CASCADE

User/Group Creation Guide

UNIKREW SOLUTIONS

Contents

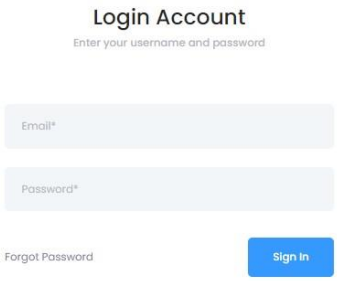
Groups 3

Users 10

Groups

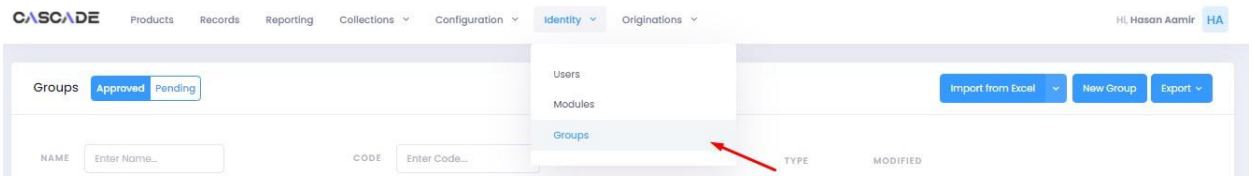
Maker

1. Login Page. Log in with your credentials to proceed.

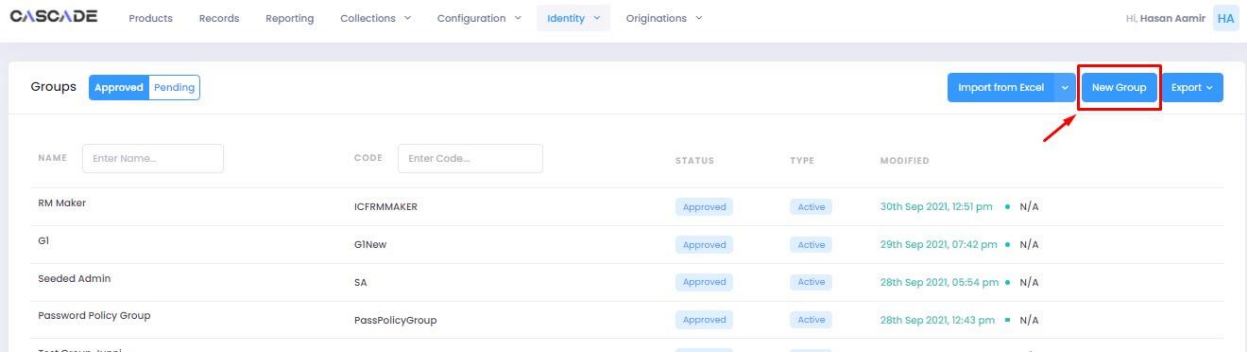


2. Click on the 'identity' tab then on 'Groups'.

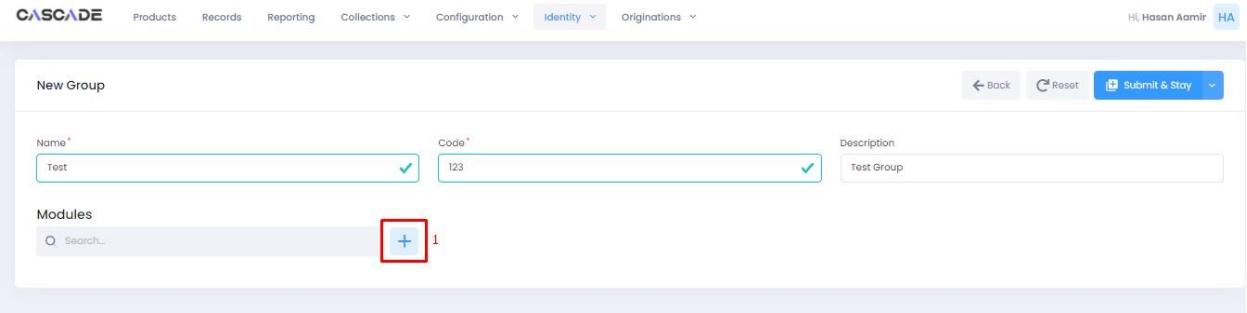
Note: Modules and tabs may vary according to the rights assigned to the user.



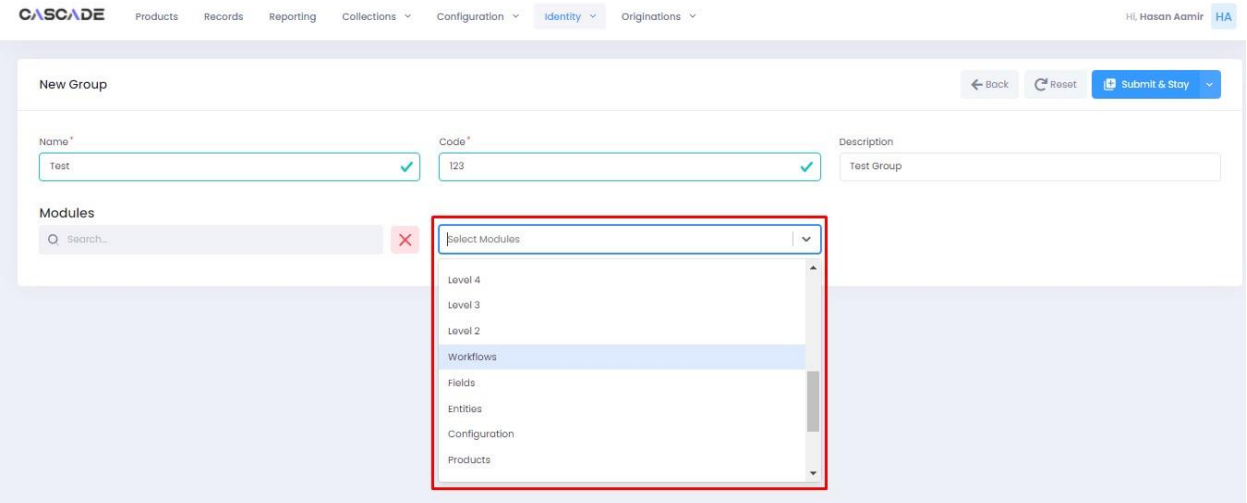
3. Click on ‘new group’ to create a new group.

