



Quick reference info

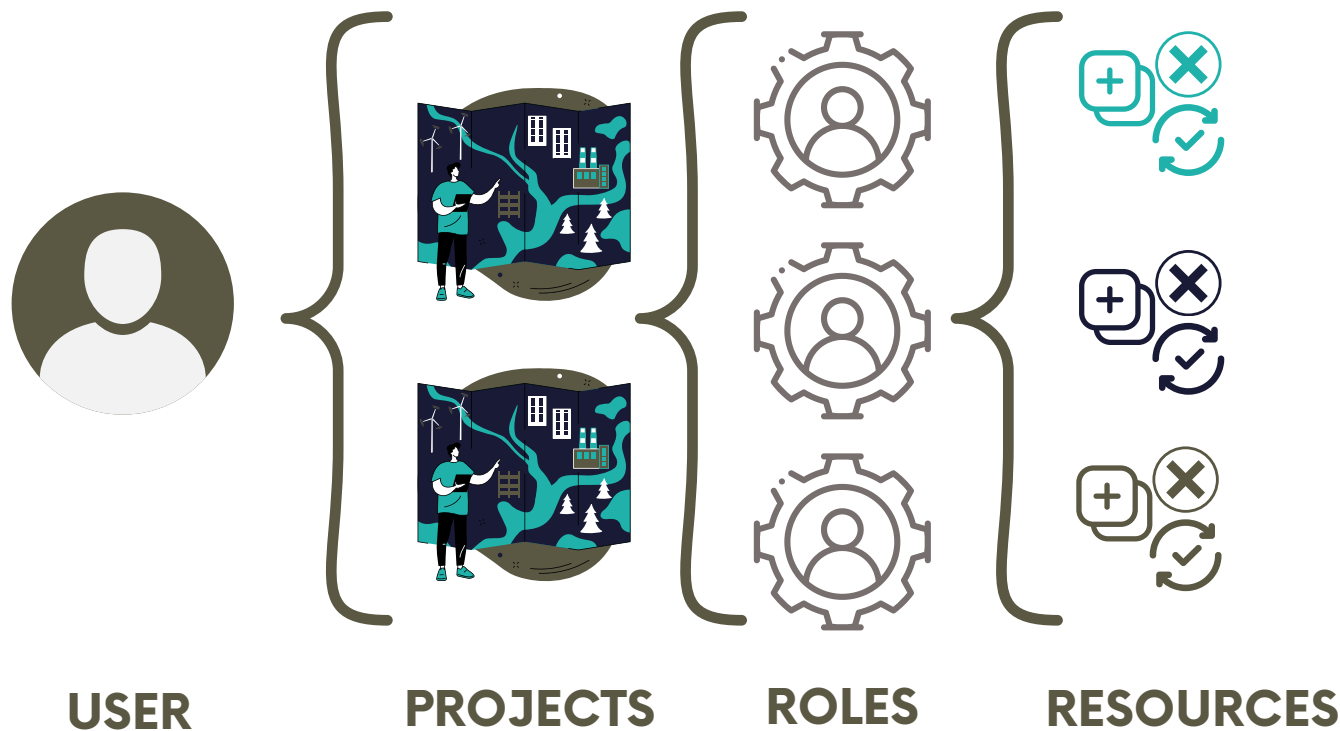
Users

THIS FUNCTIONALITY APPLIES TO WEB VERSION

USERS

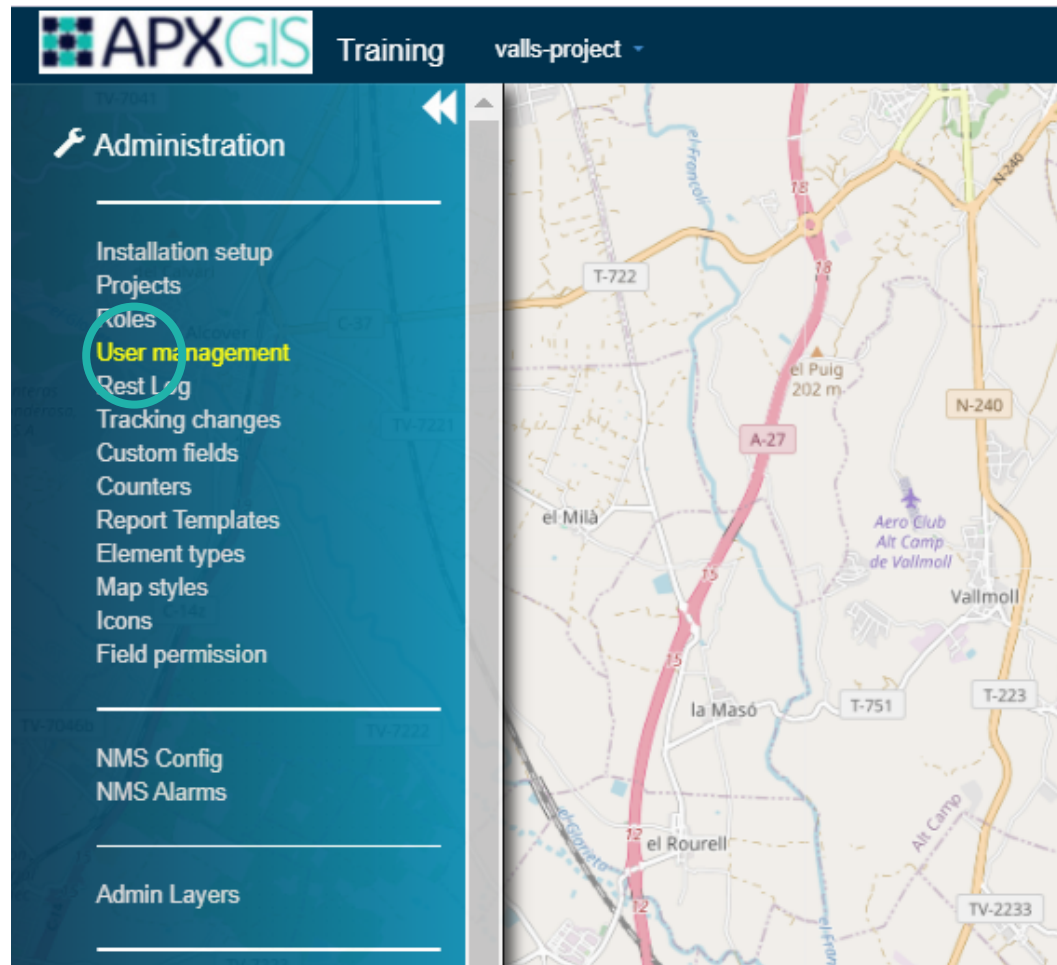
A **user** in APX-GIS is defined with the following information: name, user ID, password, assigned projects and assigned roles.

