

How to Create a New User and Assign Permissions

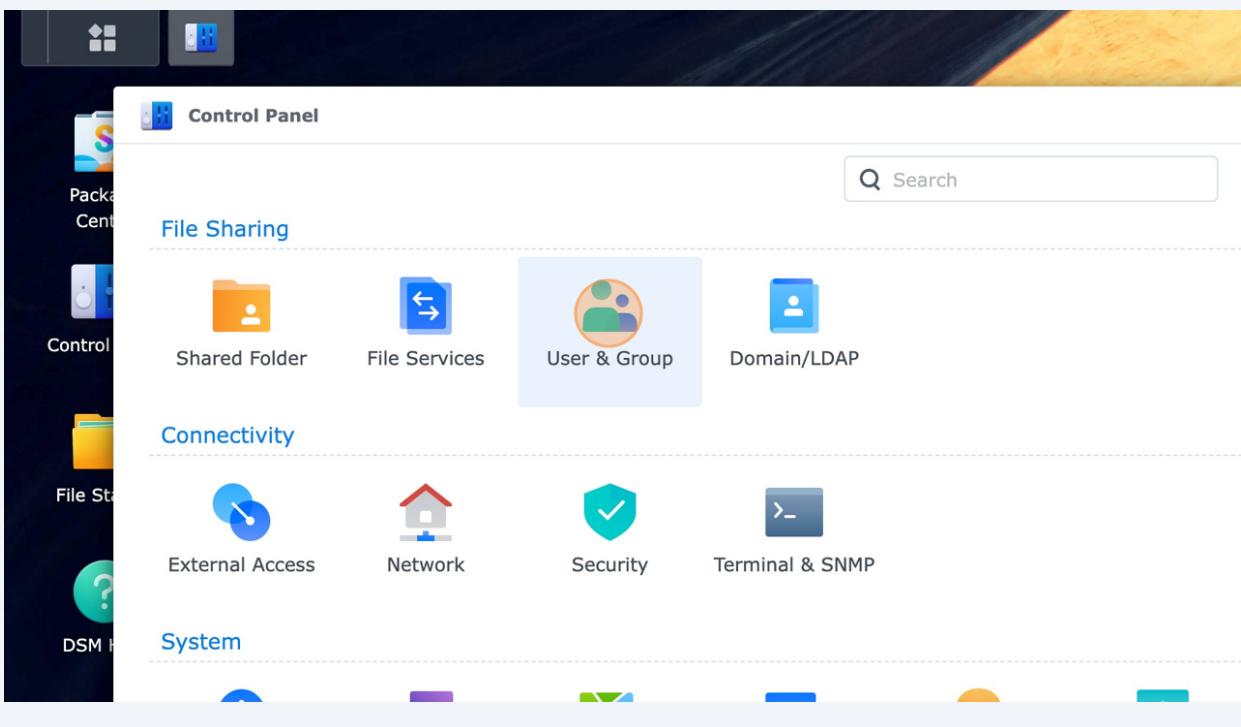
Scribe 

- 1 Navigate to <https://biomedhklab.synology.me:6491/>

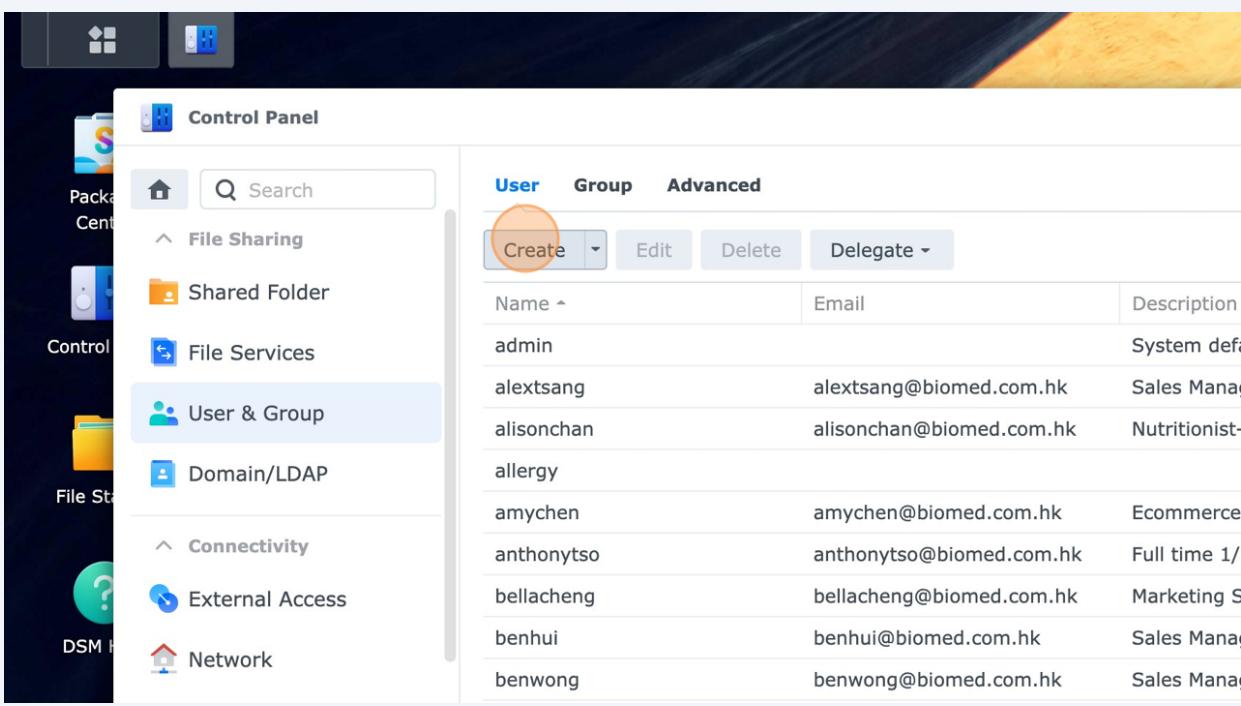
- 2 Click here.