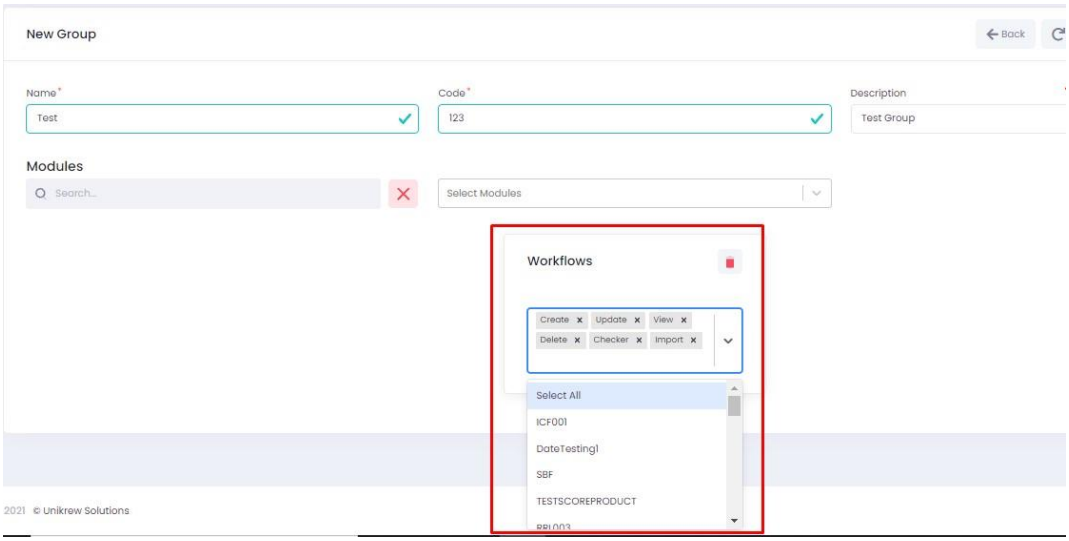


4. Fill all the required fields, then click on the ‘add modules’ (1) button to select modules from a drop down menu.

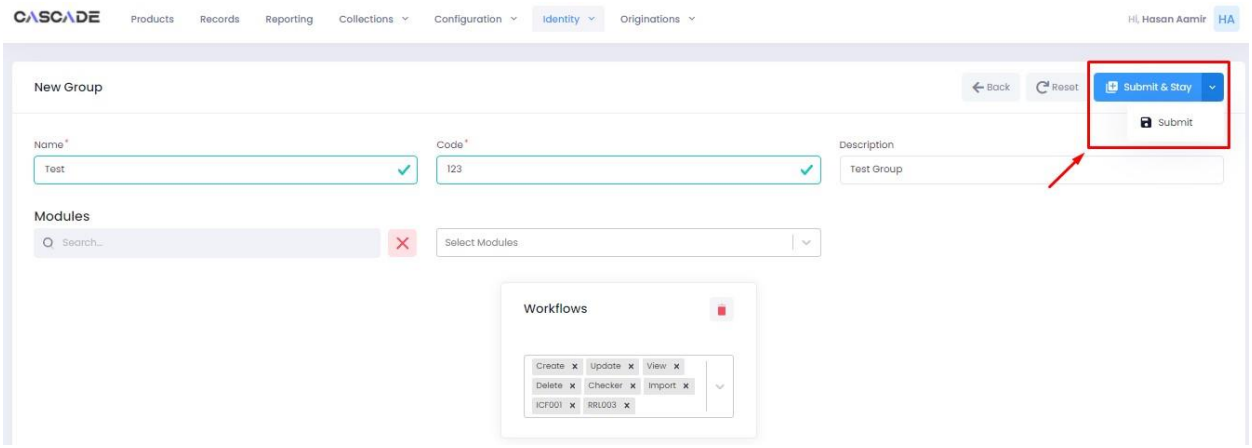


5. After you select a module, you will further be able to select the rights to assign relevant to the selected module.

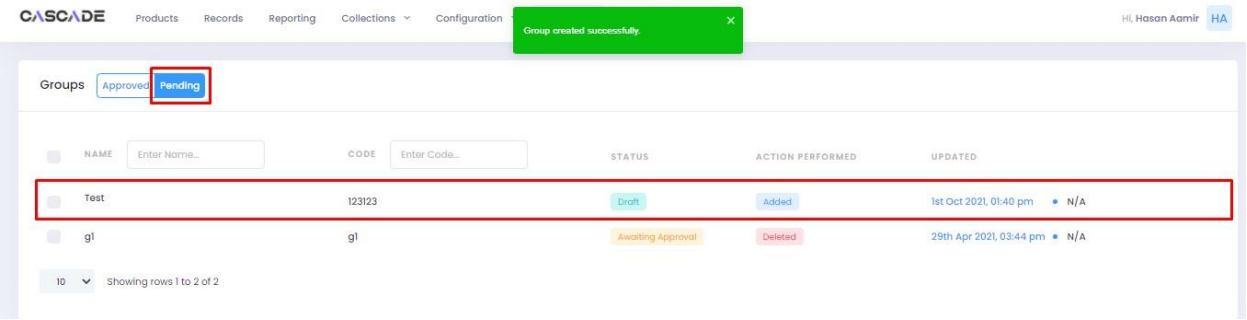




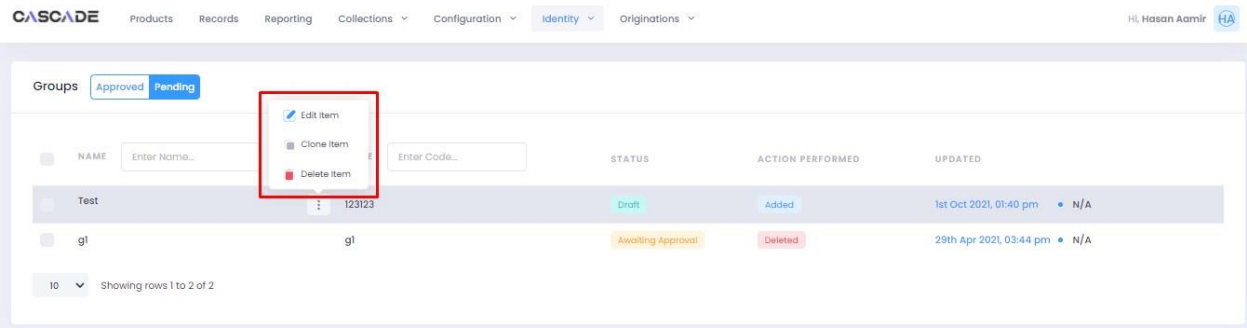
6. After you have selected a module, you can add more modules by following the same procedure. Once done, click on 'submit & stay' to save and stay on the page, or click on 'submit' to submit and leave the page.