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



USERS - CREATE

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

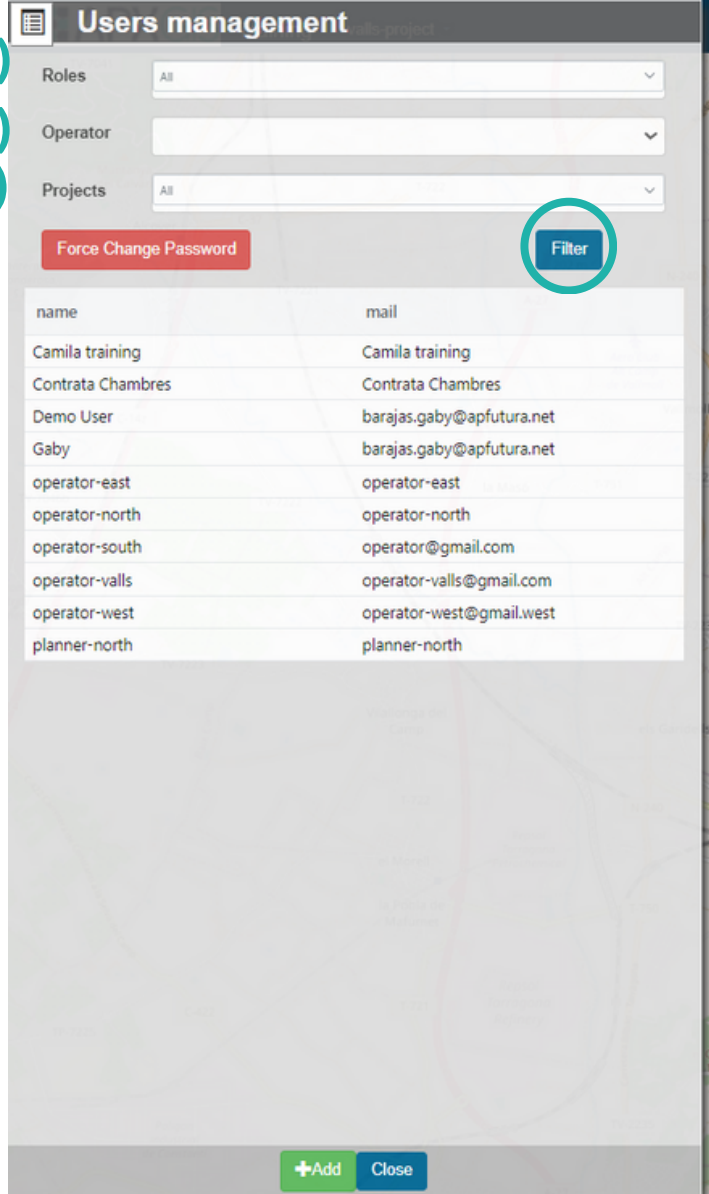


USERS - CREATE

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.

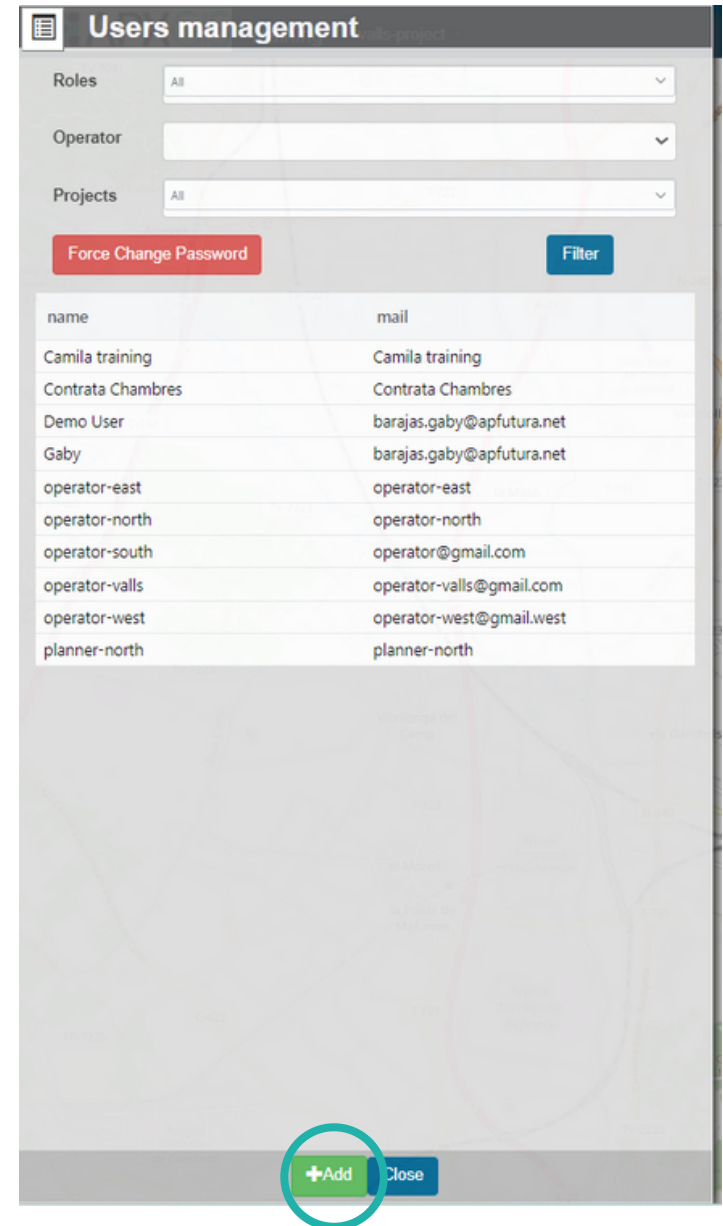
a)
b)
c)



name	mail
Camila training	Camila training
Contrata Chambres	Contrata Chambres
Demo User	barajas.gaby@apfutura.net
Gaby	barajas.gaby@apfutura.net
operator-east	operator-east
operator-north	operator-north
operator-south	operator@gmail.com
operator-valls	operator-valls@gmail.com
operator-west	operator-west@gmail.com
planner-north	planner-north