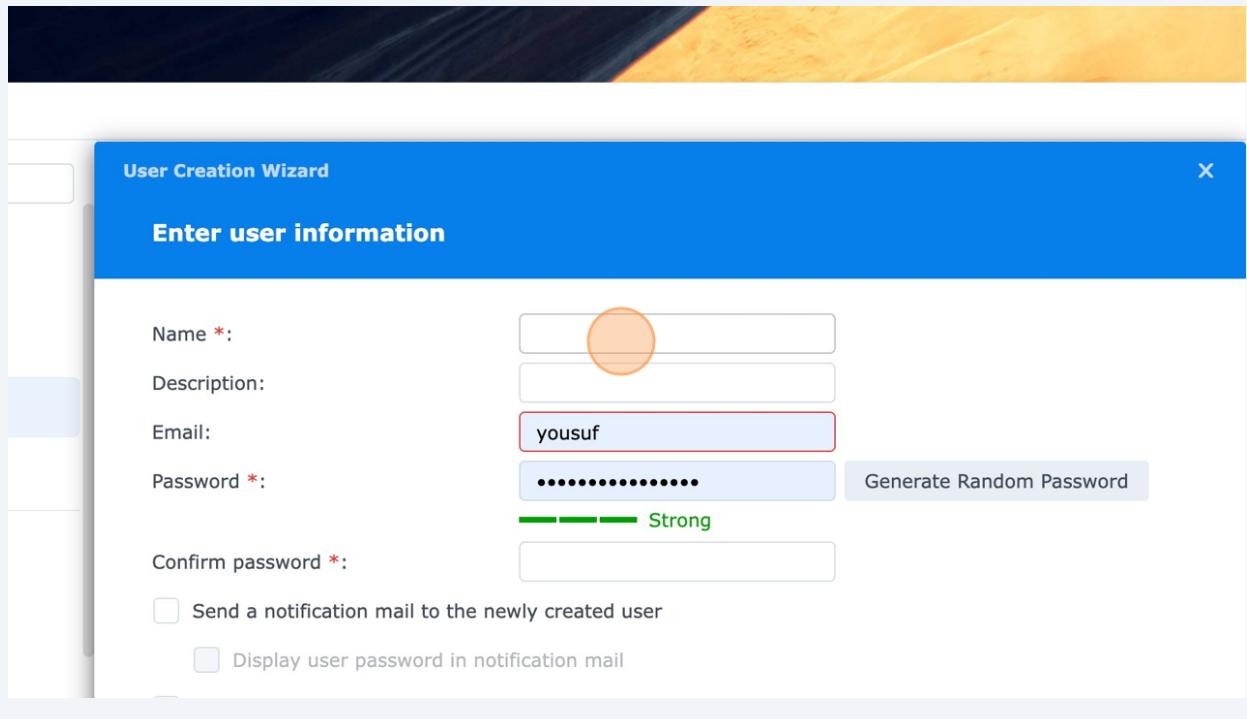
3 Click here.



4 Click "Create"



- 5 Click the "Name *:" field.



- 6 Type "name of the employee"

7 Click the "Email:" field.

User Creation Wizard

Enter user information

Name *: my-new-user

Description:

Email: yousuf This field should be an e-mail address, e.g.: user@domain.com.

Password *: ***** Generate Random Password

Strong

Confirm password *:

Send a notification mail to the newly created user

Display user password in notification mail

Disallow the user to change account password

* This field is required.

8 Type "<>@biomed.com.hk"

9 Click the "Password *:" field.

User Creation Wizard

Enter user information

Name *	my-new-user
Description:	
Email:	my-new-user@biomed.com.hk
Password *:	***** Strong
Confirm password *:	
<input type="checkbox"/> Send a notification mail to the newly created user	
<input type="checkbox"/> Display user password in notification mail	
<input type="checkbox"/> Disallow the user to change account password	
* This field is required.	

Filter Status
Deactivated Normal Normal Normal Normal Deactivated Normal Normal Normal Deactivated Deactivated Deactivated

10 Click "Generate Random Password"

Enter user information

my-new-user
my-new-user@biomed.com.hk
***** Strong
Generate Random Password

mail to the newly created user
password in notification mail
allow the user to change account password

Filter Status
Deactivated Normal Normal Normal Normal Deactivated Normal Normal Normal Deactivated Deactivated Deactivated

11 Click "Apply"

A screenshot of a user creation form. The main form fields are:

- Name *: my-new-user
- Description: (empty)
- Email: my-new-user@biomed.com.hk
- Password *: (hidden)
- Confirm password *: I\$>234Uce[H(
- Send a notification mail to the newly created user (unchecked)
- Display user password in notification mail (unchecked)
- Disallow the user to change account password (unchecked)
- * This field is required.

A modal window titled "Password generator" is displayed, showing the generated password "I\$>234Uce[H(" and two buttons: "Cancel" and "Apply". The "Apply" button is highlighted with a red circle.

On the right side of the screen, there is a table showing a list of users with columns for Name, Status, and Deactivation Date. A "Next" button is located at the bottom right of the main form area.

12 Click "Send a notification mail to the newly created user"

A screenshot of the DSM (DiskStation Manager) interface. On the left, a sidebar shows navigation options like Control, File Station, and DSM Hub. The "User & Group" option is selected and highlighted with a blue background.

The main content area displays a user creation form with the following fields:

- Name *: my-new-user
- Description: (empty)
- Email: my-new-user@biomed.com.hk
- Password *: (hidden)
- Confirm password *: (hidden)
- Send a notification mail to the newly created user (unchecked, circled in orange)
- Display user password in notification mail (unchecked)
- Disallow the user to change account password (unchecked)
- * This field is required.

The "Send a notification mail to the newly created user" checkbox is circled in orange, indicating it is the target for the next step.

13 Click "Display user password in notification mail"

A screenshot of a user creation form. The form fields include:

- Name *: my-new-user
- Description: (empty)
- Email *: my-new-user@biomed.com.hk
- Password *: (redacted)
- Confirm password *: (redacted)
- Checkboxes:
 - Send a notification mail to the newly created user
 - Display user password in notification mail (circled in orange)
 - Disallow the user to change account password
- * This field is required.

At the bottom right is a blue "Next" button.