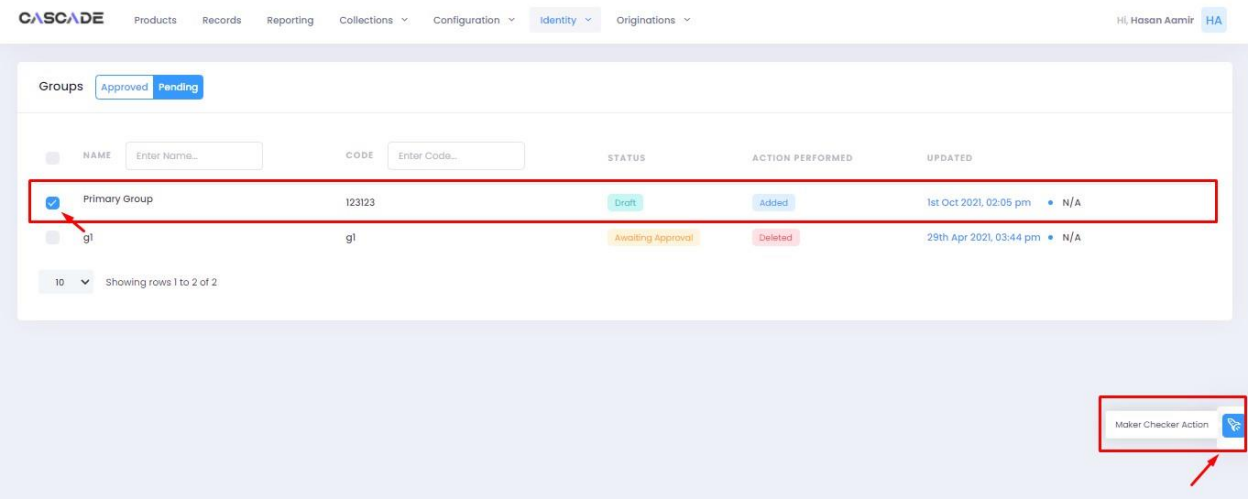
7. Your newly created group will now show under the ‘pending’ tab.



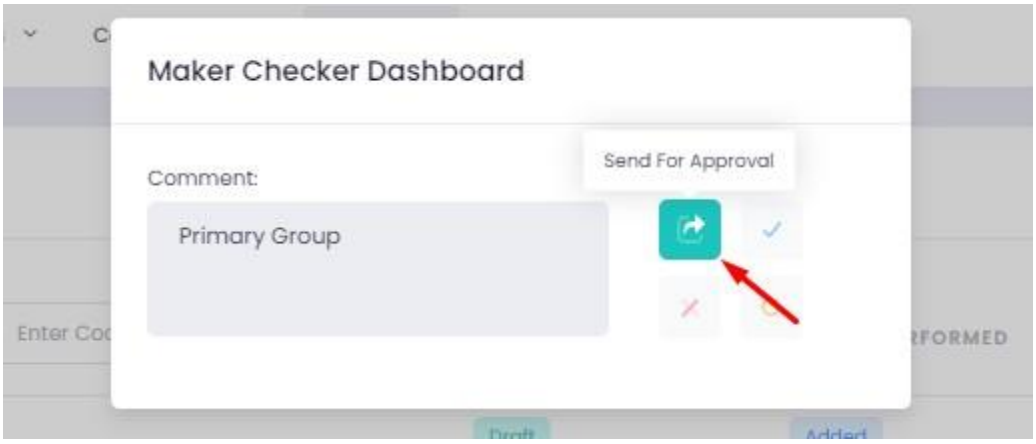
8. If you want to make any changes to the group, you can click on ‘edit’ to do so. You can also duplicate the group by clicking on ‘clone item’ or delete it by clicking on ‘delete item’.



9. After you are done with making all changes, select the group by ticking the check box then click on the ‘maker checker action’ button.



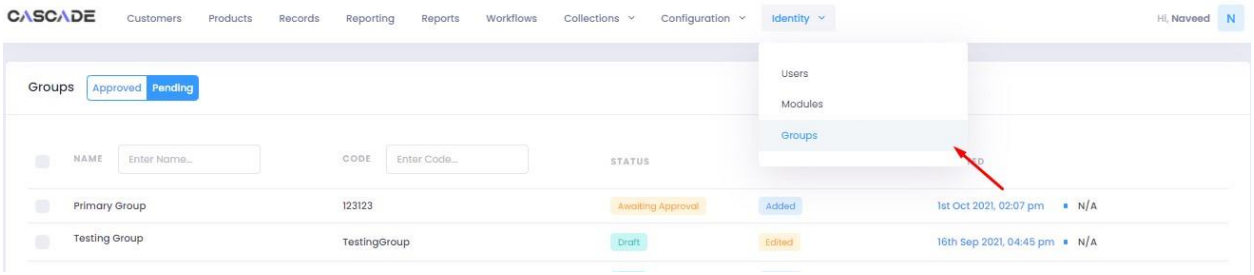
10. Leave comments then click on ‘send for approval’.