USERS - CREATE

4. To create or add a new user click “+Add” button.

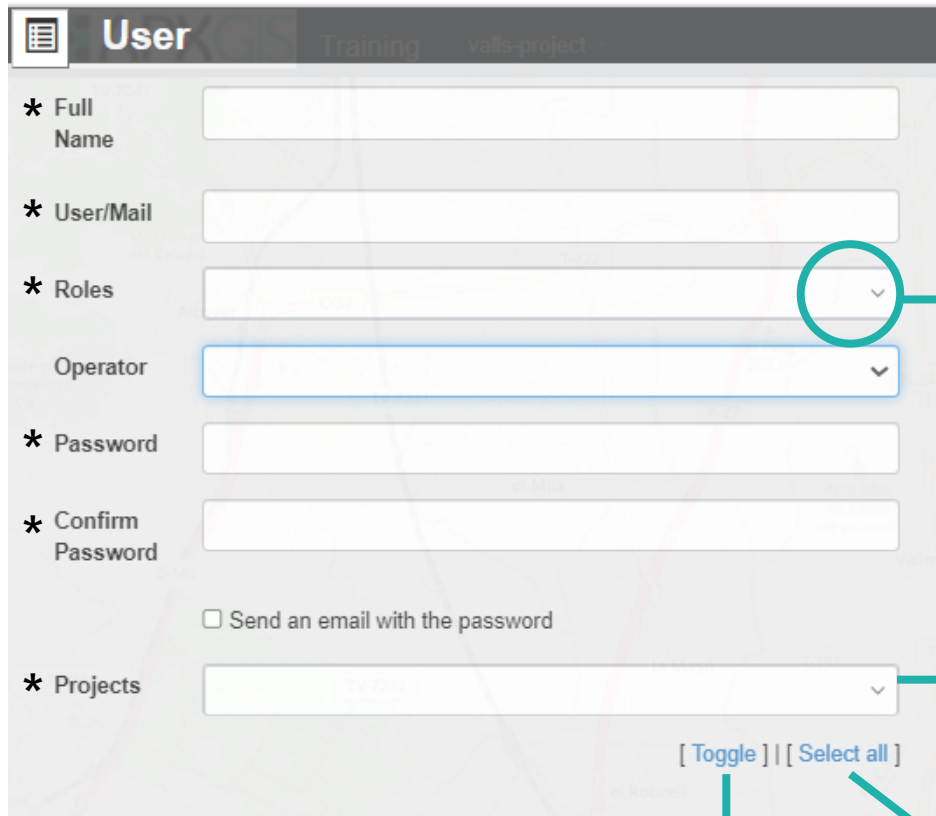


The screenshot shows the 'Users management' interface. At the top, there are three dropdown menus for 'Roles' (set to 'All'), 'Operator' (empty), and 'Projects' (set to 'All'). Below these are two buttons: 'Force Change Password' (red) and 'Filter' (blue). A table lists existing users with columns 'name' and 'mail'. At the bottom, a green '+Add' button is circled in red, next to a blue 'Close' button.

name	mail
Camila training	Camila training
Contrata Chambres	Contrata Chambres
Demo User	barajas.gaby@apfutura.net
Gaby	barajas.gaby@apfutura.net
operator-east	operator-east
operator-north	operator-north
operator-south	operator@gmail.com
operator-valls	operator-valls@gmail.com
operator-west	operator-west@gmail.com
planner-north	planner-north

USERS - CREATE

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



The form is titled "User" and has tabs for "Training" and "valls-project". It contains the following fields:

- * Full Name
- * User/Mail
- * Roles (with a dropdown arrow circled in green)
- Operator (with a dropdown arrow)
- * Password
- * Confirm Password
- ☐ Send an email with the password
- * Projects (with a dropdown arrow)

At the bottom of the Projects field, there are two links: "[Toggle]" and "[Select all]".

