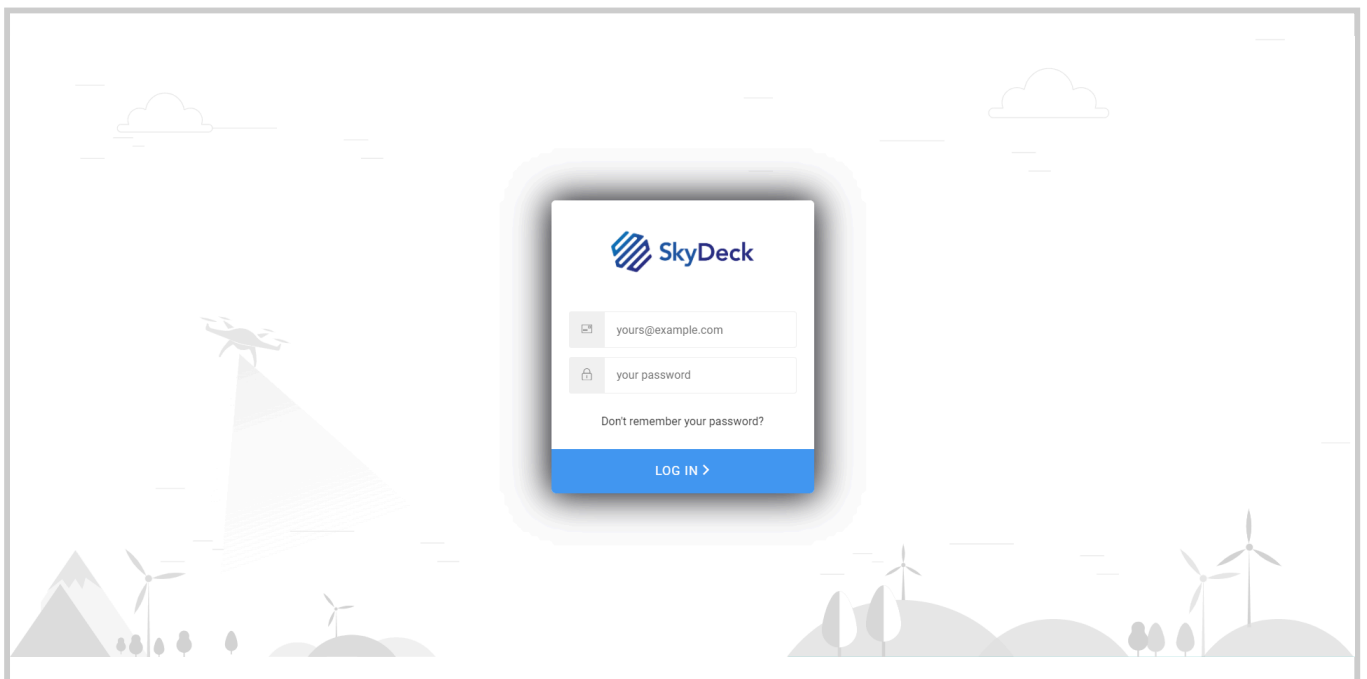The user receives an email with a verification link to verify their account.

