Chapter 2: Administrator Tasks

In this section we will cover the basic tasks that users perform:

- ✓ Create a user account
- ✓ Delete a user account
- ✓ Disable a user account
- ✓ Create a group
- ✓ Add users to a group
- ✓ Remove users from a group
- ✓ Create new messages
- ✓ Delete messages
- ✓ Retrieve experiment results
- ✓ Retrieve login records
- ✓ Retrieve user session information
- ✓ Run Group Reports

Create a user account

While most users will register for their own accounts, sometimes it is necessary to create one or more user accounts.

1. Login to the Service Broker as administrator.

2. Click the Users & Groups Tab.

3. Click the Manage Users tab.

4. Enter the user information for the account.

Manage Users

Add or modify a User below.

Search by	-- select one -- ▼
	Go

Select a User (Last Name, First Name - Username)

- User, Super - superUser
- test, test - atest
- test, test - aceci
- ceci, ceci - ceci1
- User, Test - testuser
- Test, Joe - JoeTest

Selected User

Username	
First Name	
Last Name	
Email	
Affiliation	-- Make selection -- ▼
Password	
Confirm Password	
☐ Lock Account	

Save Changes   Remove   New

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Contact info here.   Privacy

Field Name	Field Description
Username	Pick the user name using any UTF-16 characters. Usernames can not be changed