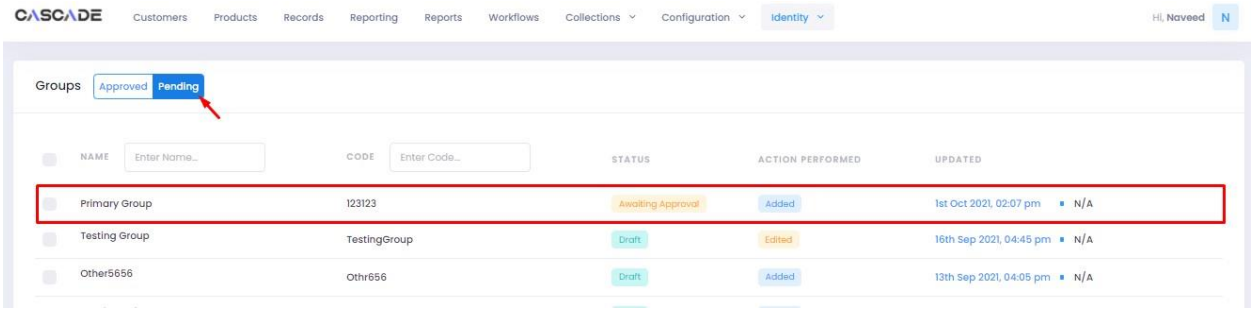
Checker

1. From the checker account, click on the ‘identity’ tab then on ‘Groups’.

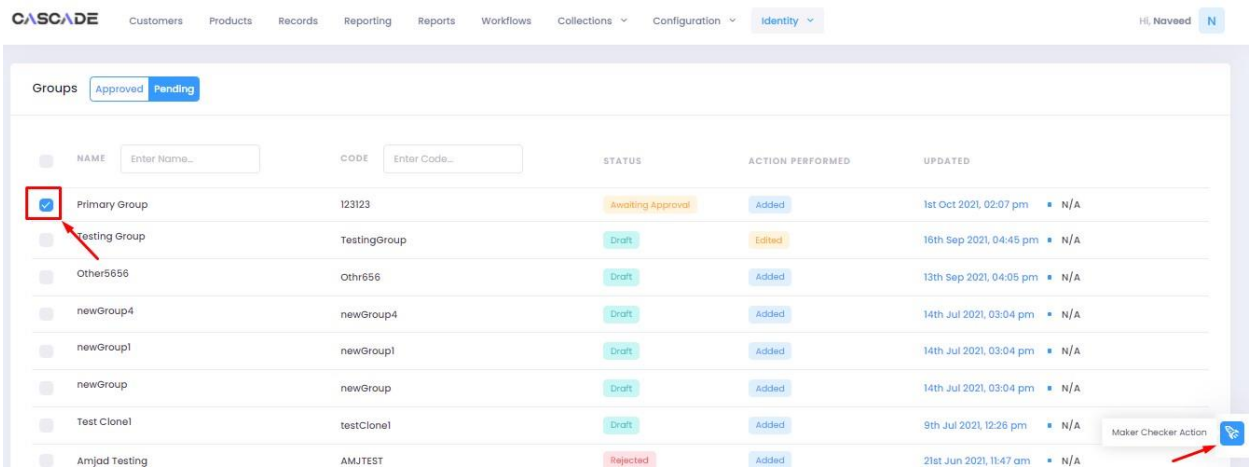
Note: Modules and tabs may vary according to the rights assigned to the user.



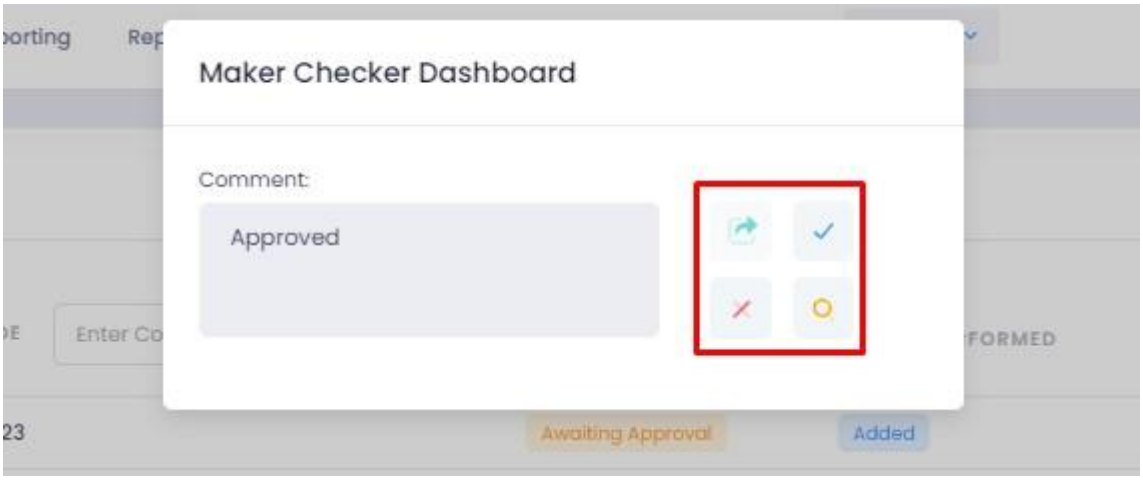
2. Then click on ‘pending’. Here you will see the groups that require approval including the one that was just created.



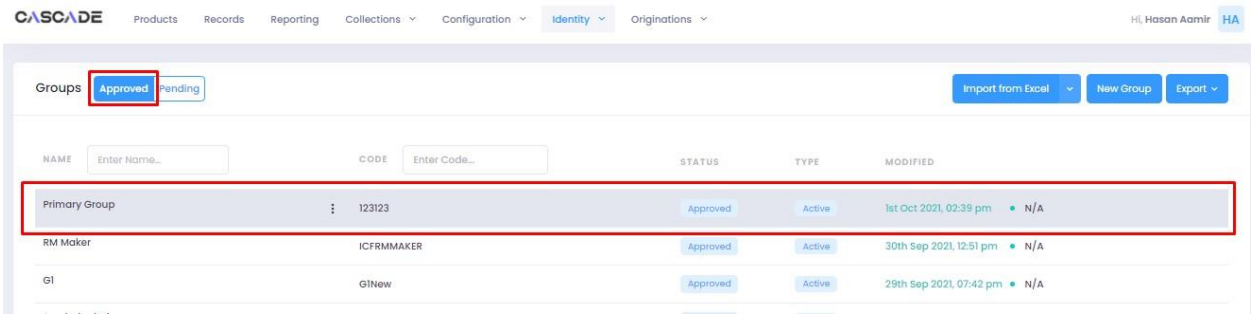
3. Select a group by ticking the check box, then click on the ‘maker checker action’ button.



4. Leave a comment, then click on ‘approve’ to approve the group. You can also click on ‘reject’ to reject the group or click on ‘send for review’ to send it to a third person for further reviewal.



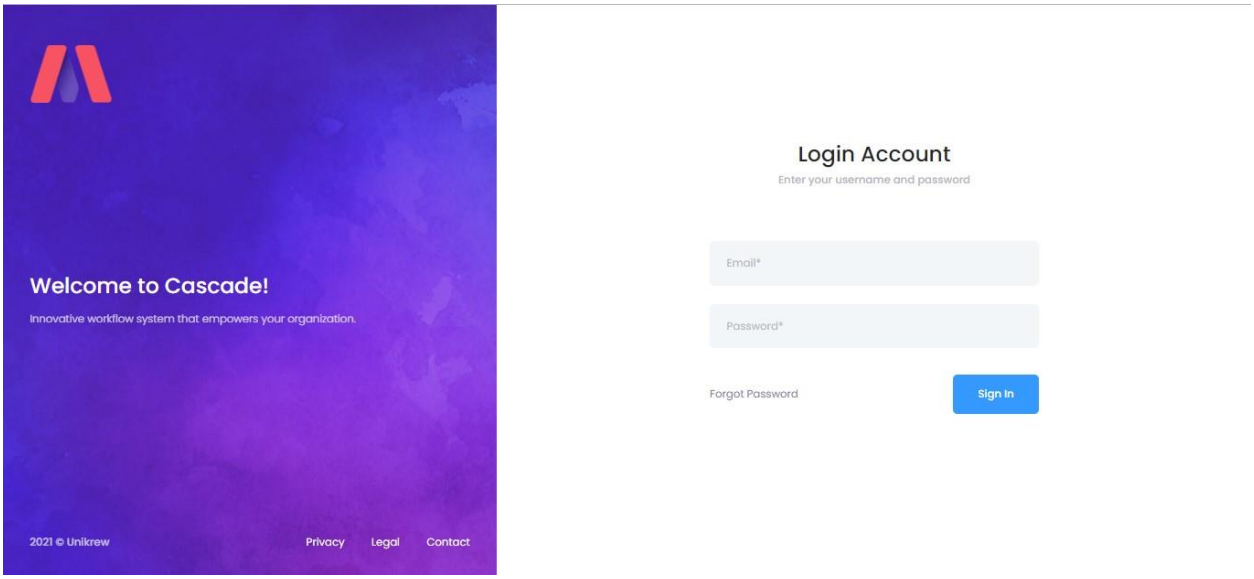
5. The newly created group will now show as approved under the ‘approved’ tab.