Once the user clicks the verification link, a new tab opens, displaying that the email is verified.
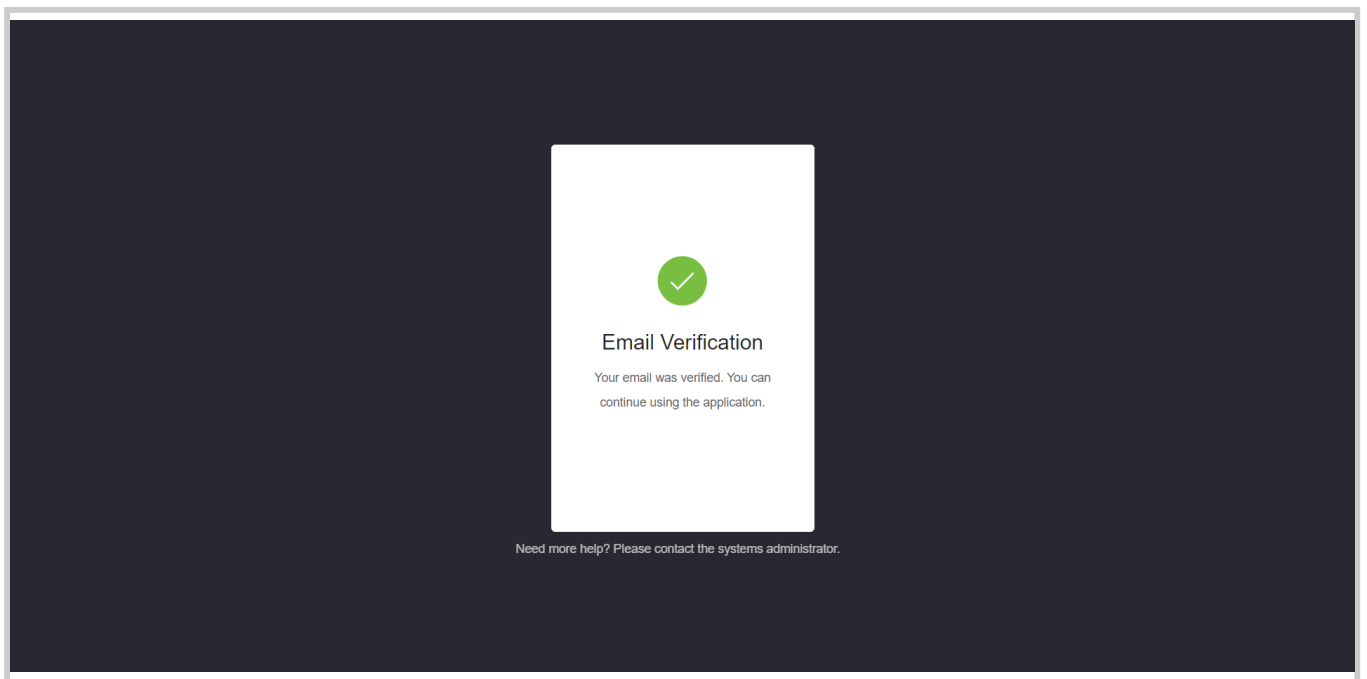
Email Verified

The user can log in to SkyDeck by clicking **here**.

4. To create a new password, click **Don't remember your password?**

Reset Password

4. Enter your email ID and click **SEND EMAIL**. An email is sent to the user to reset their password.
5. In the **Reset your password** email, click the **URL** or click **CONFIRM**.
6. On the **Change Password** screen, enter the new password and click the **arrow** button. The password is reset successfully and the user can now log in with these credentials.

Editing User Details

Only the **admin** can modify the following user details:

- First Name
- Last Name
- Role

To edit a user's details:

1. Click the **three dot** icon for the corresponding user and then select **Edit**.
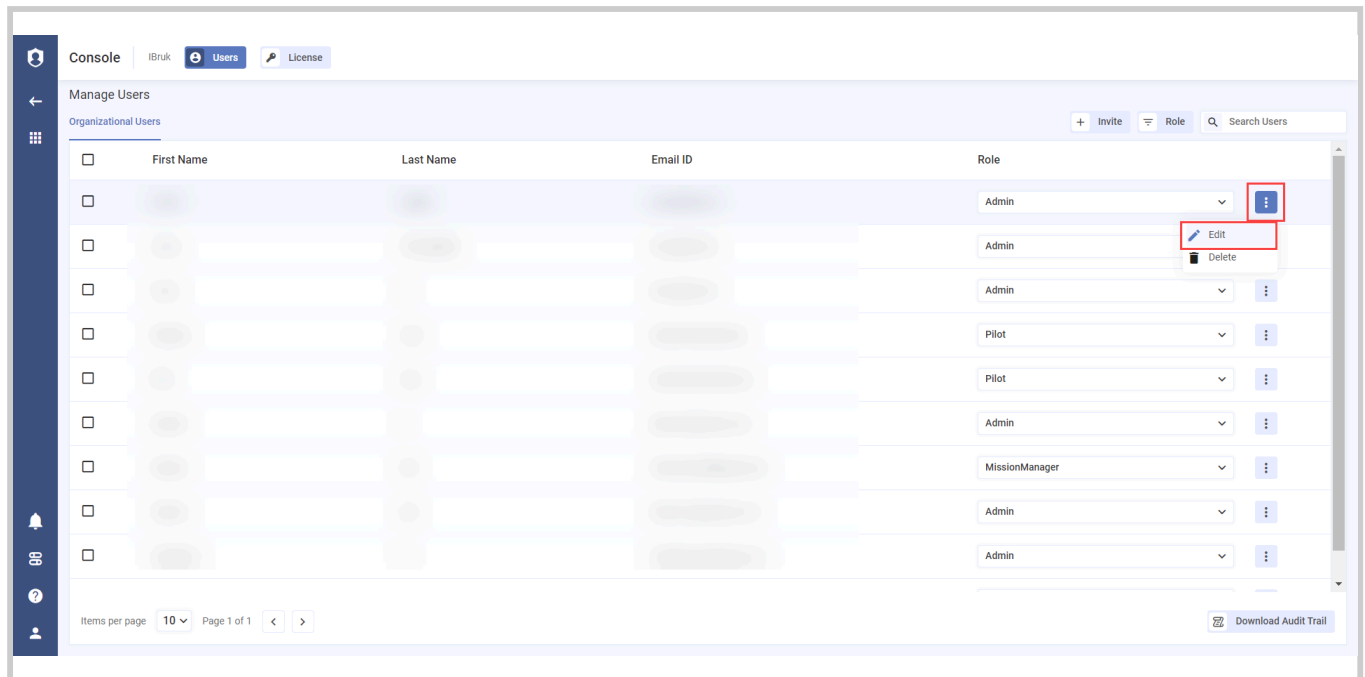
Edit User

