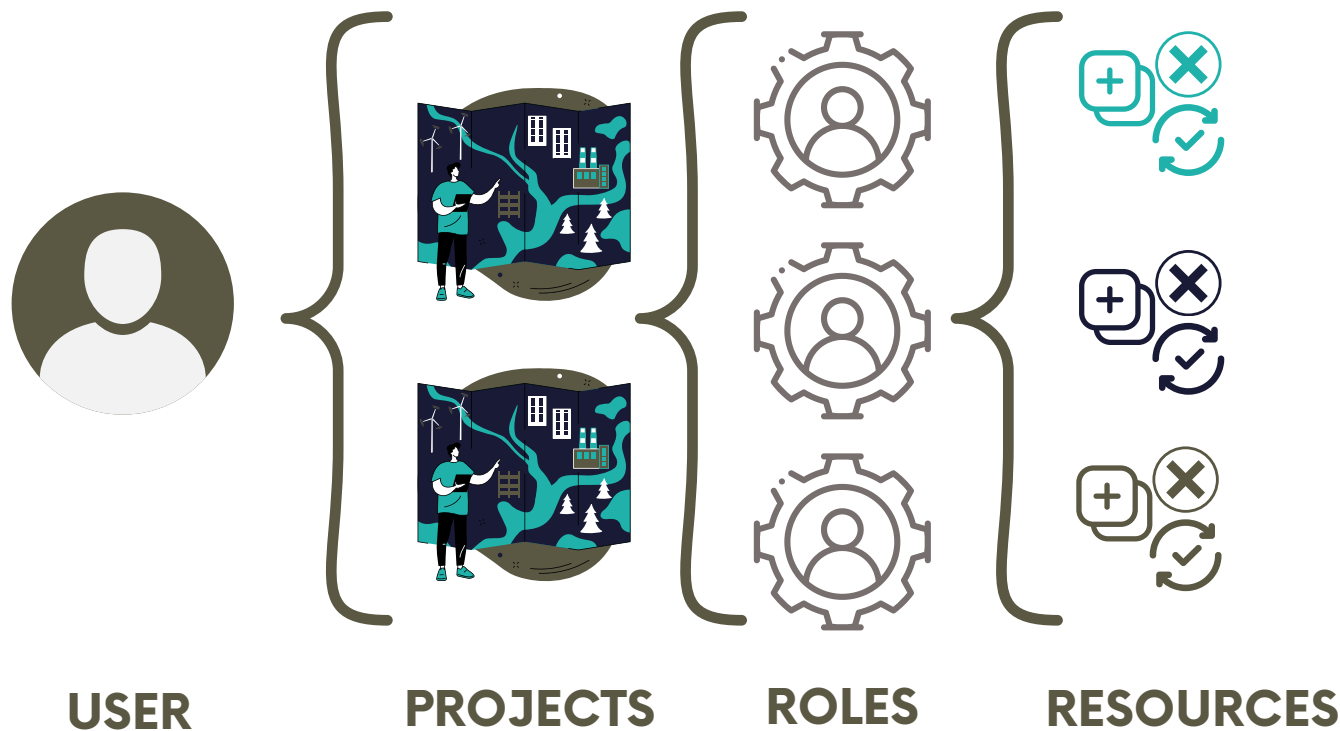**APXGIS**

Quick reference info

Users

**THIS FUNCTIONALITY APPLIES TO WEB VERSION**

USERS

A **user** in APX-GIS is defined with the following information: name, user ID, password, assigned projects and assigned roles.

Therefore it is through the creation of users and assignment of roles that permissions are defined.