14 Click "Next"

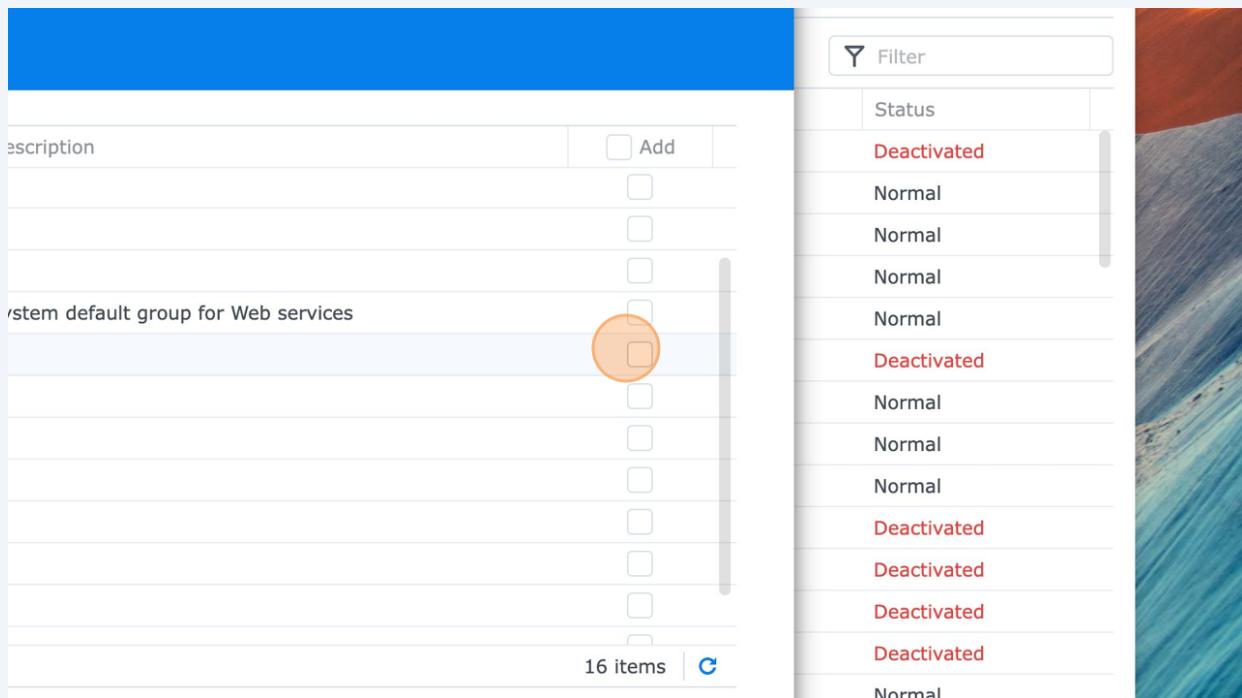
A screenshot of a user creation form. The form fields are identical to the previous one, but the "Display user password in notification mail" checkbox is now unchecked. The "Next" button at the bottom is circled in orange.

To the right of the form is a list of users with their status:

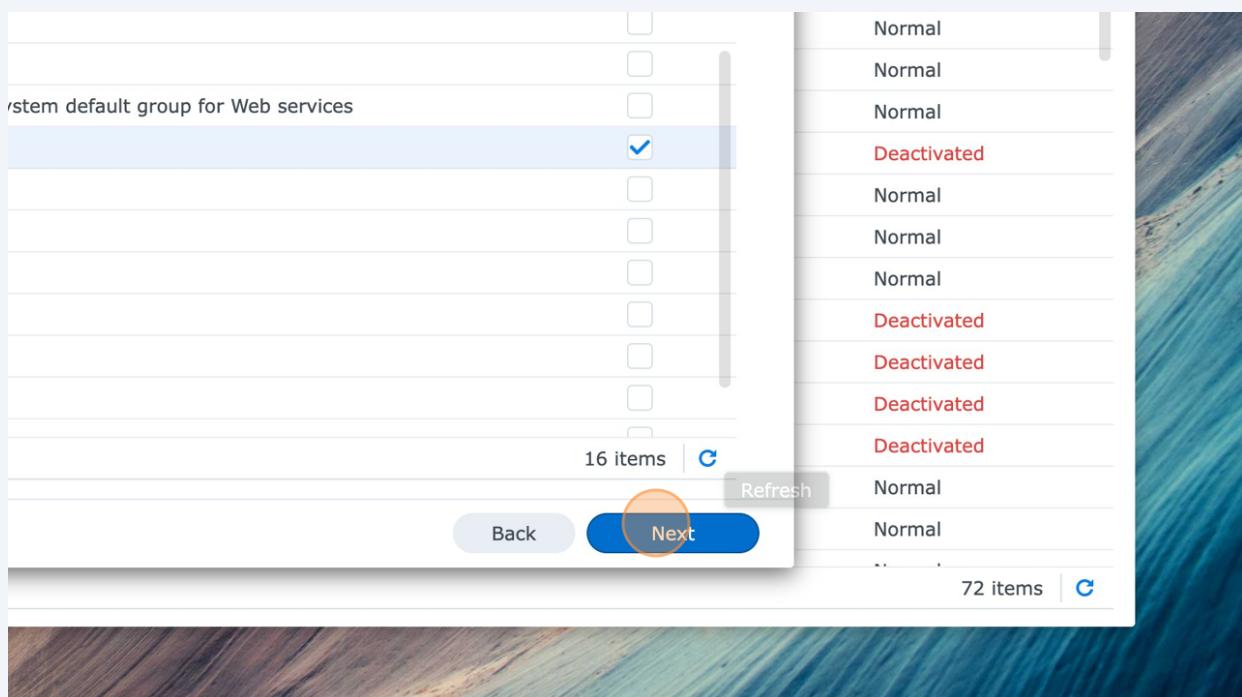
Normal
Normal
Normal
Deactivated
Normal
Normal
Normal
Deactivated
Deactivated
Deactivated
Deactivated
Normal
Normal

At the bottom right of the list is a "72 items" link.