1. The **Edit User** pop-up window opens.
2. Update the required details and click **Update**.
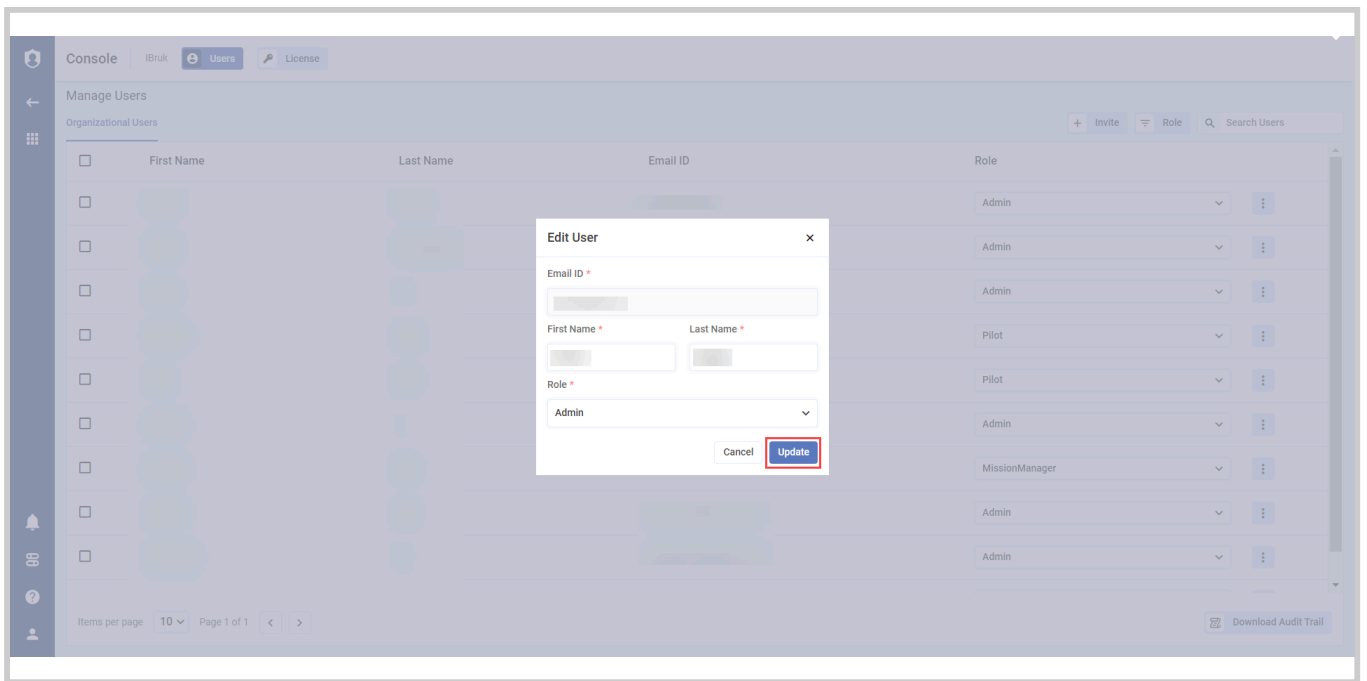
Update User Detail