USER   **PROJECTS**   **ROLES**   **RESOURCES**

USERS – CREATE

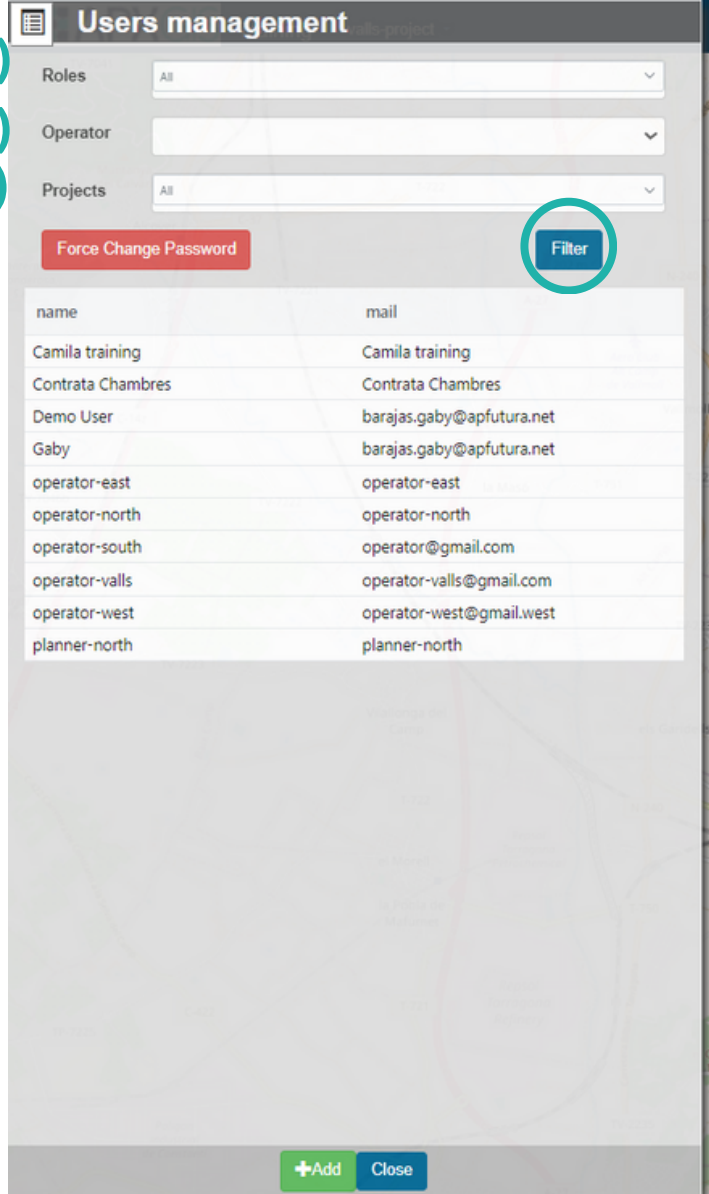1. To access User's menu follow the path: **Administration > User management**
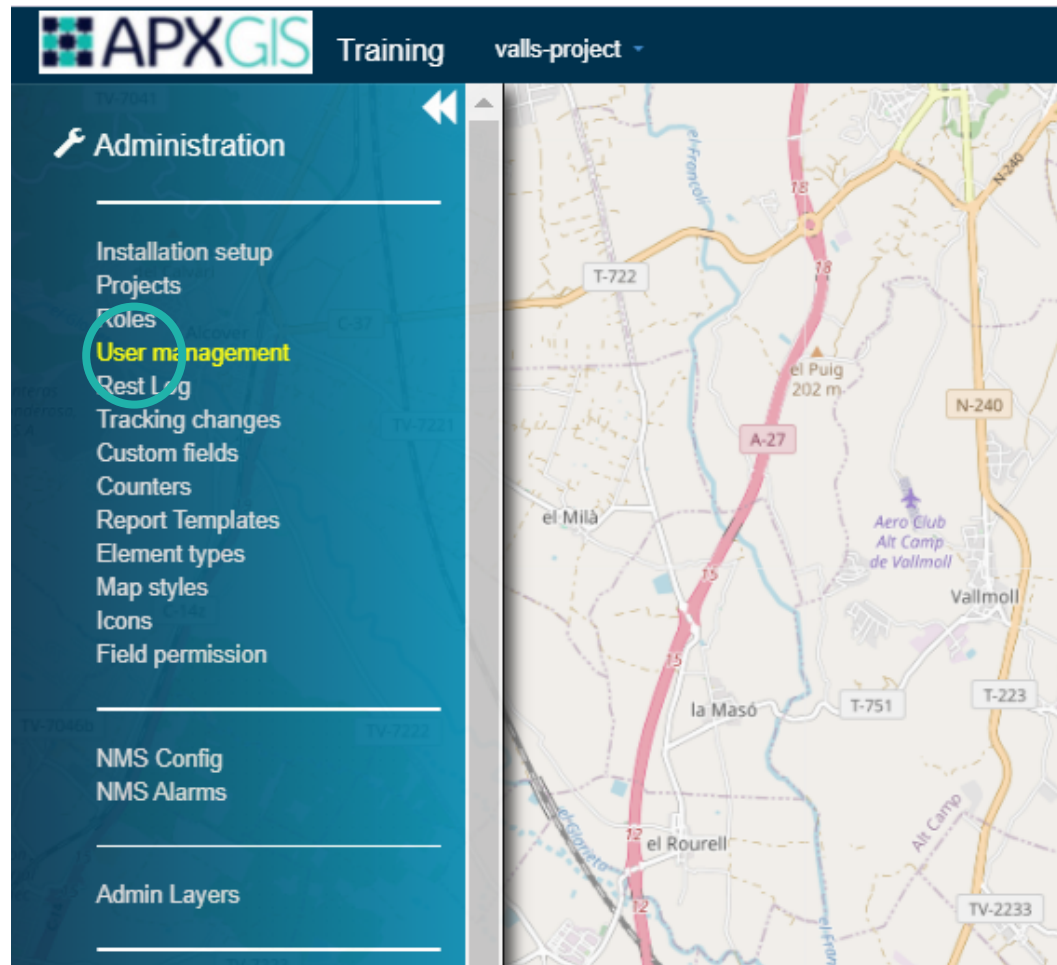
USERS – CREATE