a. Full name

b. User ID or email

c. Roles

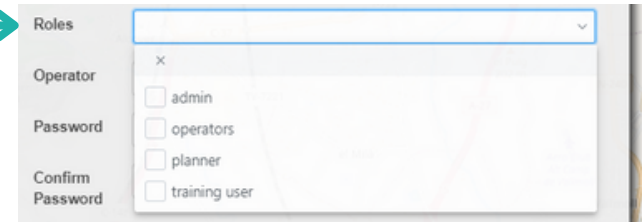
d. Operator

e. Password

f. Confirmation

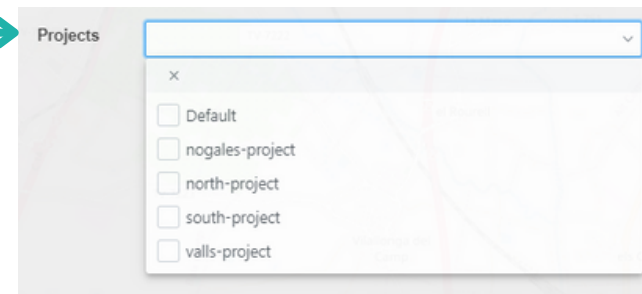
g. Send email with password

h. Projects



The Roles dropdown menu is open, showing the following options:

- ☐ admin
- ☐ operators
- ☐ planner
- ☐ training user



The Projects dropdown menu is open, showing the following options:

- ☐ Default
- ☐ nogales-project
- ☐ north-project
- ☐ south-project
- ☐ valls-project

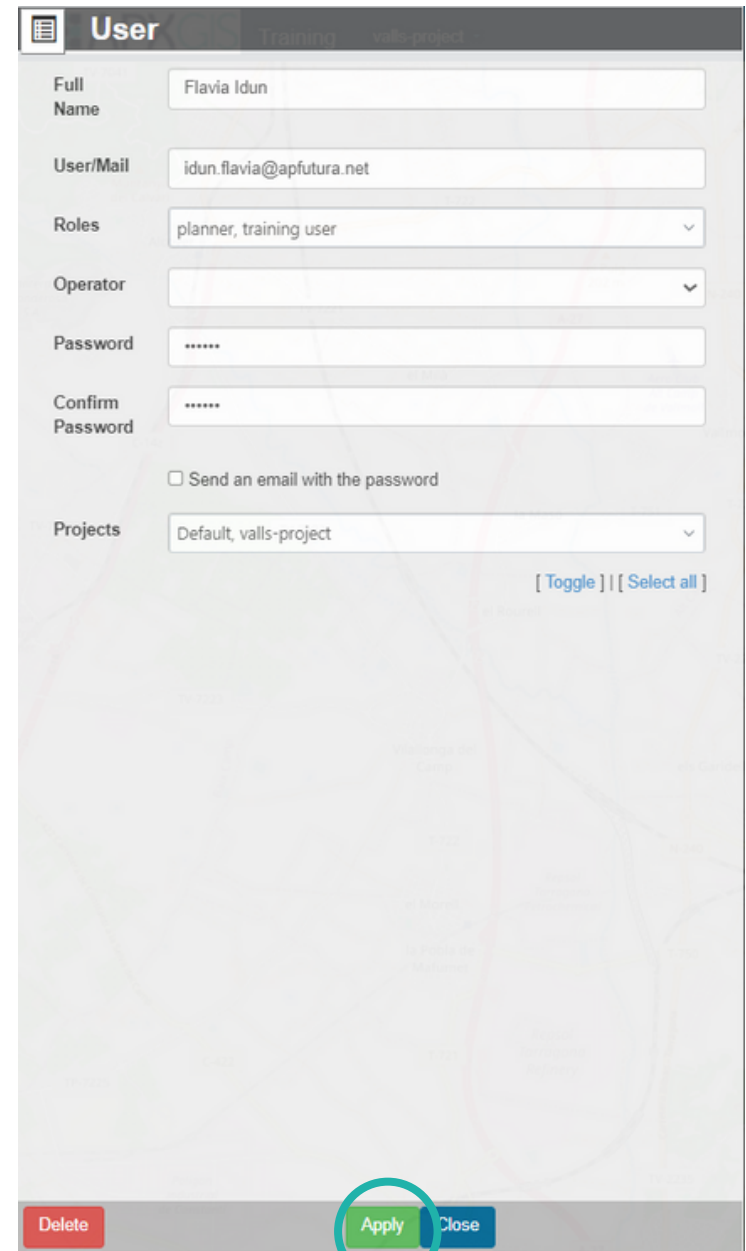
↓
Deselect
all projects

↓
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.