Editing a User's Role

On the **Manage Users** page, under **Role**, expand the dropdown for the corresponding user and select the new **role**.
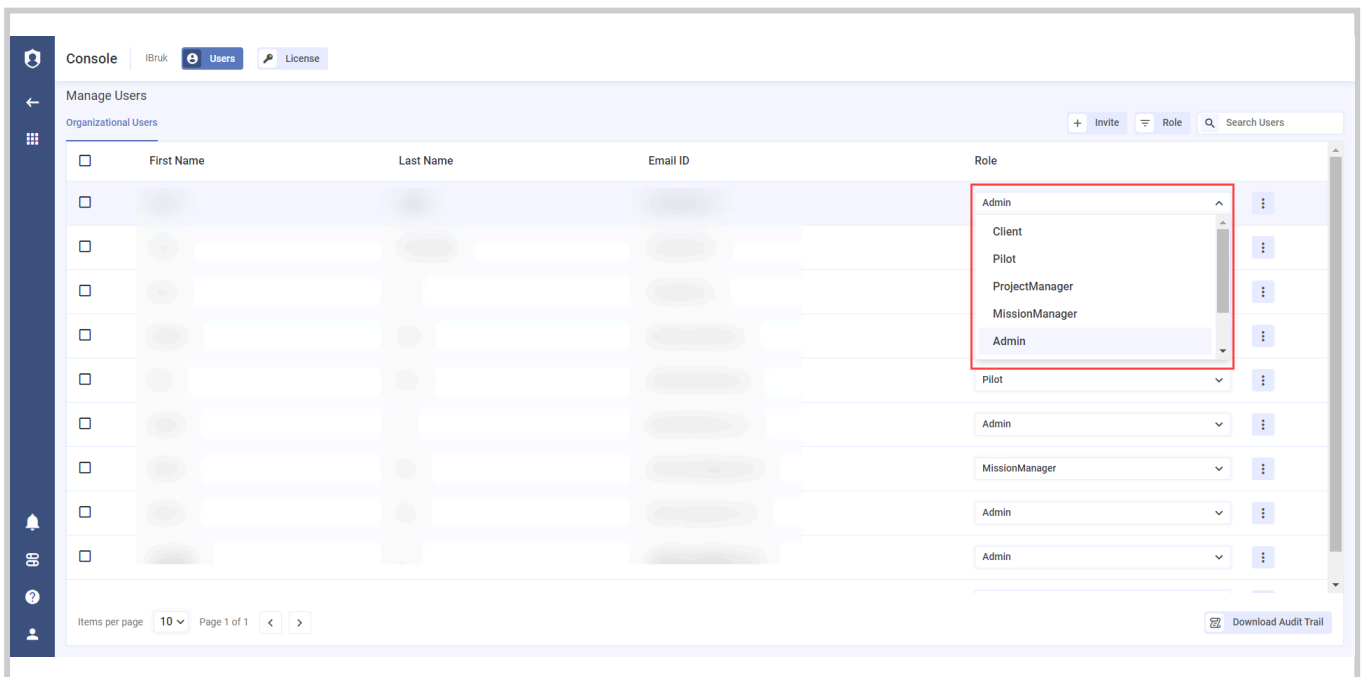
Edit User Role

