

# Users

Administrator

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## Users

This is an extended user management allowing object related access rights. A hierarchical group management as well as access templates, that is free definably groups of permissions, allowing quick access of complex permissions of new users. Furthermore included is journaling of security relevant activity and extended logging for simple system audits. Moreover you can define fields on central data objects to log modifications.

In the menu *System > Access Control > Users* you get the list with the users applied in the system.

The screenshot displays the 'User' management interface in the ICRS system. The top navigation bar includes menus for Real Estate Data, Data Import, Reporting, Modules, Tasks and Documents, System, ICRS (with a LOGOUT button), and History. The main content area shows a table of users with columns for Name, Anrede, Vorname, Nachname, Firma, Status, Gruppen, Verändert, and Verändert. Below the table is a pagination control showing 'Page 1 of 2' and 'Displaying 1 to 25 of 28 items'.

Name	Anrede	Vorname	Nachname	Firma	Status	Gruppen	Verändert	Verändert
accuser		Acceptance	User		Aktiv	CMS, CMSadmine, CMSImport, 4	29.07.2013	accuser
ceuser		CEE	User		Aktiv	CMS, CMSImport, CMSFinanz, C	25.10.2013	egb_user
centraluser		Central	User		Aktiv	CMS, CMSImport, CMSFinanz, C	28.10.2013	egb_user
egb_user		EGB	Testuser		Aktiv	CMS, CMSadmine, CMSImport, 4	11.09.2013	accuser
icrsadmin		ICRS	Administrator		Aktiv	CMS, CMSadmine, CMSImport, 4	03.07.2013	accuser
testat		Vorname	Nachname		Aktiv	CMS, CMSadmine, CMSImport, 4	01.10.2013	accuser

Table of existing users

To create a new user click on the button: *Create User*.

Important and fundamental fields to fill in are: *User Name* and contacts (i.e. email, phone etc.).

The screenshot shows a user profile form for a user named 'accuser'. The form is divided into two main sections. The left section contains the following fields and values:

User name	accuser
Email Address	
Notifications	
Mobile Phone	
Salutation	
Title	
First Name	Acceptance
Last Name	User
Company	
Active	yes
Password	accuser
Property Management	
Note	

The right section is a sidebar with the following options:

- User
- Access
- Password Settings

At the bottom of the form, there are two buttons: 'Edit' (highlighted in red) and 'Back'.

Form to create or alter users

For permissions change in the register: *Access*.

The screenshot shows the 'Access' settings form for a user named 'User'. The form is divided into two main sections. The left section contains the following fields and values:

Countries the user has permission to view	Alle Länder Austria Germany Czech Republic Hungary
User groups / functions	<input checked="" type="checkbox"/> CIMS <input checked="" type="checkbox"/> CIMSadmins <input checked="" type="checkbox"/> CIMSscrm <input checked="" type="checkbox"/> CIMSfinanz <input checked="" type="checkbox"/> CIMSimport
User groups / access	<input type="checkbox"/> admins <input checked="" type="checkbox"/> CIMS <input checked="" type="checkbox"/> CIMSadmins <input checked="" type="checkbox"/> CIMSscrm <input checked="" type="checkbox"/> CIMSfinanz <input checked="" type="checkbox"/> CIMSimport

The right section is a sidebar with the following options:

- User
- Access
- Password Settings

At the bottom of the form, there are two buttons: 'Edit' (highlighted in red) and 'Back'.

Register: Access to set permissions

The information concerning the the new user fill in in the register: *User*.

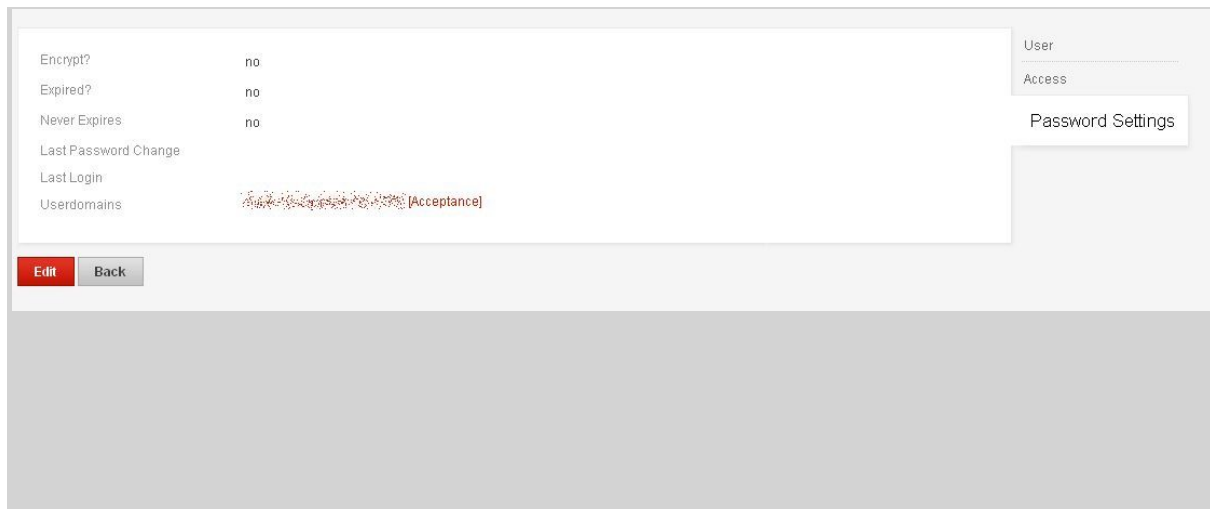
In this drop-down-field you can choose the countries, which the user ist able to see. Here you have the possibility to allow all, or just single countries.

With this checkboxes you assign the user to one ore several groups.

**\*It ist very important to assign each user immediately a group!\***

Otherwise it may happen, that the user doesn't occure in the list.

To alter the password of users select the register: *Password Settings*.

The screenshot shows a web interface for user management. On the left, there is a table with the following rows: 'Encrypt?' with value 'no', 'Expired?' with value 'no', 'Never Expires' with value 'no', 'Last Password Change', 'Last Login', and 'Userdomains' with a masked value and a '[Acceptance]' label. Below the table are two buttons: 'Edit' (red) and 'Back' (grey). On the right side, there is a vertical menu with 'User', 'Access', and 'Password Settings' (which is highlighted).

Register to alter password settings

With click on the *Save*-button the new user will be resumed in the system.

With the button: *Back* you are braking off the process and you will get back to the Flexigrid of the activated users.

## Exporting Users

With the button: *Expot Excel* you can start the export of the list of the users in the ICRS into an excel-table. In the occuring dialog you can choose if you prefer to view the table or just want to save it, in this case you will be asked to fill in the path to the target folder.

**\*Yet you have another question leave it on this site for the metamagix-support-team.\***