2. The "**Users management**" window (form) will open. If any users are already created, they will be listed in this form

3. To filter the list of current users, you can define:

   a. **Roles**. Click dropdown and select the roles.

   b. **Operator**. If operators were defined previously, those will be listed here.

   c. **Projects**. Click dropdown and select the projects.

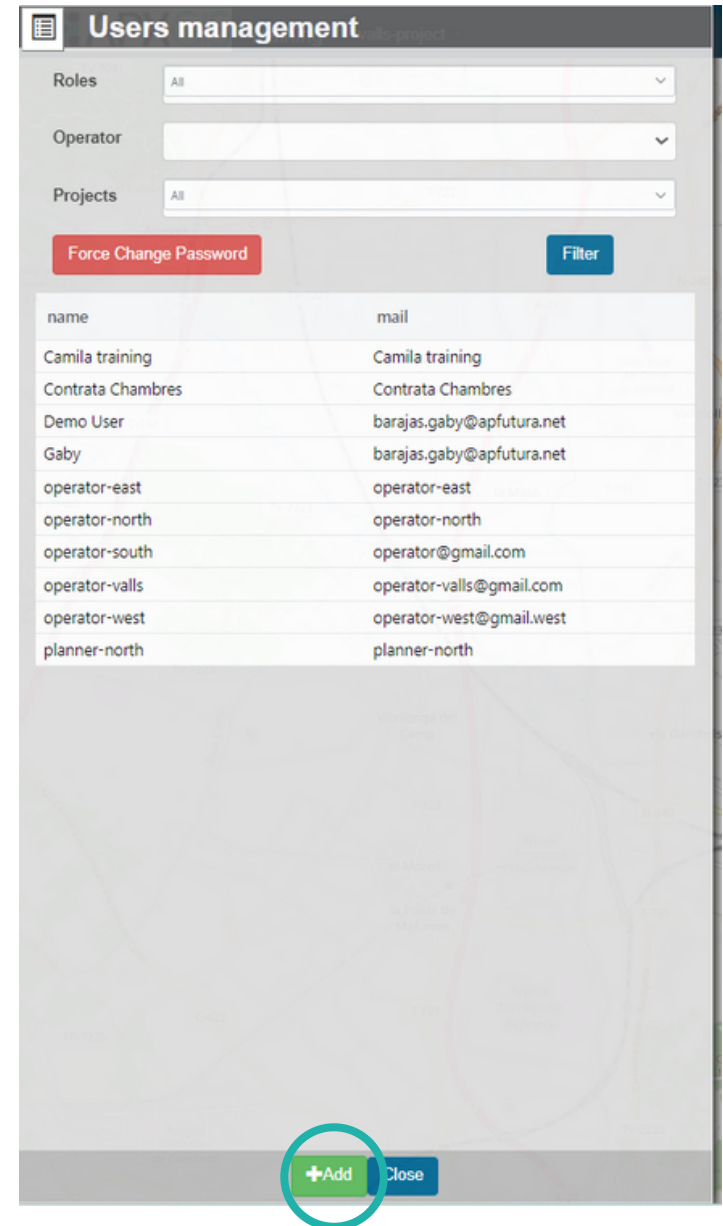   Once Roles, Operator and Projects are defined, click "**Filter**" button.