Deleting a User

1. Click the **three dot** icon for the corresponding user and then select **Delete**.
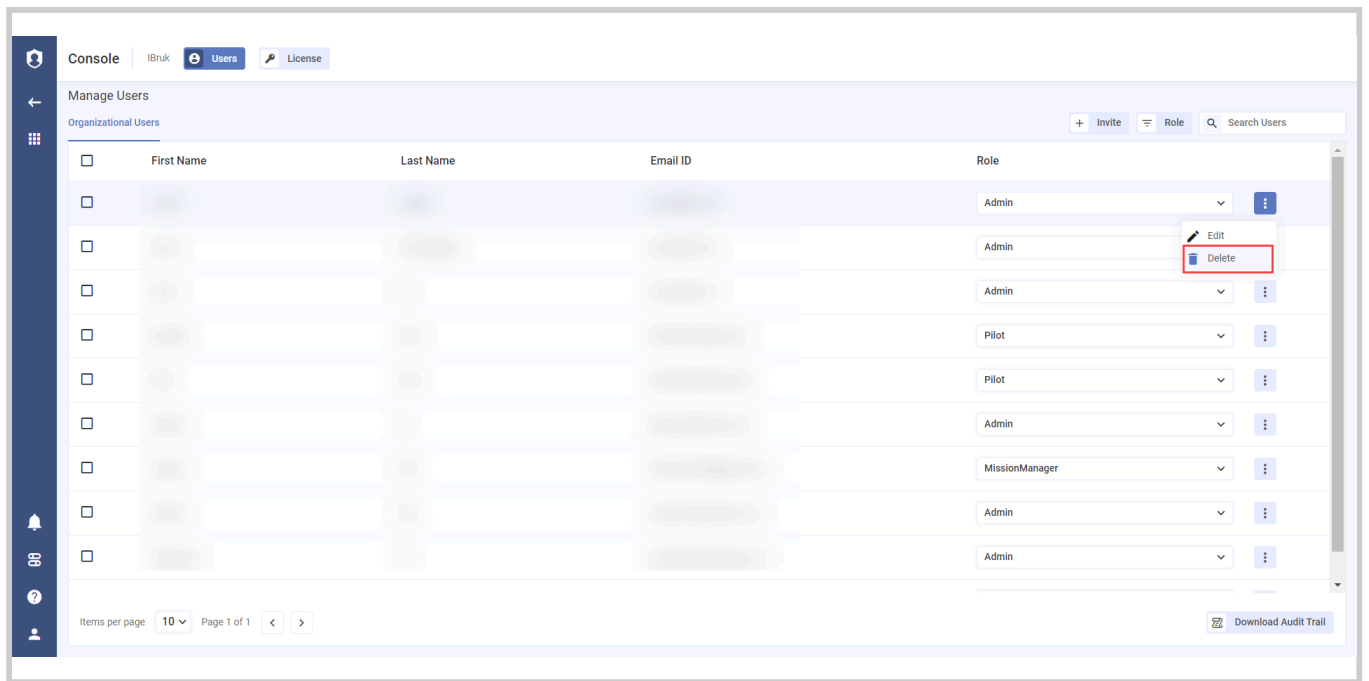
Delete User

The **Delete User Confirmation** pop-up is displayed.