Users

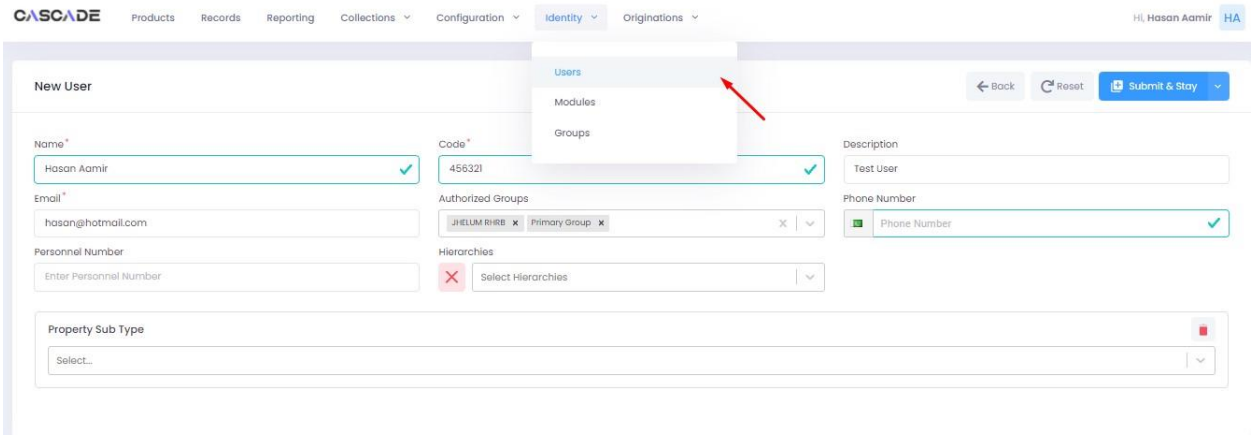
Maker

1. Login Page. Log in with your credentials to proceed.

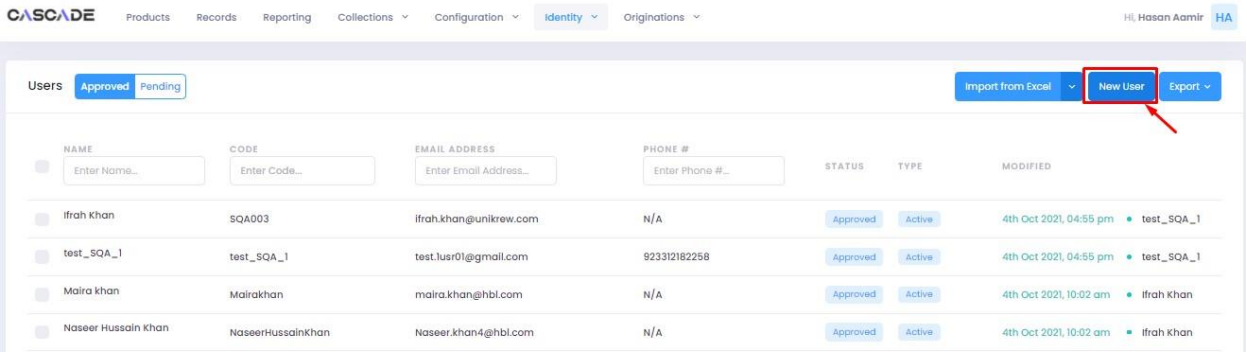


2. Click on the 'identity' tab then on 'Users'.

Note: Modules and tabs may vary according to the rights assigned to the user.

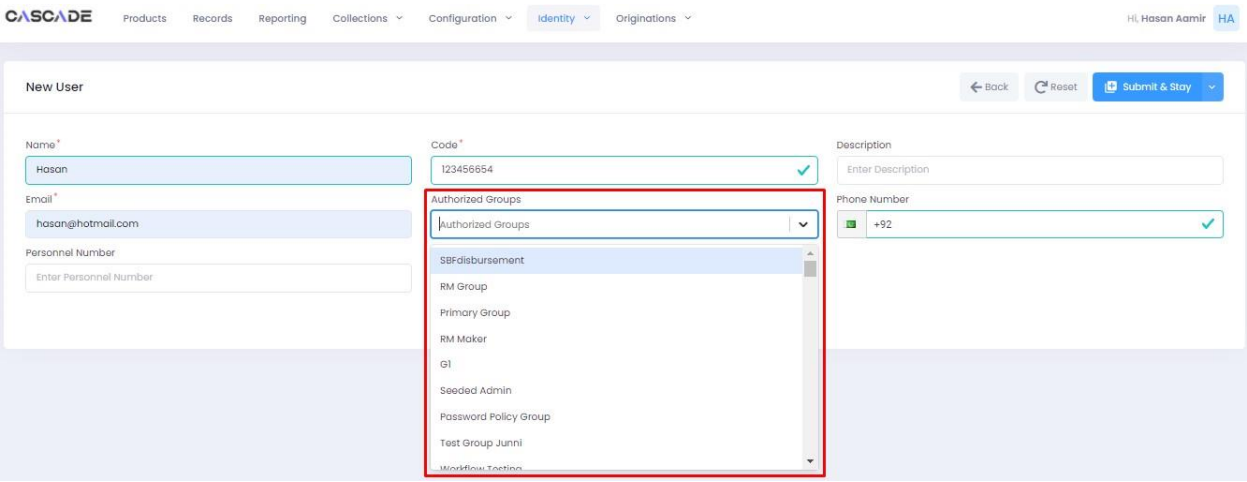


3. Click on ‘new user’ to create a new user.



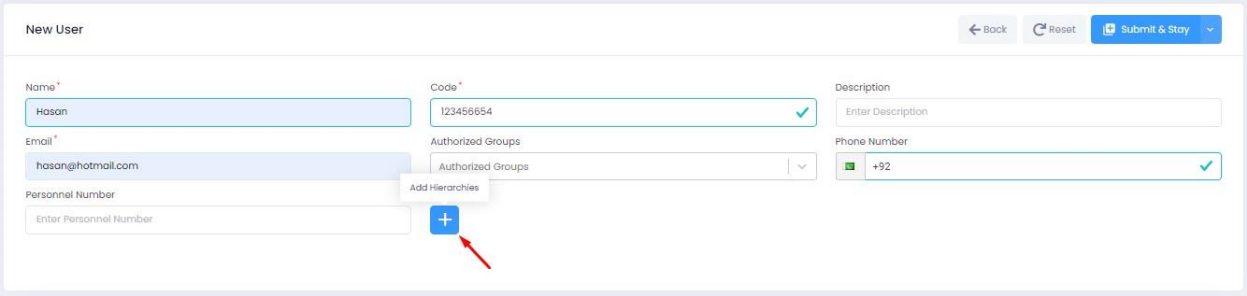
4. Fill all the required fields, then select groups under ‘authorized groups’ from a drop down menu.