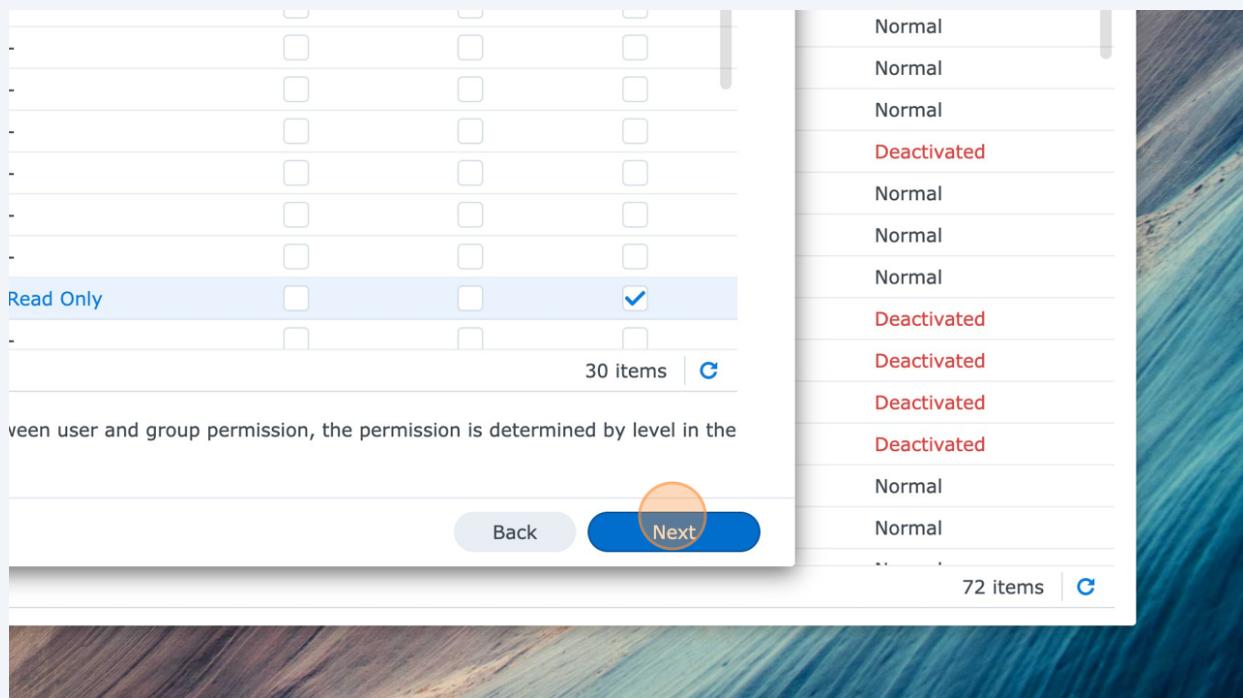
15 Click "Add the Employee to their relevant team"



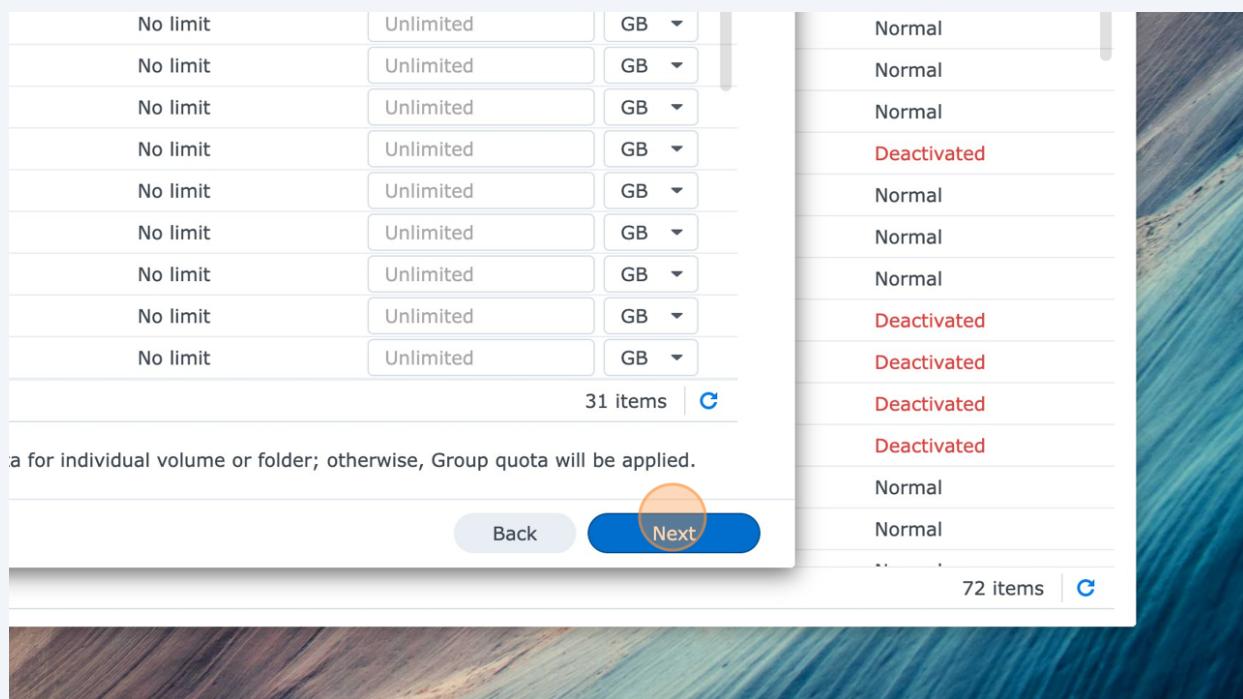
16 Click "Next"



