

User List

1) Click on column dropdown list select column on which you want to do operations as shown below.

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Search

Column

Operator

Value

Select Column

Select Operator

First Name

Last Name

Email

Status

IsAdmin

Add New

Sr. No.	First Name	Last Name	Email	Status	IsAdmin	Edit	Permission
1	Kalawati	Gaikwad	kgaikwad@kpmg.aptaracorp.com	Active	True		
2	Gauri	Jadhav	Gauri.Jadhav@kpmg.aptaracorp.com	Active	True		
3	Kamlesh	Daxini	kamlesh.daxini@kpmg.aptaracorp.com	Active	True		
4	Nana	Tupe	Nana.Tupe@kpmg.aptaracorp.com	Active	True		
5	Ketki	Bijapurkar	Ketki.Bijapurkar@kpmg.aptaracorp.com	Active	False		
6	Pratiksha	Mahamuni	pratiksha.mahamuni@kpmg.aptaracorp.com	Active	True		
7	Saud	Shaikh	Saud.Shaikh@kpmg.aptaracorp.com	Active	False		
8	Sudeep	Banerjee	sudeep.banerjee@kpmg.aptaracorp.com	Active	False		
9	Mangesh	Nagare	Mangesh.Nagare@kpmg.aptaracorp.com	Active	True		
10	Jesi	Patel	Jesi.Patel@kpmg.aptaracorp.com	Active	False		

2

2) Select operator to search for different conditions.

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Search

Column

First Name

Operator

Equal to

Select Operator

Like



Not like

Equal to





















Not equal to

Value

Type Value Here



Add New

Sr. No.	First Name	Last Name		Status	IsAdmin	Edit	Permission
1	Kalawati	Gaikwad	kgaikwad@kpmg.aptaracorp.com	Active	True		
2	Gauri	Jadhav	Gauri.Jadhav@kpmg.aptaracorp.com	Active	True		
3	Kamlesh	Daxini	kamlesh.daxini@kpmg.aptaracorp.com	Active	True		
4	Nana	Tupe	Nana.Tupe@kpmg.aptaracorp.com	Active	True		
5	Ketki	Bijapurkar	Ketki.Bijapurkar@kpmg.aptaracorp.com	Active	False		
6	Pratiksha	Mahamuni	pratiksha.mahamuni@kpmg.aptaracorp.com	Active	True		
7	Saud	Shaikh	Saud.Shaikh@kpmg.aptaracorp.com	Active	False		
8	Sudeep	Banerjee	sudeep.banerjee@kpmg.aptaracorp.com	Active	False		
9	Mangesh	Nagare	Mangesh.Nagare@kpmg.aptaracorp.com	Active	True		
10	Jesi	Patel	Jesi.Patel@kpmg.aptaracorp.com	Active	False		

2

3) Enter search value in textbox to search

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Search

Column

Operator

Value

First Name

Equal to

Kalawati

?

Add New

Sr. No.	First Name	Last Name	Email	Status	IsAdmin	Edit	Permission
1	Kalawati	Gaikwad	kgaikwad@kpmg.aptaracorp.com	Active	True		
2	Gauri	Jadhav	Gauri.Jadhav@kpmg.aptaracorp.com	Active	True		
3	Kamlesh	Daxini	kamlesh.daxini@kpmg.aptaracorp.com	Active	True		
4	Nana	Tupe	Nana.Tupe@kpmg.aptaracorp.com	Active	True		
5	Ketki	Bijapurkar	Ketki.Bijapurkar@kpmg.aptaracorp.com	Active	False		
6	Pratiksha	Mahamuni	pratiksha.mahamuni@kpmg.aptaracorp.com	Active	True		
7	Saud	Shaikh	Saud.Shaikh@kpmg.aptaracorp.com	Active	False		
8	Sudeep	Banerjee	sudeep.banerjee@kpmg.aptaracorp.com	Active	False		
9	Mangesh	Nagare	Mangesh.Nagare@kpmg.aptaracorp.com	Active	True		
10	Jesi	Patel	Jesi.Patel@kpmg.aptaracorp.com	Active	False		

2

4) Click on search button to search record for selected condition in grid will show filtered records

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Search

Column

Operator

Value

First Name

Equal to

Kalawati

?