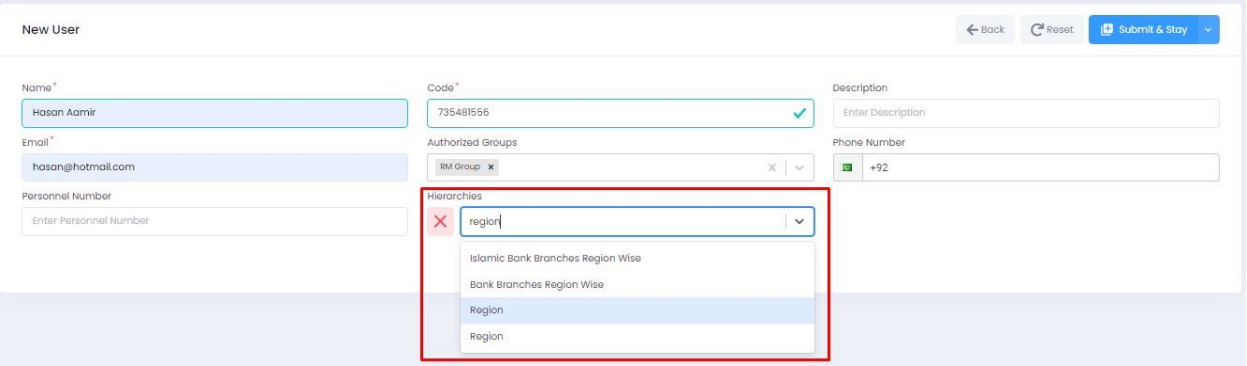
Note: With authorized groups you can assign different rights to a user which can include modules, tabs, etc.



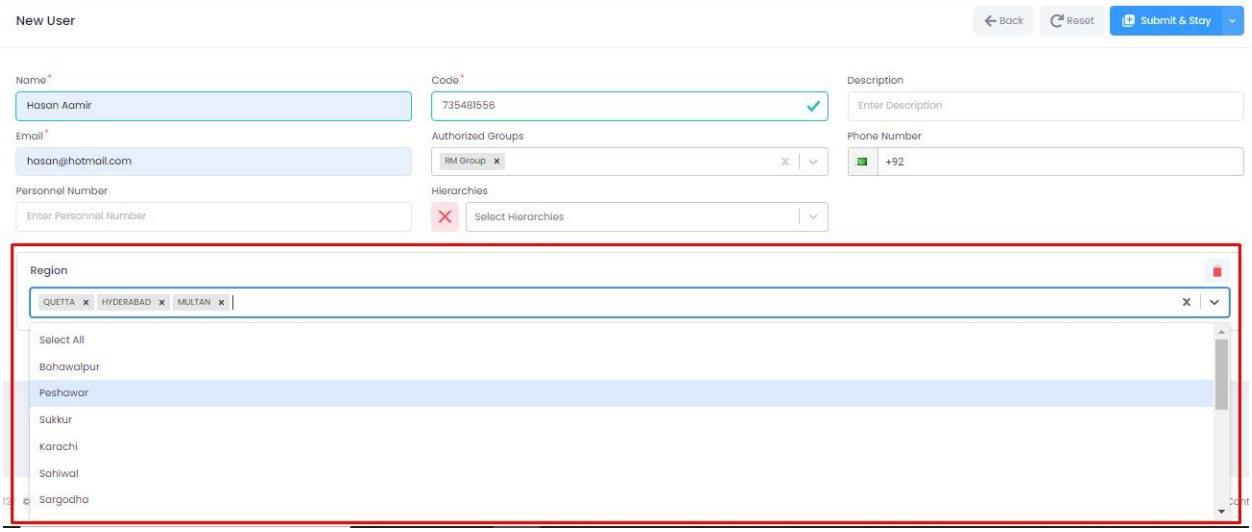
5. Then select ‘hierarchies’ by clicking on the ‘add hierarchies’ button.

Note: Hierarchies allow you to assign regions to a user

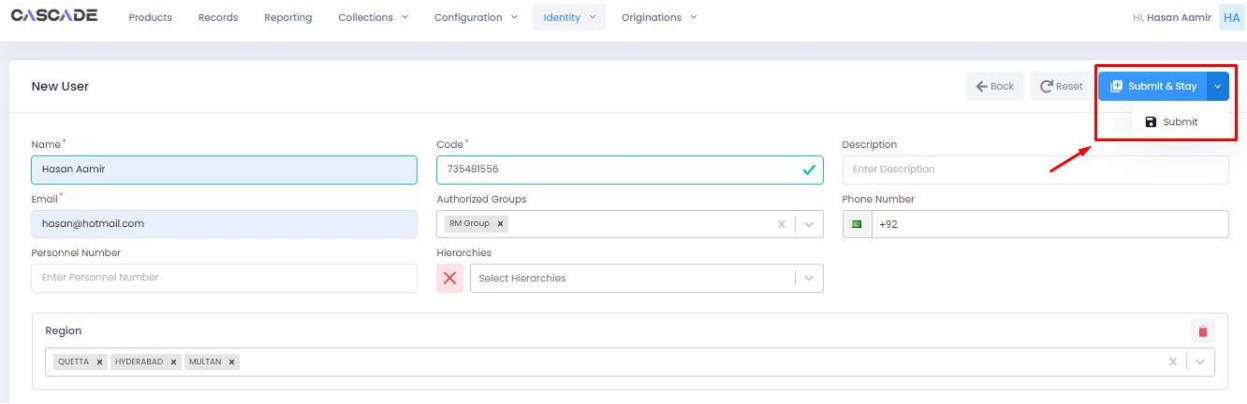




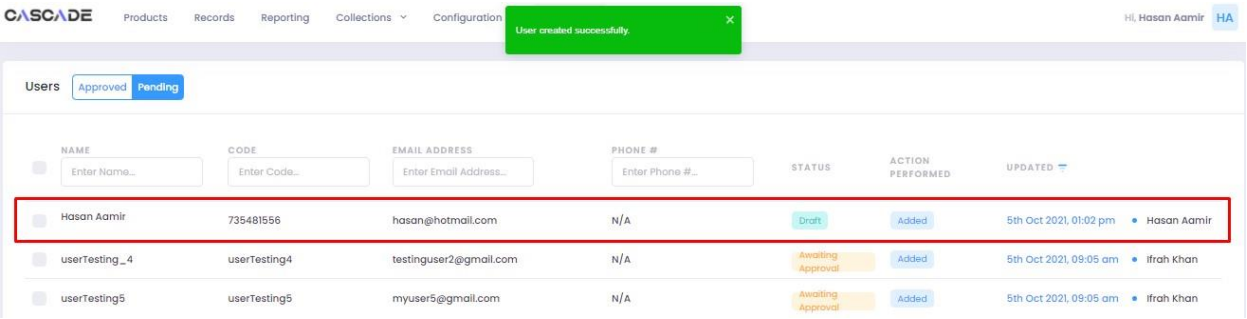
6. After selecting a hierarchy, you can select options from a drop down menu pertaining to the hierarchy selected.