17 Click "Next and Do not Select any folders"

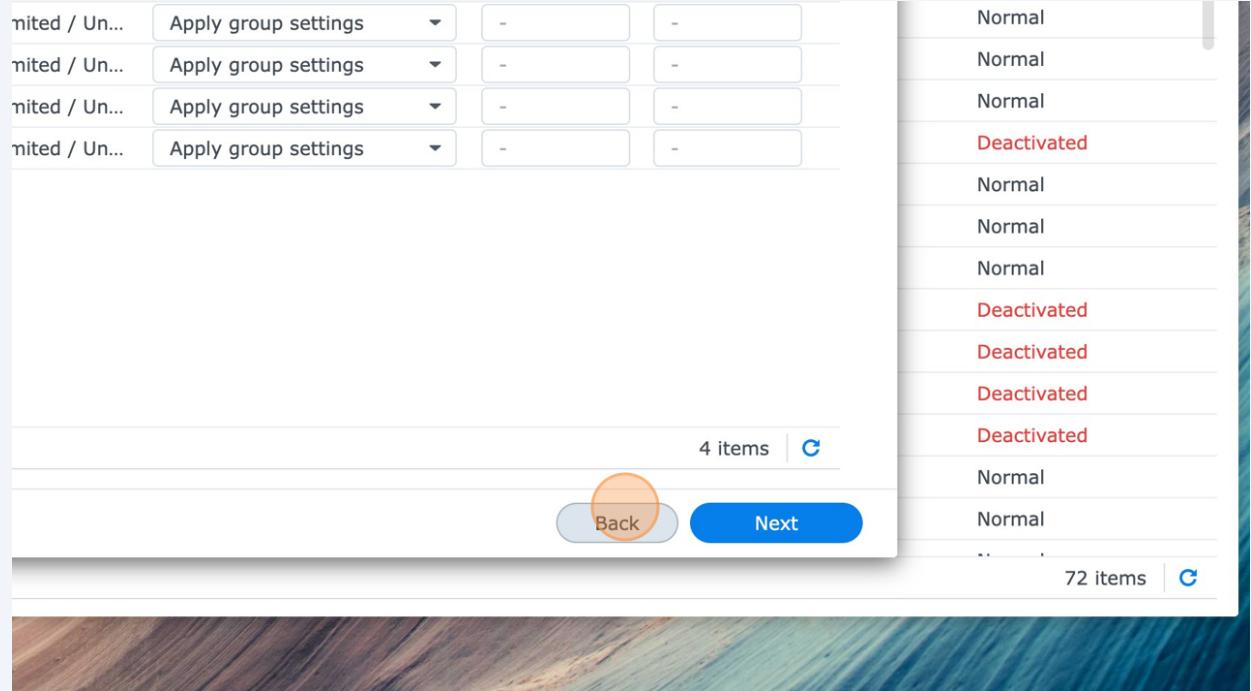


18 Click "Next"

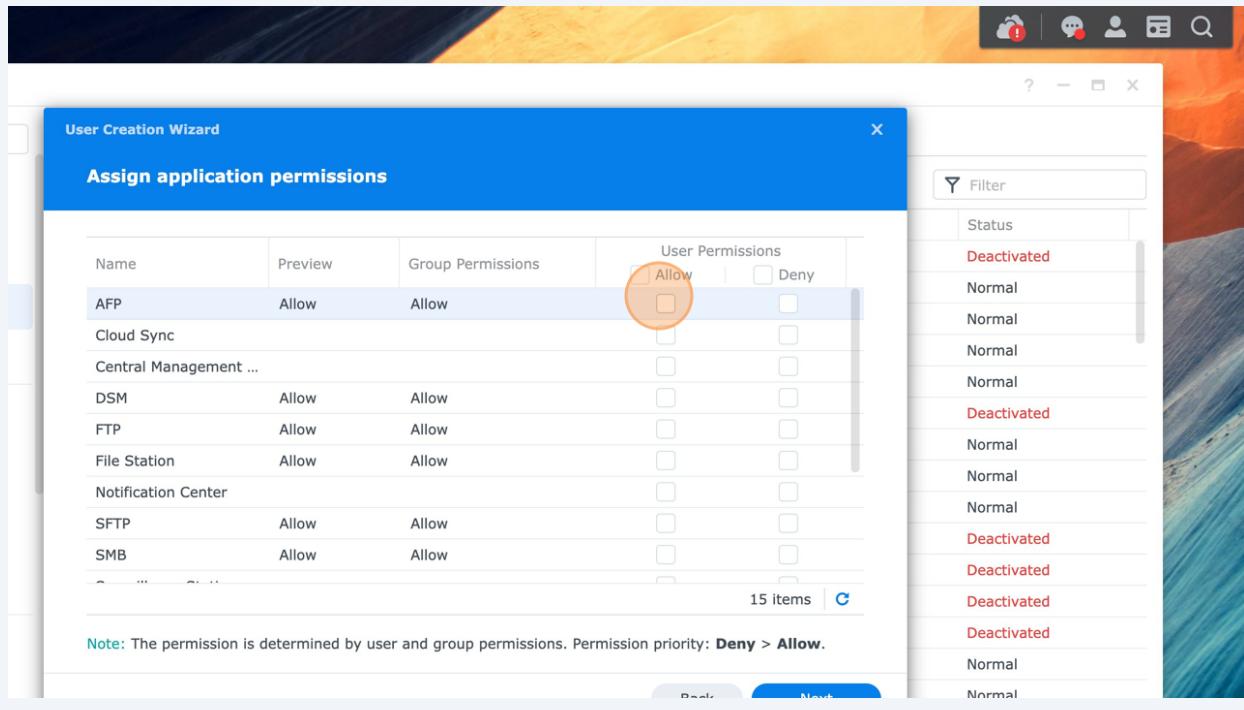


19

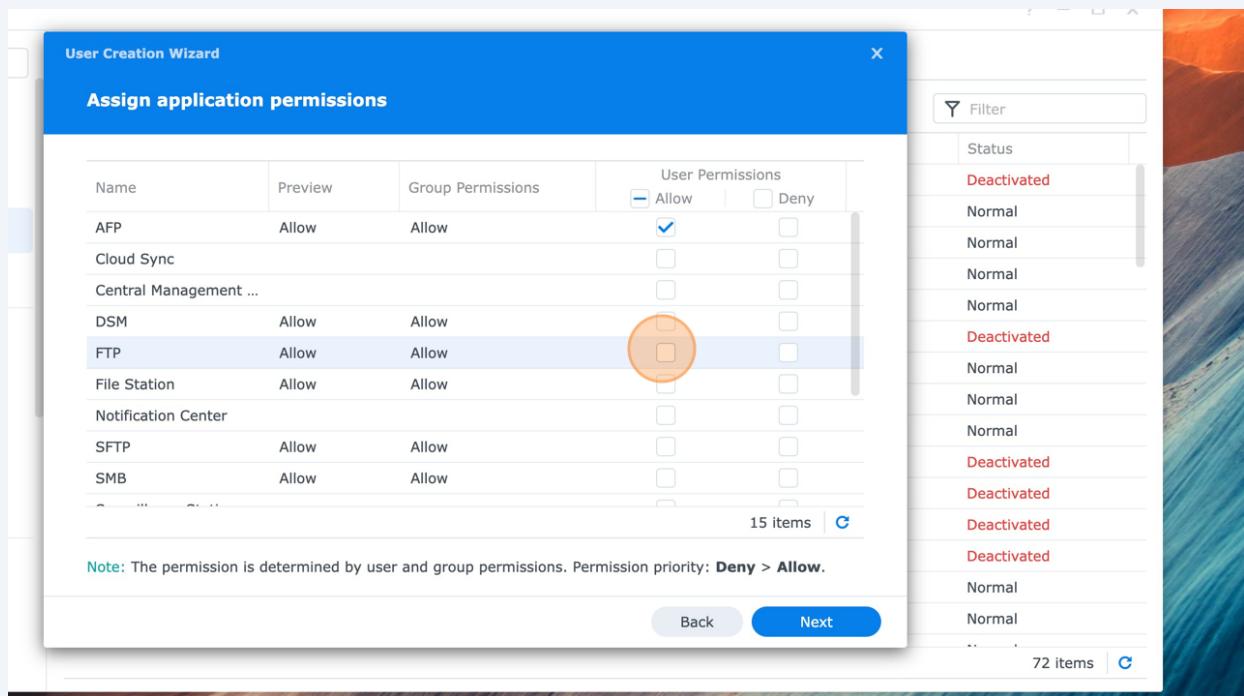
20 Click "Back"