USERS - CREATE

4. To create or add a new user click "**+Add**" button.

USERS - CREATE

5. The "**User**" window (form) will be opened, fill each field:

a. Full name

b. User ID or email

c. Roles
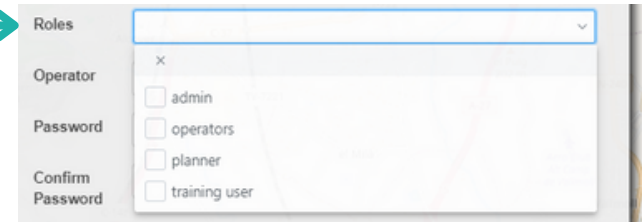
d. Operator

e. Password

f. Confirmation
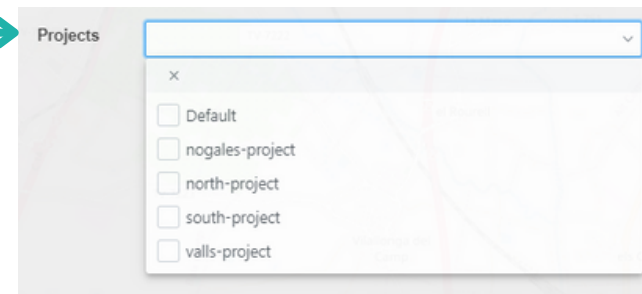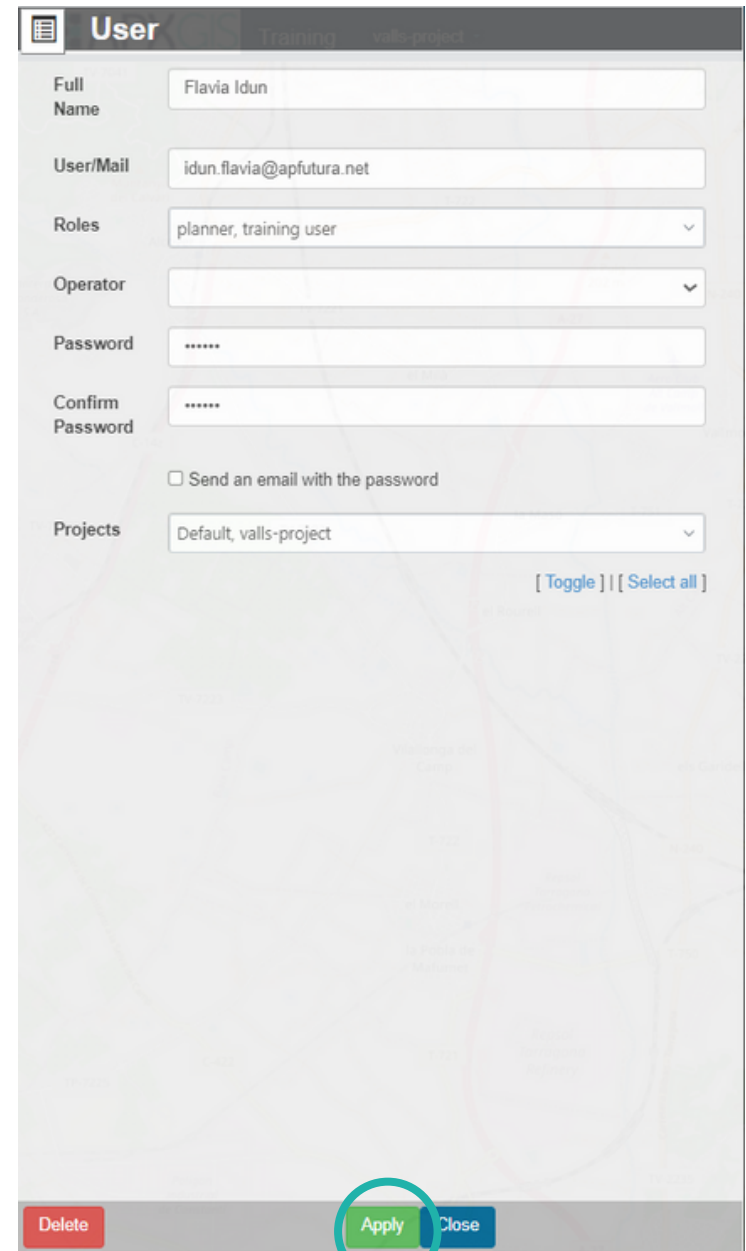
g. Send email with password

h. Projects

Desselect all projects

Select all projects

* **Mandatory field**. User creation will not be completed if any of these fields is missing.

USERS – CREATE