Add New

Sr. No.	First Name	Last Name	Email	Status	IsAdmin	Edit	Permission
1	Kalawati	Gaikwad	kgaikwad@kpmg.aptaracorp.com	Active	True		

5) Click On Edit Button to Edit User Details

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Search

Column

Operator

Value

Select Column

Select Operator

Type Value Here

Add New

Sr. No.

1

2

3

4

5

6

7

8

9

10

Pratiksha

Saud

Sudeep

Mangesh

Jesi

Mahamuni

Shaikh

Banerjee

Nagare

Patel

pratiksha.mahamuni@kpmg.aptaracorp.com

Saud.Shaikh@kpmg.aptaracorp.com

sudeep.banerjee@kpmg.aptaracorp.com

Mangesh.Nagare@kpmg.aptaracorp.com

Jesi.Patel@kpmg.aptaracorp.com

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

True

True

True

True

False

True

False

True

False

2

Message from webpage

Are you sure you want to edit record?

OK

Cancel

6) Edit the User details and click on Update button

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First Name:

Last Name:

Email :

User Name:

User Status:

Is Admin:

Remarks:

Update

Cancel

User - Group Roles

7) User details updated in group list As below

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Column

Operator

Value

Select Column

Select Operator

Type Value Here

[Add New](#)

Sr. No.	First Name	Last Name	Email	Status	IsAdmin	Edit	Permission
1	Kalawati	Gaikwad	kgaikwad@kpmg.aptaracorp.com	Active	True		
2	Gauri	Jadhav	Gauri.Jadhav@kpmg.aptaracorp.com	Active	True		
3	Kamlesh	Daxini	kamlesh.daxini@kpmg.aptaracorp.com	Active	True		
4	Nana	Tupe	Nana.Tupe@kpmg.aptaracorp.com	Active	True		
5	Ketki	Bijapurkar	Ketki.Bijapurkar@kpmg.aptaracorp.com	Active	False		
6	Pratiksha	Mahamuni	pratiksha.mahamuni@kpmg.aptaracorp.com	Active	True		
7	Saud	Shaikh	Saud.Shaikh@kpmg.aptaracorp.com	Active	False		
8	Sudeep	Banerjee	sudeep.banerjee@kpmg.aptaracorp.com	Active	False		
9	Mangesh	Nagare	Mangesh.Nagare@kpmg.aptaracorp.com	Active	True		
10	Jesi	Patel	Jesi.Patel@kpmg.aptaracorp.com	Active	False		

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8) Click on User Permission to edit user permission

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Welcome,  Pratiksha.Mahamuni



User:

Kalawati.Gaikwad (kgaikwad@kpmg.aptaracorp.com)

[Add New](#)

Sr. No.	Group Role	Status	
1	<div>Program Management-Program Manager</div>	InActive	Active
2	<div>Stakeholder Relationship Management-ss</div>	Active	DeActive
3	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
4	<div>Stakeholder Relationship Management-Stakeholder Relationship Manag</div>	Active	DeActive
5	<div>TEST NEw 124-Portolio Lead</div>	Active	DeActive
6	<div>Tset13-Portfolio Manager</div>	Active	DeActive
7	<div>Tset13-Portfolio Lead</div>	Active	DeActive
8	<div><< Select >></div> <div><div><< Select >></div><div>Stakeholder Relationship Management-Stakeholder Relationship Manager</div><div>Stakeholder Relationship Management-Stakeholder</div><div>Tset13-Portfolio Manager</div><div>Tset13-Portfolio Lead</div><div>Program Management-Program Manager</div><div>Stakeholder Relationship Management-ss</div><div>test new Group-Stakeholder</div><div>Application Admin-Application Manager</div><div>TEST NEw 124-Portolio Lead</div><div>Tset13-Program Lead</div><div>sss-test1</div></div>	Active	DeActive

9) Click on Add new to add new group role and select specific group role then click on save.