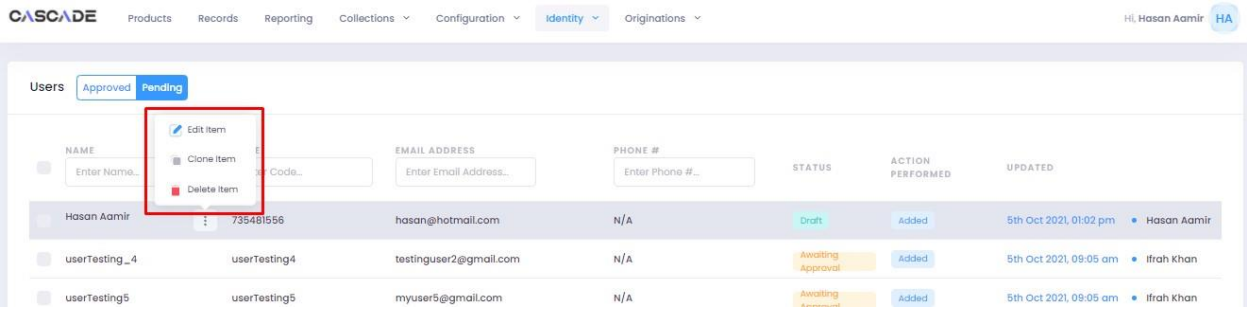
7. Once you have filled all the fields, click on ‘submit & stay’ to save and stay on the page, or click on ‘submit’ to submit and leave the page.



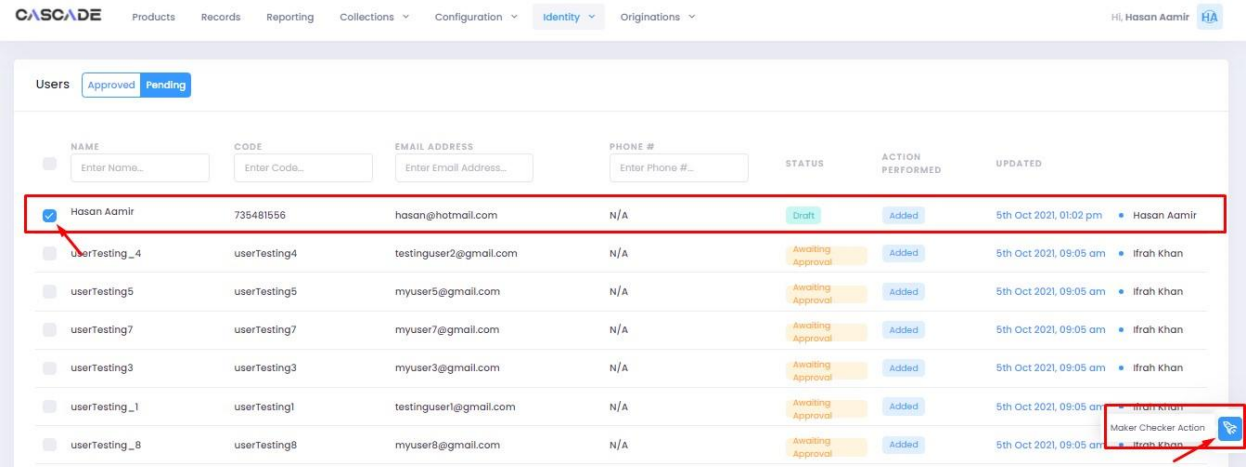
8. Your newly created user will now show under the ‘pending’ tab.



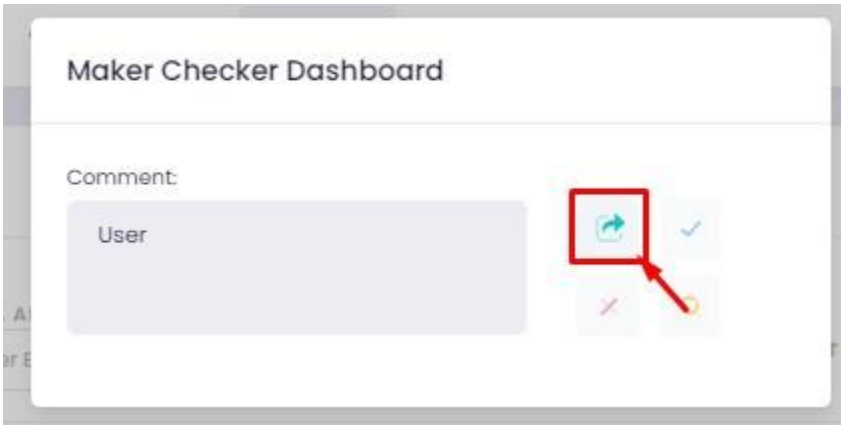
9. If you want to make any changes to the user, you can click on ‘edit’ to do so. You can also duplicate the user by clicking on ‘clone item’ or delete it by clicking on ‘delete item’.



10. After you are done with making all changes, select the user by ticking the check box then click on the ‘maker checker action’ button.



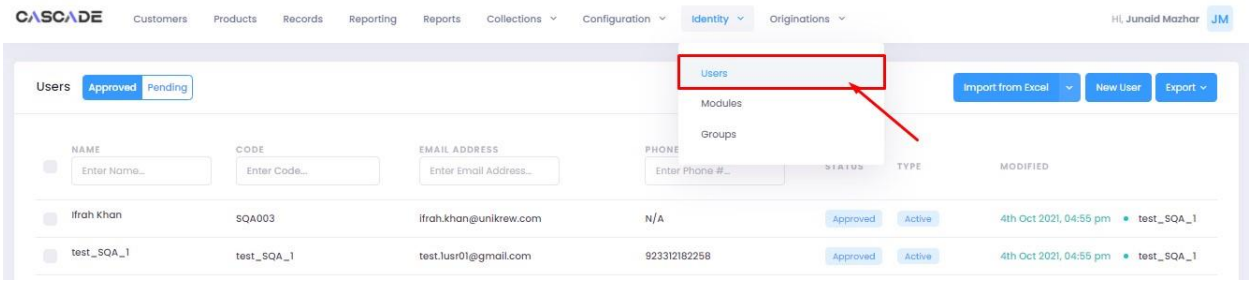
11. Leave comments then click on ‘send for approval’.