6. Once all the information is set for the new user, click "**Apply**" buton.

USERS – CREATE

7. The new user is created, name and email will be shown in the users list.

USERS – DELETE

1. To delete a user follow the path:
   Administration > User management

2. "**Users management**" window (form) will be opened If your user ID has the proper authorizations to do a user's deletion, click the user to be deleted. For this example user "**Flavia Idun**" was selected.
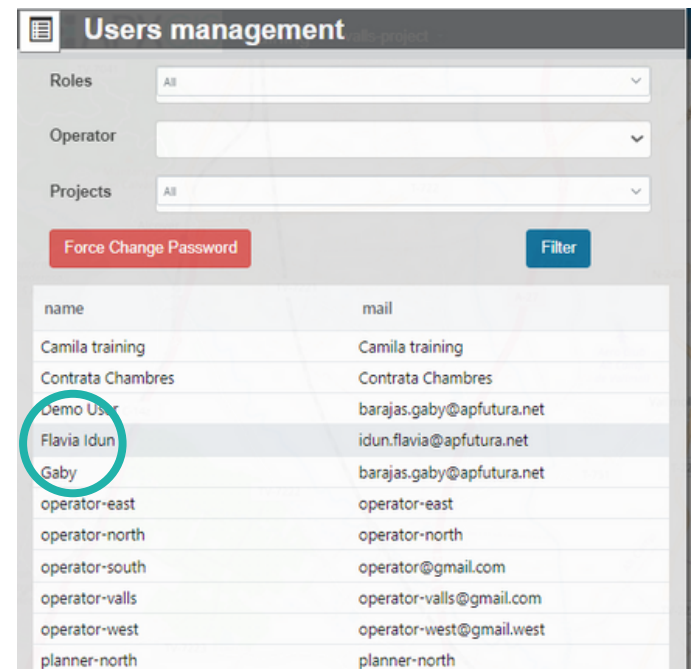
USERS - DELETE

3. "**User**" window (form) will be opened and you will see the user information.