2. Click **Remove**.
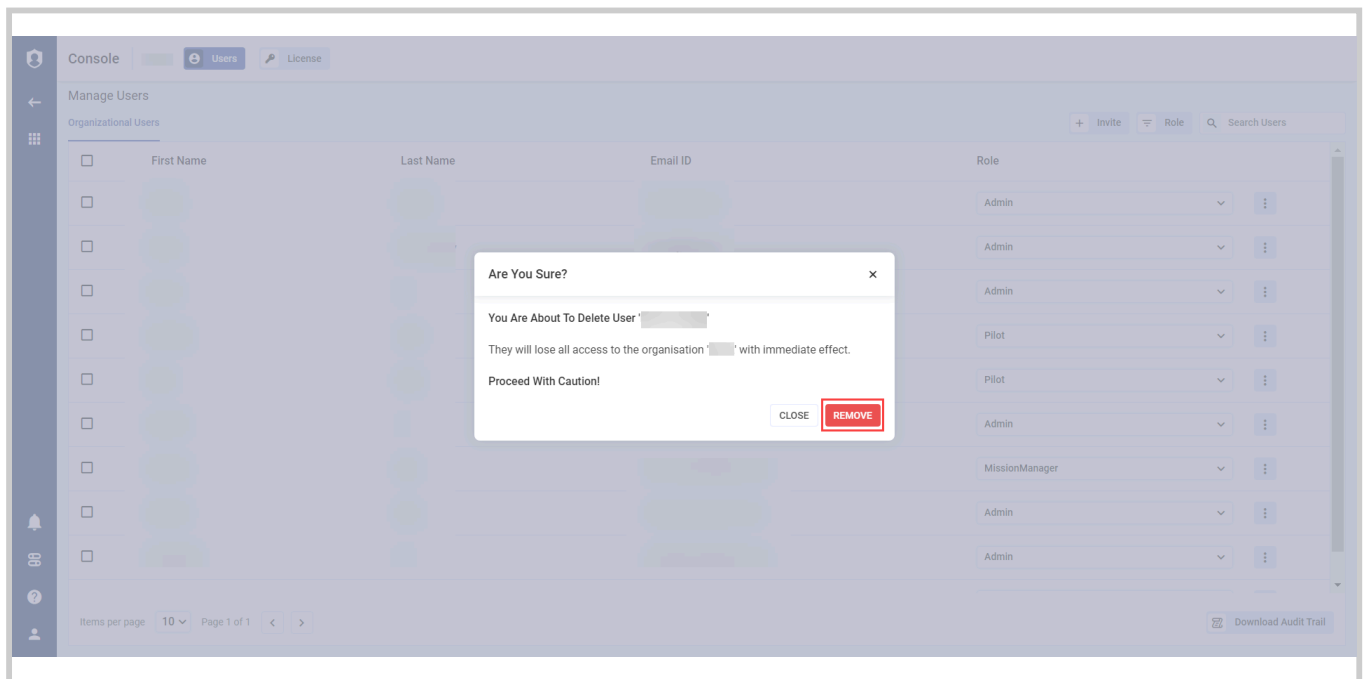
Delete User Confirmation Pop-Up

Downloading Audit Trail

1. On the bottom right corner of the page, click **Download Audit Trail**.
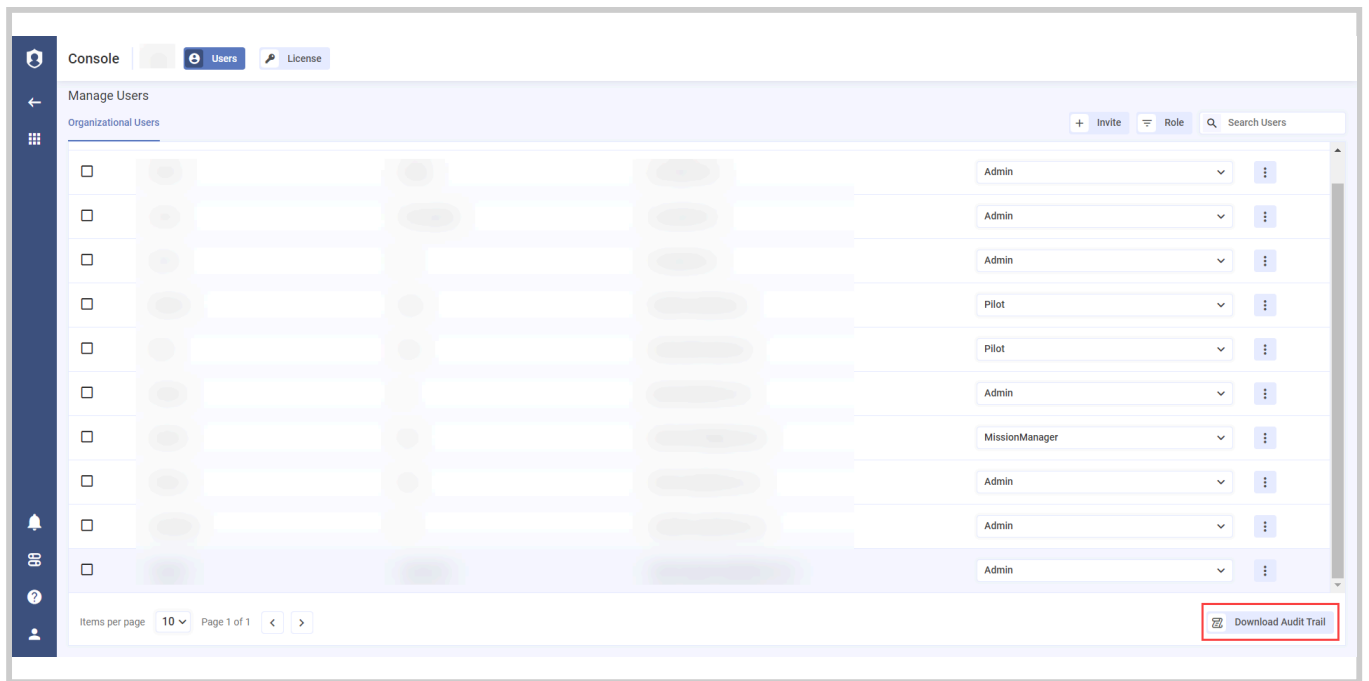
Download Audit Trial