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Welcome,  Pratiksha.Mahamuni



User:

Kalawati.Gaikwad (kgaikwad@kpmg.aptaracorp.com)


[Add New](#)

Sr. No.	Group Role	Status	
1	<div>Program Management-Program Manager</div>	InActive	Active
2	<div>Stakeholder Relationship Management-ss</div>	Active	DeActive
3	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
4	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
5	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
6	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
7	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
8	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive

Save

Cancel

Message

 Record added Successfully.

Ok

10) To change status click on link button of specific group role will change status of group role.

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Welcome,  Pratiksha.Mahamuni

User:

Kalawati.Gaikwad (kgaikwad@kpmg.aptaracorp.com)

[Add New](#)

Sr. No.	Group Role	Status	
1	<div>Program Management-Program Manager</div>	InActive	Active
2	<div>Stakeholder Relationship Management-ss</div>	Active	DeActive
3	<div>Stakeholder Relationship Management-Stakeholder</div>	Active	DeActive
4	<div>Stakeholder Relationship Management-Stakeholder Relationship Manag</div>	Active	DeActive
5	<div>TEST NEW 124-Portolio Lead</div>	Active	DeActive
6	<div>Tset13-Portfolio Manager</div>	Active	DeActive
7	<div>Tset13-Portolio Lead</div>	InActive	Active
8	<div>Tset13-Program Lead</div>	Active	DeActive

Save

Cancel

11) Add New Records in User Details As Below on Clicking on Add New button on Upper side of grid will open new page like below

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First Name:



Last Name:

Email :

User Name:

User Status:

Active

Is Admin:

False

Remarks:

Save

Cancel

User - Group Roles

12) Enter value to search in first name and last name click on search button

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Welcome,  Pratiksha.Mahamuni

First Name:



Last Name:

Email :

User Name:

User Status:

Active

Is Admin:

False

Remarks:

Save

Cancel

User - Group Roles

13) Click on search button to see details and click on select button to add select user

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Welcome, Pratiksha.Mahamuni

First Name:

Sr. No.	First Name	Last Name	UserName	Email	Select
1	Kalawati	Gaikwad	Kalawati Gaikwad	Kalawati.Gaikwad@kpmg.aptaracorp.com	Select

14) Clicking on save will save new user record.

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Search

Column



Select Column

Operator





















Select Operator

Value

Type Value Here



[Add New](#)

Sr. No.	First Name	Last Name	Email	Status	IsAdmin	Edit	Permission
1	Kalawati	Gaikwad	kgaikwad@kpmg.aptaracorp.com	Active	True	 	
2	Gauri	Jadhav	Gauri.Jadhav@kpmg.aptaracorp.com	Active	True	 	<div>Edit User</div>
3	Kamlesh	Daxini	kamlesh.daxini@kpmg.aptaracorp.com	Active	True	 	
4	Nana	Tupe	Nana.Tupe@kpmg.aptaracorp.com	Active	True	 	
5	Ketki	Bijapurkar	Ketki.Bijapurkar@kpmg.aptaracorp.com	Active	False	 	
6	Pratiksha	Mahamuni	pratiksha.mahamuni@kpmg.aptaracorp.com	Active	True	 	
7	Saud	Shaikh	Saud.Shaikh@kpmg.aptaracorp.com	Active	False	 	
8	Sudeep	Banerjee	sudeep.banerjee@kpmg.aptaracorp.com	Active	False	 	
9	Mangesh	Nagare	Mangesh.Nagare@kpmg.aptaracorp.com	Active	True	 	
10	Jesi	Patel	Jesi.Patel@kpmg.aptaracorp.com	Active	False	 	

2