The screenshot shows the 'User' creation interface in the APXGIS application. The form is titled 'User' and includes the following fields and options:

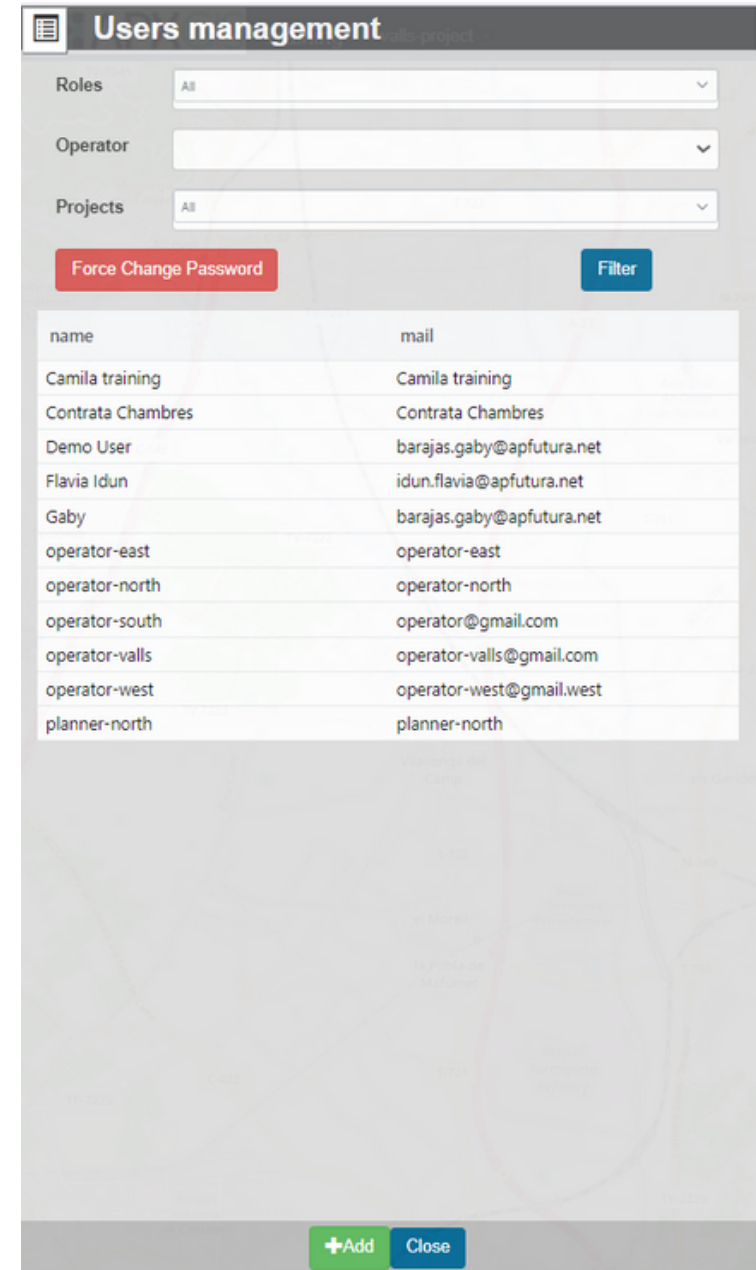
- Full Name:** Text input field containing 'Flavia Idun'.
- User/Mail:** Text input field containing 'idun.flavia@apfutura.net'.
- Roles:** Dropdown menu showing 'planner, training user'.
- Operator:** Dropdown menu.
- Password:** Text input field with masked characters '.....'.
- Confirm Password:** Text input field with masked characters '.....'.
- ☐ Send an email with the password
- Projects:** Dropdown menu showing 'Default, valls-project'.

At the bottom right of the form, there are links: [\[Toggle \]](#) and [\[Select all \]](#).

The bottom of the interface features three buttons: a red 'Delete' button, a green 'Apply' button (which is circled in red), and a blue 'Close' button.