4. Click "**Delete**" button.

5. Confirmation window will be opened, click "**Yes**" button to delete the user.
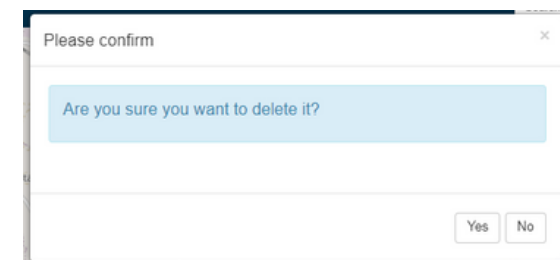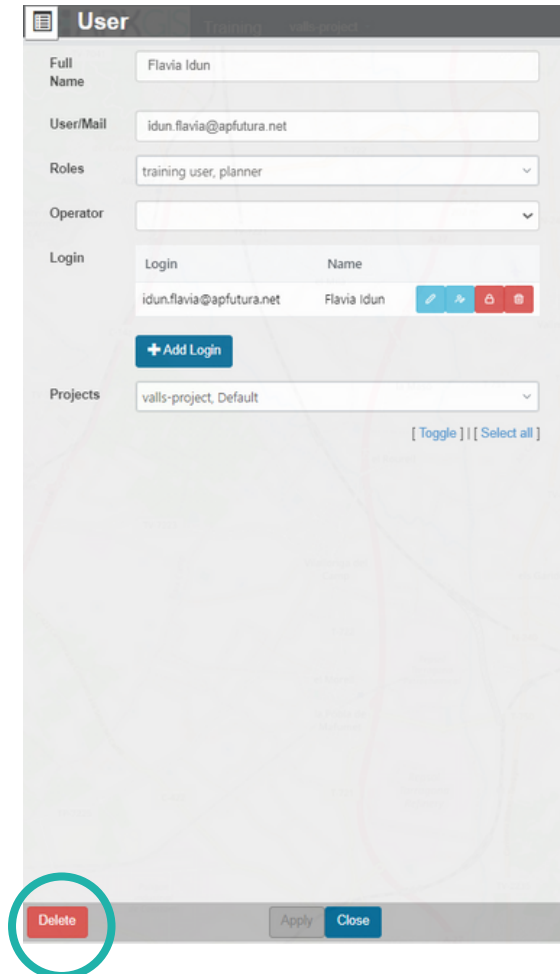
USERS – UPDATE