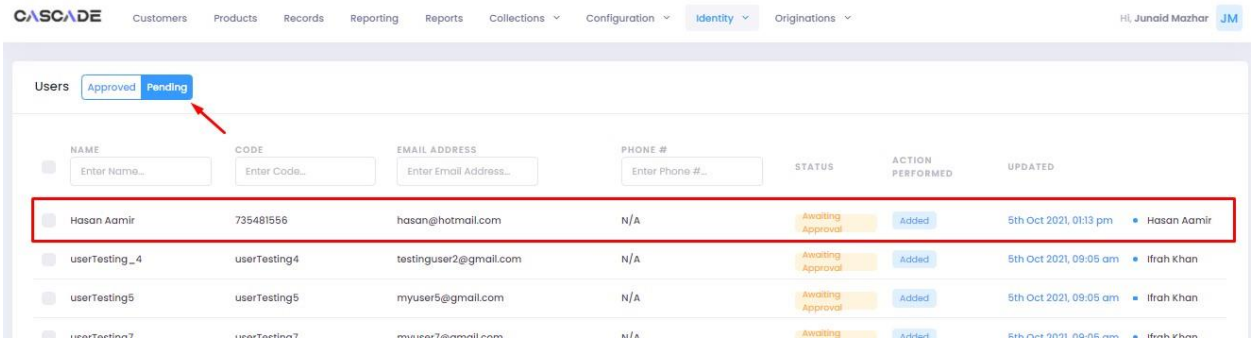
Checker

1. From the checker account, click on the ‘identity’ tab then on ‘Users’.

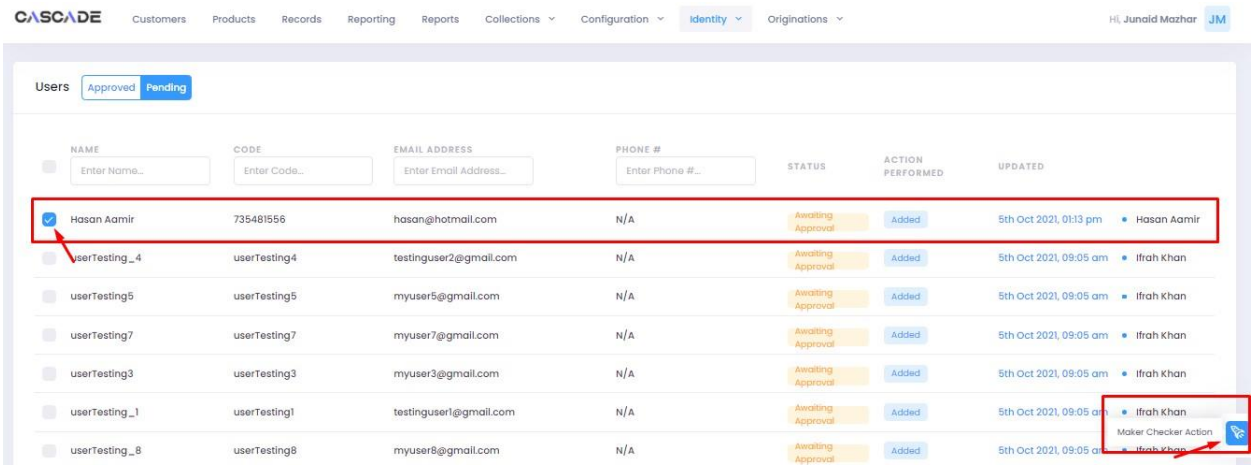
Note: Modules and tabs may vary according to the rights assigned to the user.



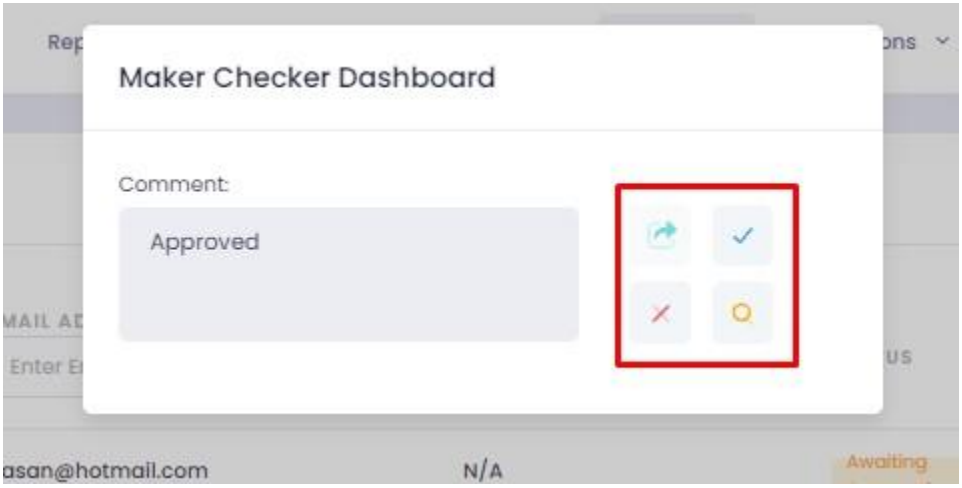
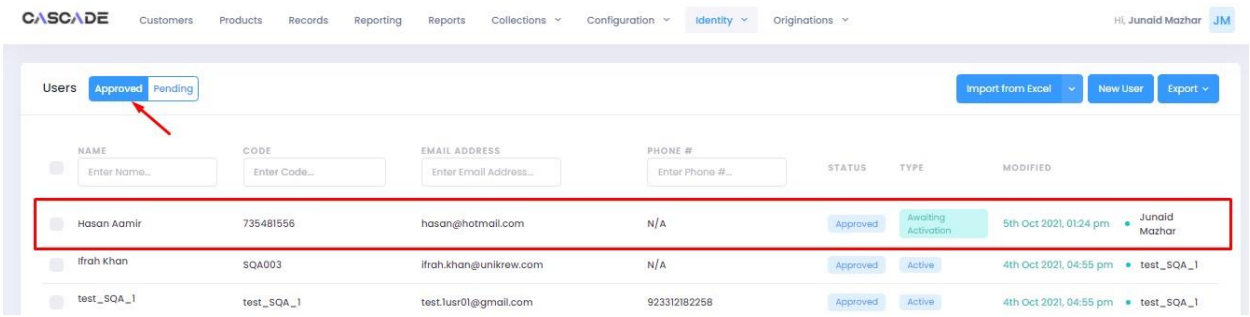
2. Then click on ‘pending’. Here you will see the users that require approval including the one that was just created.



3. Select a user by ticking the check box, then click on the ‘maker checker action’ button.



4. Leave a comment, then click on ‘approve’ to approve the user. You can also click on ‘reject’ to reject the user or click on ‘send for review’ to send it to a third person for further reviewal.



5. The newly created user will now show as approved under the ‘approved’ tab.