USERS - CREATE

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

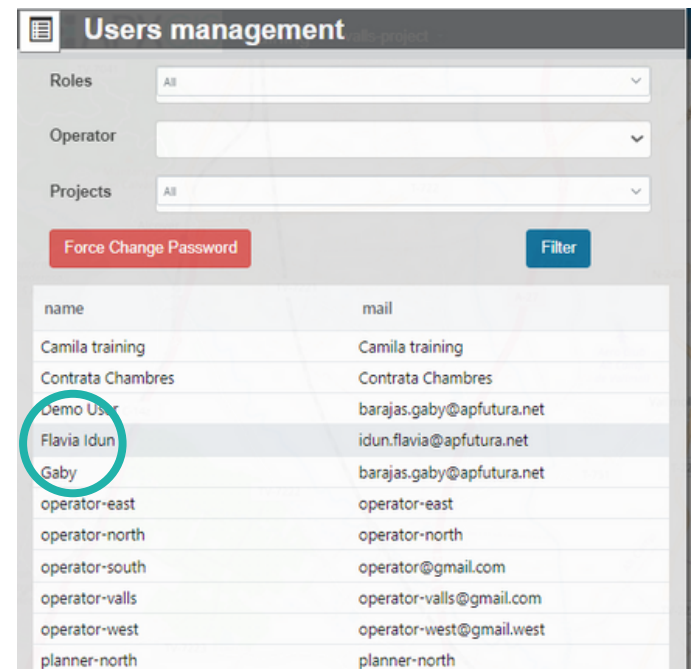


The screenshot shows the 'Users management' interface in APXGIS. It features a header bar with the title 'Users management' and a sub-header 'All projects'. Below the header, there are three filter dropdowns: 'Roles' (set to 'All'), 'Operator' (empty), and 'Projects' (set to 'All'). There are two buttons: 'Force Change Password' (red) and 'Filter' (blue). Below these filters is a table with two columns: 'name' and 'mail'. The table contains 13 rows of user data. At the bottom of the interface, there are two buttons: '+Add' (green) and 'Close' (blue).

name	mail
Camila training	Camila training
Contrata Chambres	Contrata Chambres
Demo User	barajas.gaby@apfutura.net
Flavia Idun	idun.flavia@apfutura.net
Gaby	barajas.gaby@apfutura.net
operator-east	operator-east
operator-north	operator-north
operator-south	operator@gmail.com
operator-valls	operator-valls@gmail.com
operator-west	operator-west@gmail.com
planner-north	planner-north

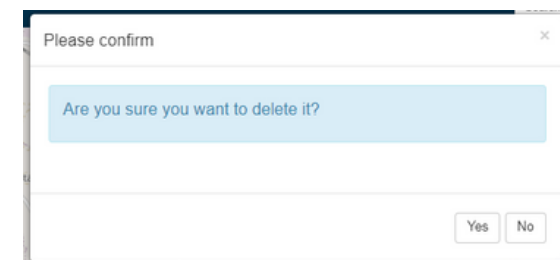
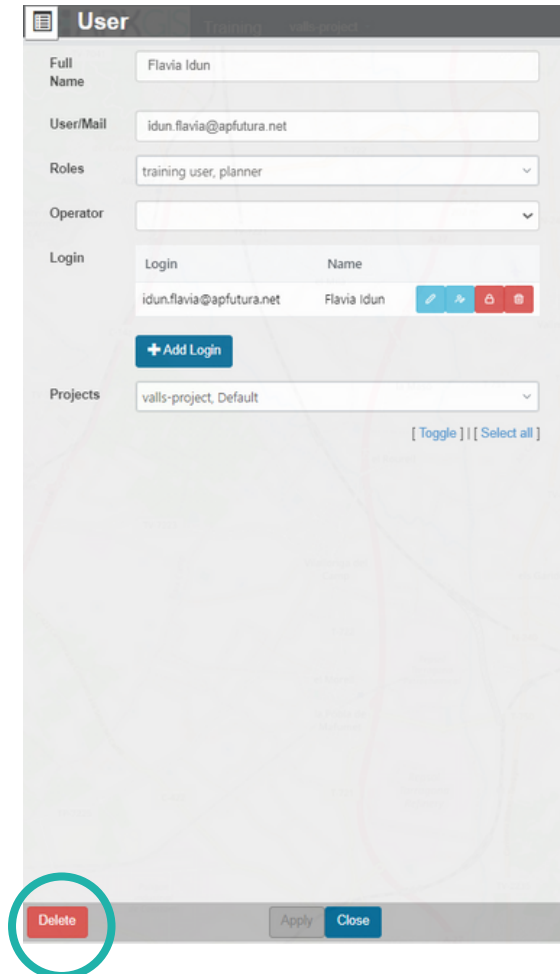
USERS - DELETE

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.