1. To update a user follow the path:
   Administration > User management

2. "**Users management**" window (form) will be opened If your user ID has the proper authorizations to do a user's update. Click the user to be updated. In this example user "**Flavia Idun**" was selected.
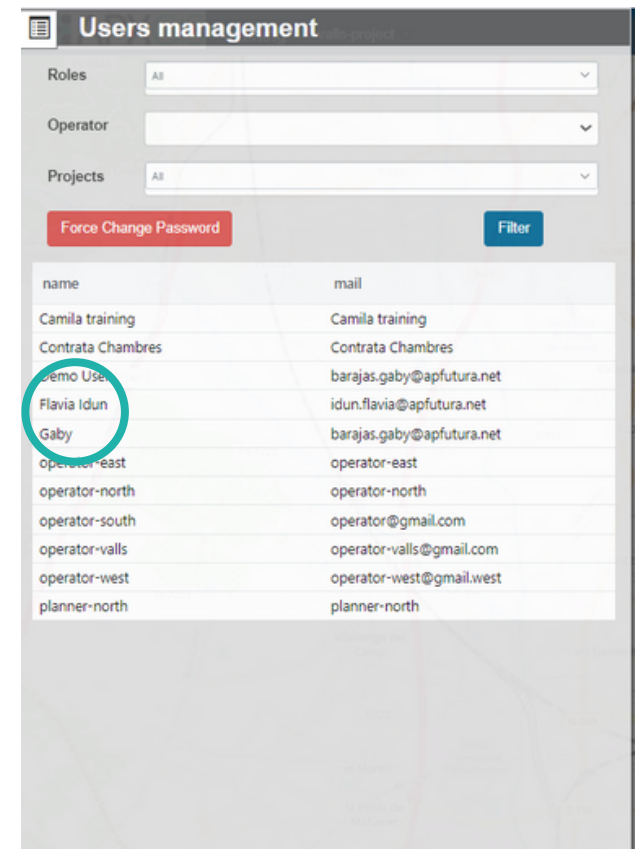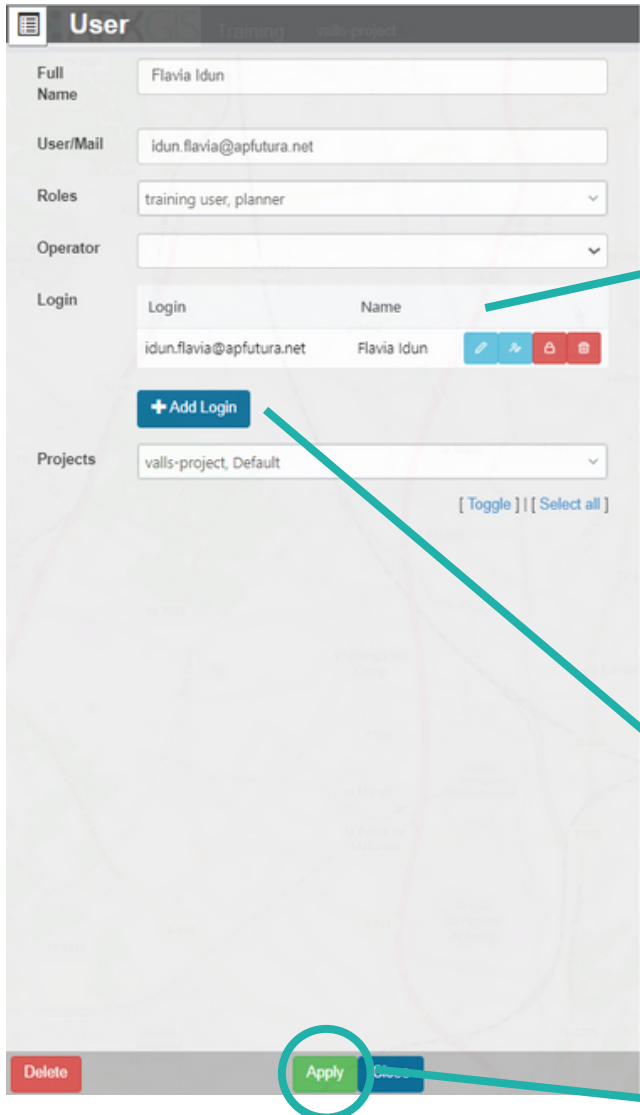
USERS – UPDATE

3. "**User**" window (form) will open in order to allow changing any of the fields:

a. **Full name**
b. **User/Mail**
c. **Roles**
d. **Operator**
e. **Login**. When a user is created, a **Login** is assigned to that user.
- One user can have one or several Logins assigned. This is useful when there are several people using the same User ID, allowing to have a record of what each one does in the programme.
- For each Login:

     Edit name

     Change Password

     Force Change Password on next log in

     Delete

- To set up several **Logins,** click "**+Add Login**" button.

f. **Projects**.
    [Toggle] = Desselect all
    [Select all]

2. Click "**Apply**" button.