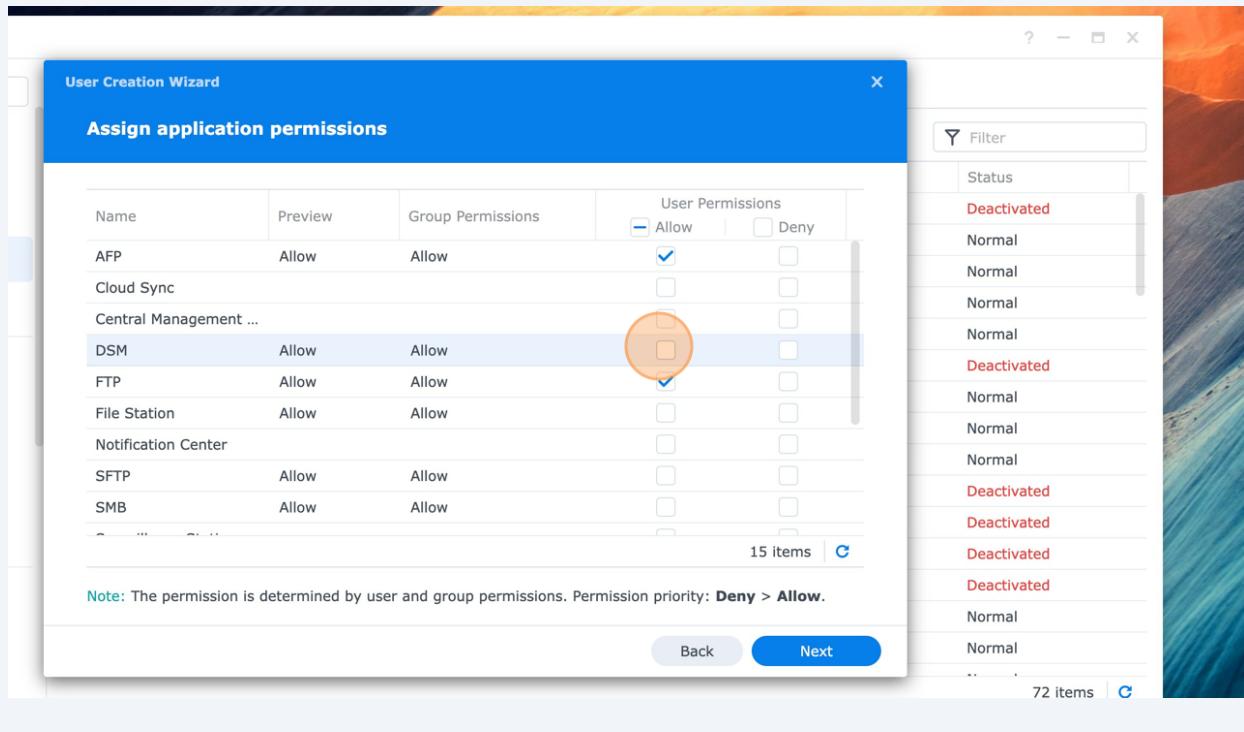
21 Click "Allow AFP"



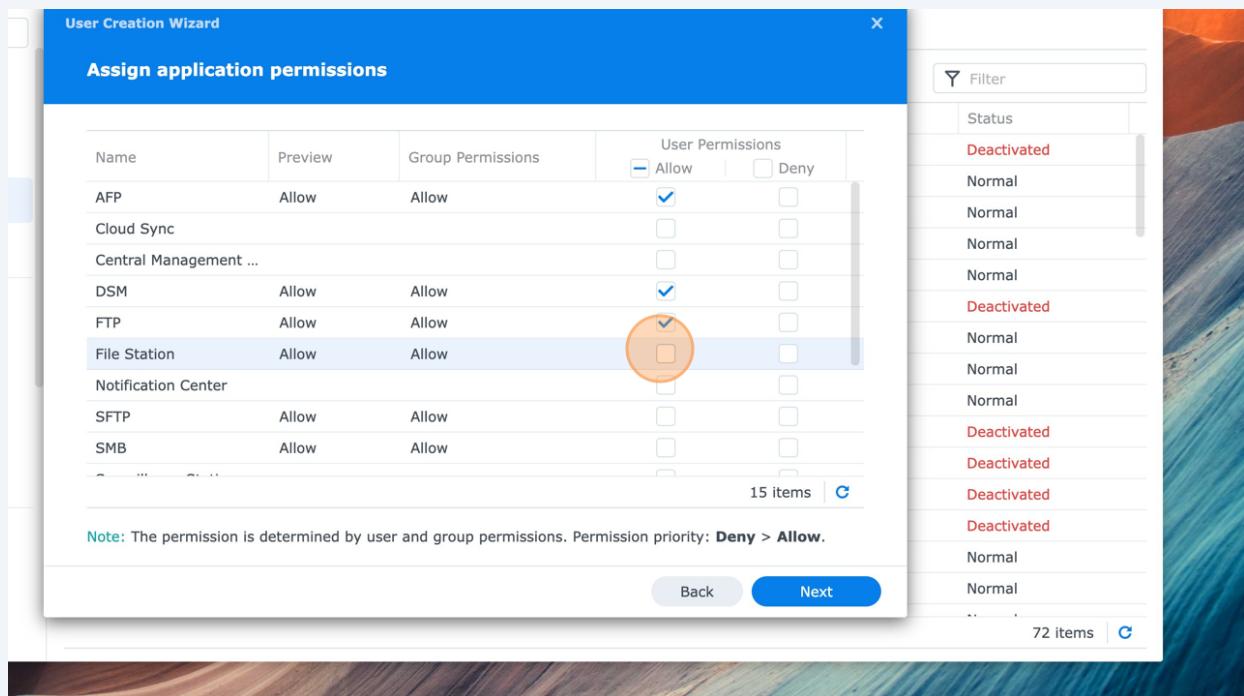
22 Click "Allow FTP"