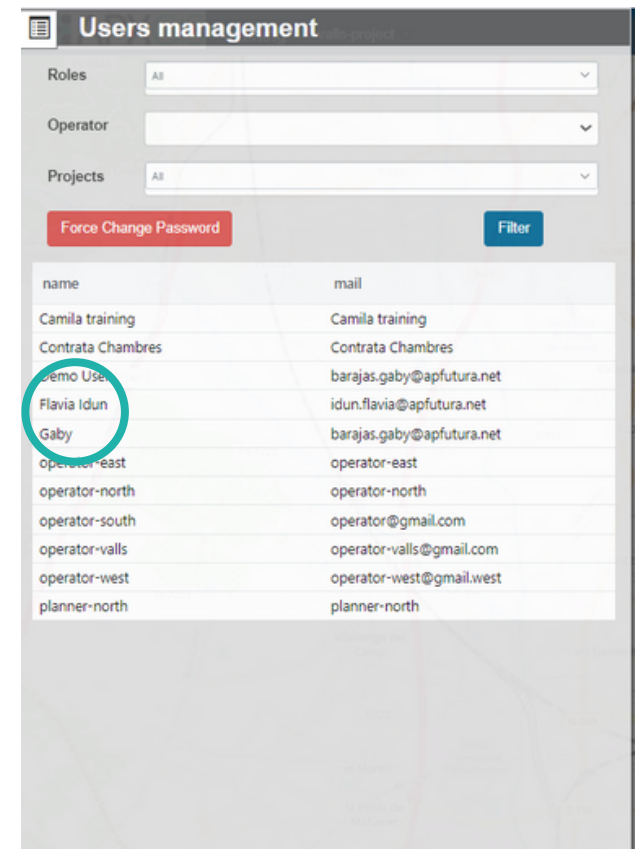
USERS - DELETE

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.



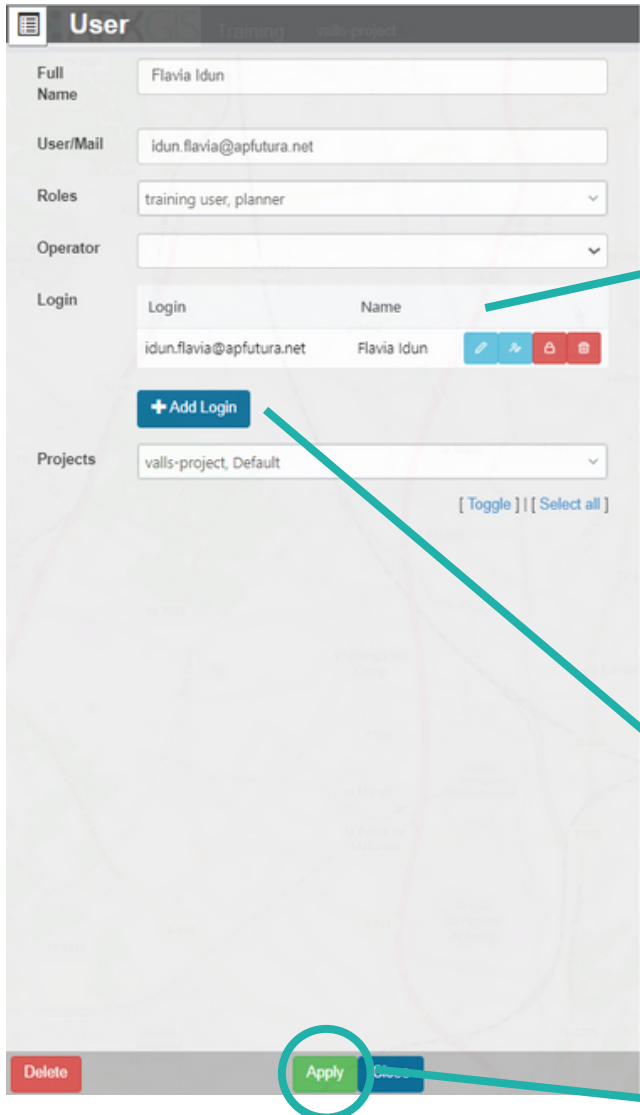
USERS - UPDATE

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] = Deselect all

[Select all]

2. Click “**Apply**” button.