1. The **Audit Trail** pop-up windo**w opens. (http://opens.Select)**
2. **Select Log Type** from the dropdown.
3. Under **Select Date Range**, select the **Start Date** and **End Date** for which you want to retrieve a detailed record **of system activi (http://activities.Click)**ties.
4. Click **Download**.
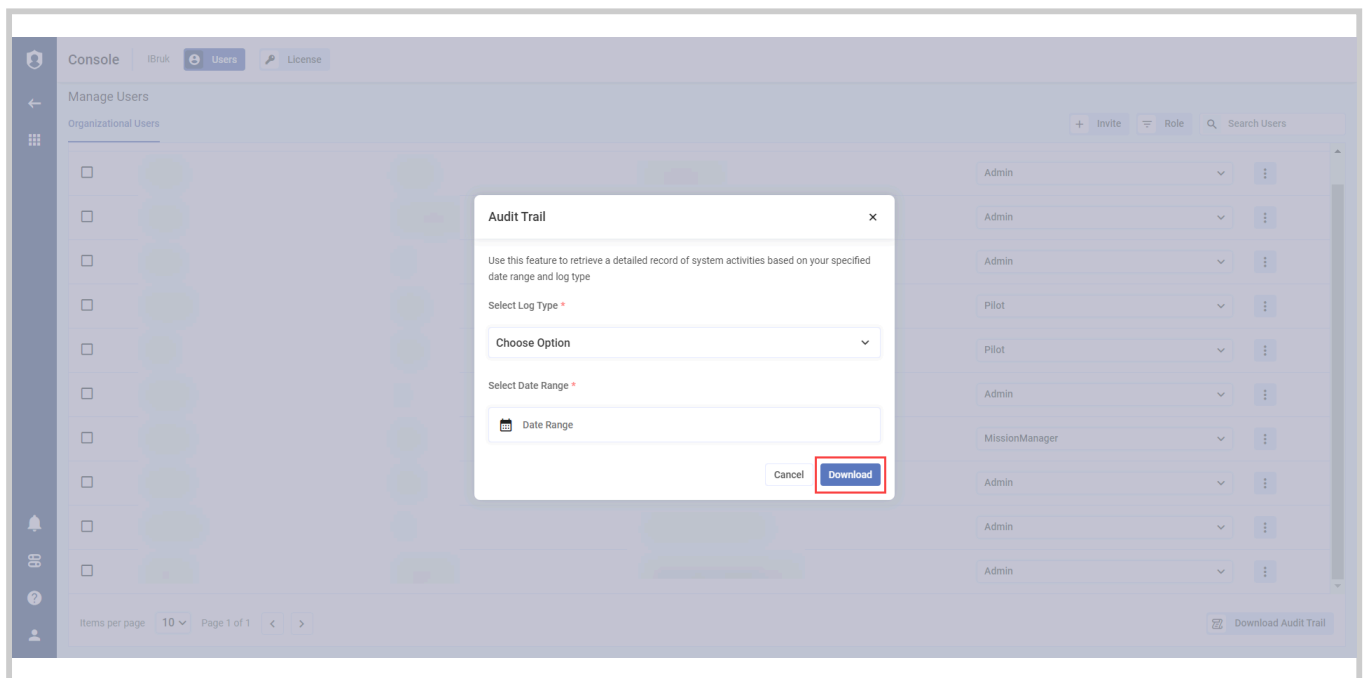
Audit Trail Download

A CSV file with the data for the selected log type is downloaded.

- **Sample User Activity CSV**

User Activity CSV

This file logs the following details:

Details	Description
Date and Time (UTC)	Displays the Date and Time of the activity in Coordinated Universal Time (UTC).
User	Displays the email ID of the user who performed the activity.
User Role	Displays the role assigned to the user.
Module	Displays the name of the module where the activity was performed.
Action	Displays the type of activity.
Entity	Displays the entity where the action was performed.
Entity Name	Displays the name of the entity.
Entity Identifier	Displays the unique identifier of the entity.
Action Description	Describes the activity performed.

Sample User Management CSV

User Management CSV

This file logs the following details:

Details	Description
Date and Time (UTC)	Displays the Date and Time of the activity in Coordinated Universal Time (UTC)
Performed by	Displays the email ID of the user who performed the activity.
Action	Displays the activity that was performed.
Impacted User	Displays the email ID of the user impacted by the activity.
Action Description	Describes the activity performed.