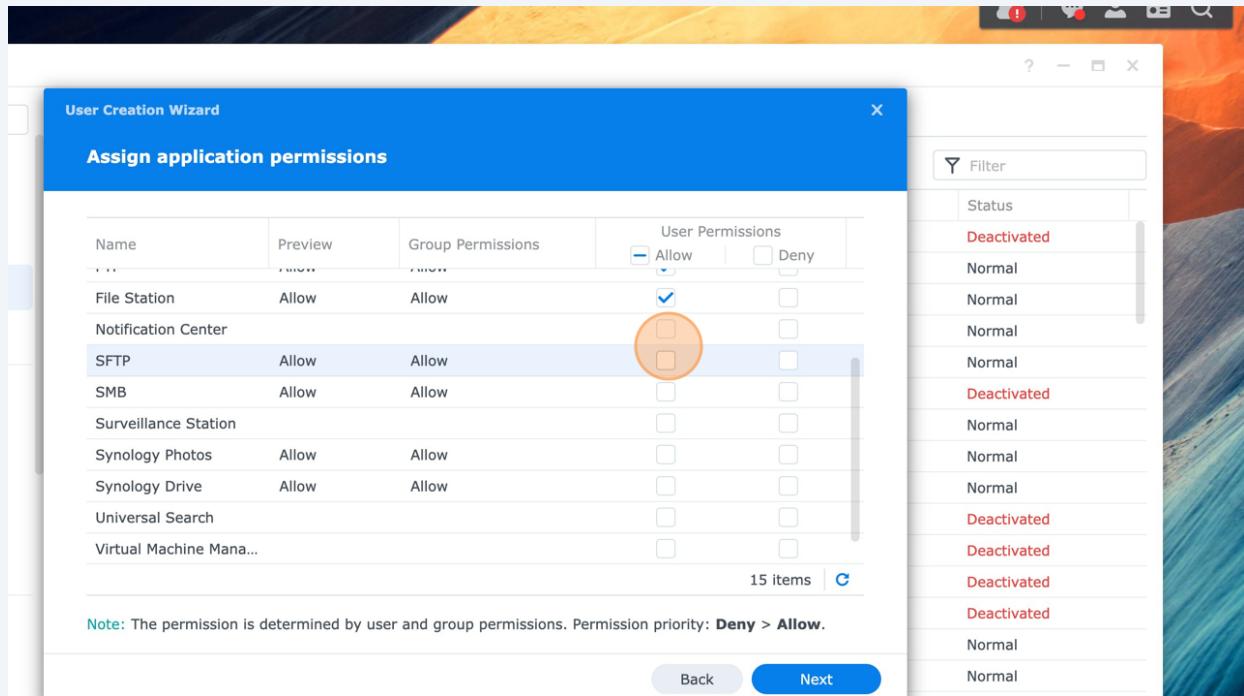
23 Click "Allow DSM"



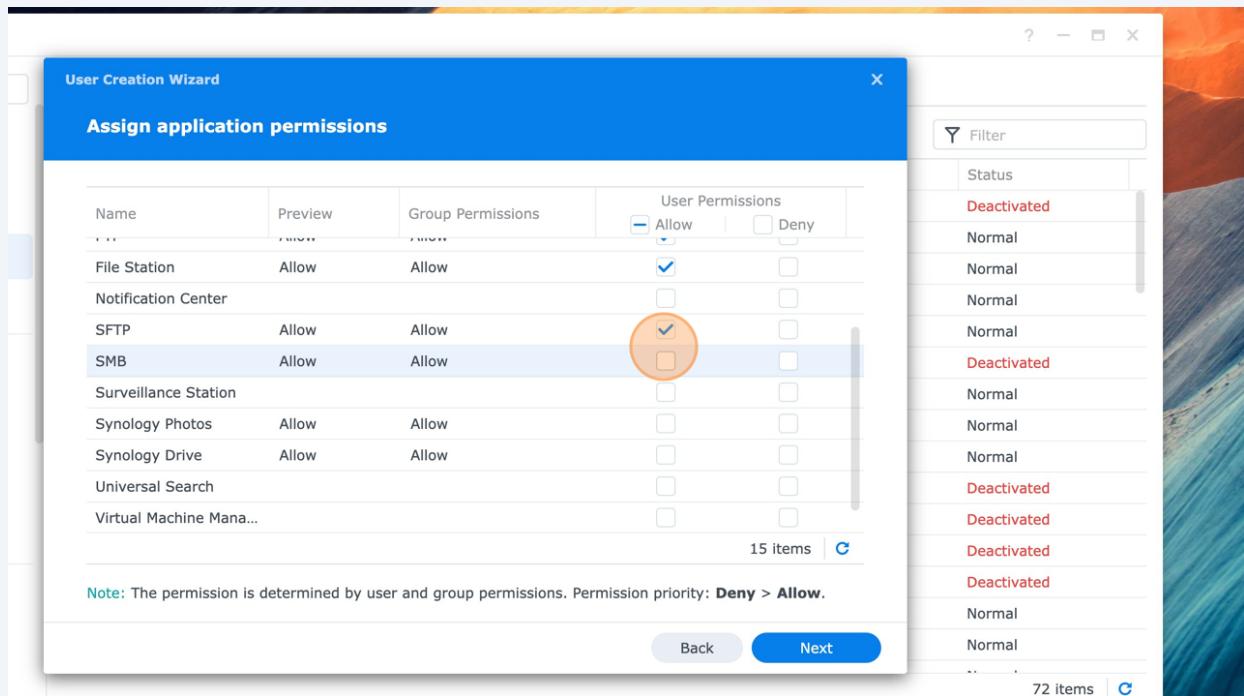
24 Click "Allow File Station"



25 Click "Allow SFTP"



26 Click "Allow SMB"



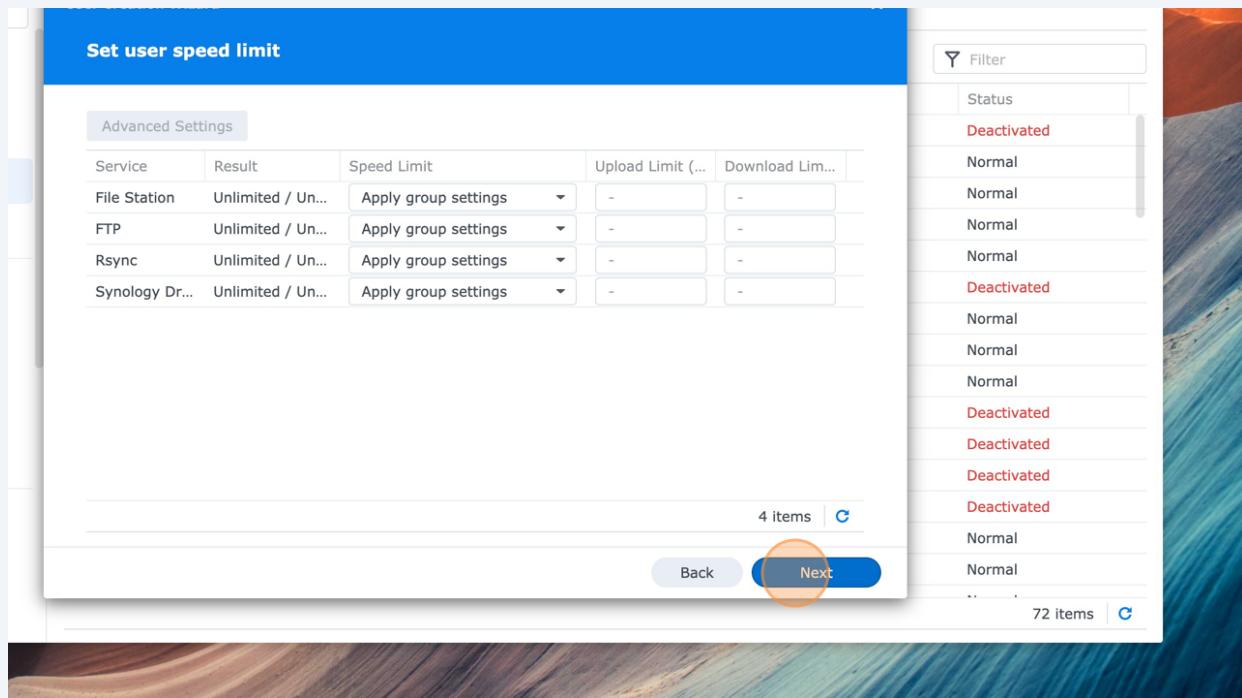
27 Click "Allow Synology Drive"

The screenshot shows a 'Assign application permissions' interface. On the left, there's a table with columns: Name, Preview, Group Permissions, and User Permissions (Allow/Deny). The 'User Permissions' column contains checkboxes. For 'Synology Drive', both the 'Allow' and 'Deny' checkboxes are checked, and they are highlighted with a blue selection bar at the bottom of the row. A large orange circle highlights this row. On the right, there's a sidebar with a 'Status' filter showing items like 'Deactivated' and 'Normal'. At the bottom, there are 'Back' and 'Next' buttons.

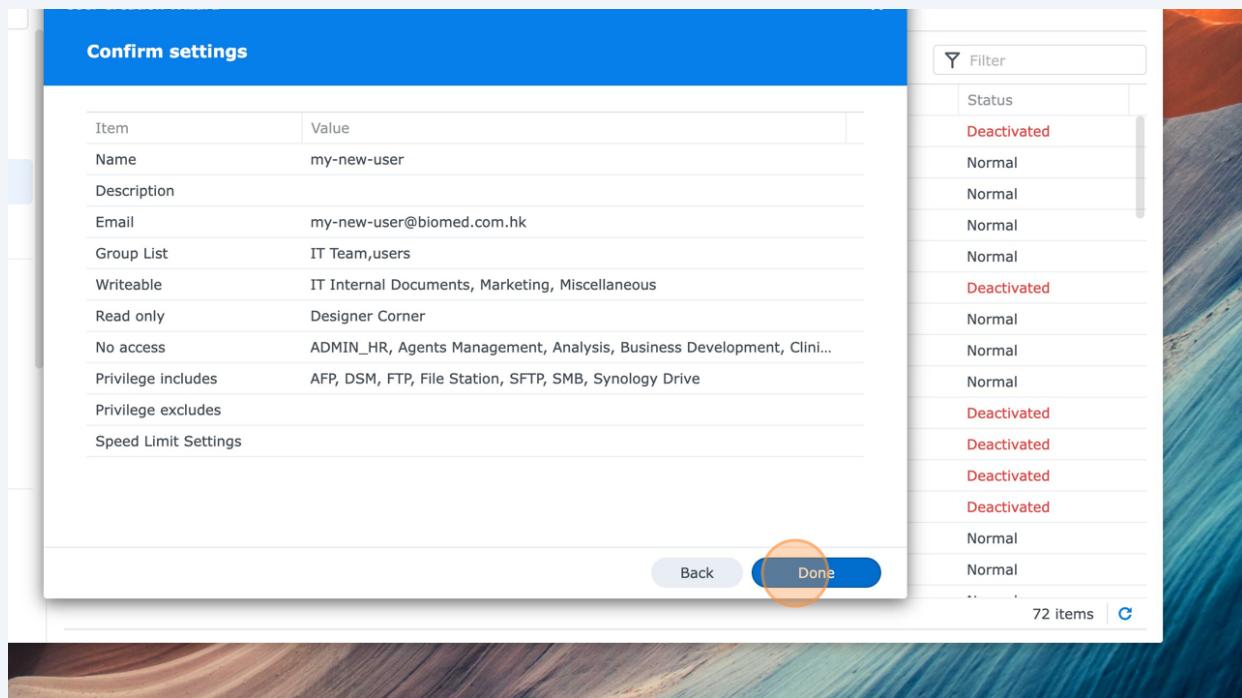
28 Click "Next"

This screenshot is similar to the previous one, showing the 'Assign application permissions' interface. The 'User Permissions' row for 'Synology Drive' is still highlighted with a blue selection bar and an orange circle. However, the 'Next' button at the bottom is now highlighted with an orange circle. The sidebar on the right shows the status of various items.

29 Do Not Select Anything and Click "Next"



30 Click "Done"



31 The User is Created