



## User Account Manager

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**Note**

User accounts can be accessed only when operating in Internal Directory mode.

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To access User tasks, log in to the system (see [“Logging In and Out” section on page 2-1](#)). Then, from the Home page, click the **Users** tab.

A functional overview of the user administration options appears showing:

- Add User
- Edit User
- Delete User
- Change Password

## Adding User Account

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- Step 1** From the User Administration page, click **Add User**.  
The User Information dialog box appears (see [Figure 4-1](#)).

Figure 4-1 User Information

**User Information**

Attribute Name	Attribute Value
UserID	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Group
<input checked="" type="radio"/> Administrator
<input type="radio"/> Operator

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**Step 2** Enter a valid value (no spaces) in the **UserID** field.

Table 4-1 shows valid values for these fields.

Table 4-1 Valid Values for Add User Account

Attribute	Description	Valid Values
UserID	ID that allows user to log in to the user interface.	a-z A-Z 0-9 -(hyphen) _ (under-score) . (period)
Password	Password	Printable characters with a length of 6 – 12
Confirm Password	Password	Printable characters with a length of 6 – 12
Last Name	Last name of registered user.	a-z A-Z 0-9 -(hyphen) _ (under-score) . (period)
First Name	First name of registered user.	a-z A-Z 0-9 -(hyphen) _ (under-score) . (period)

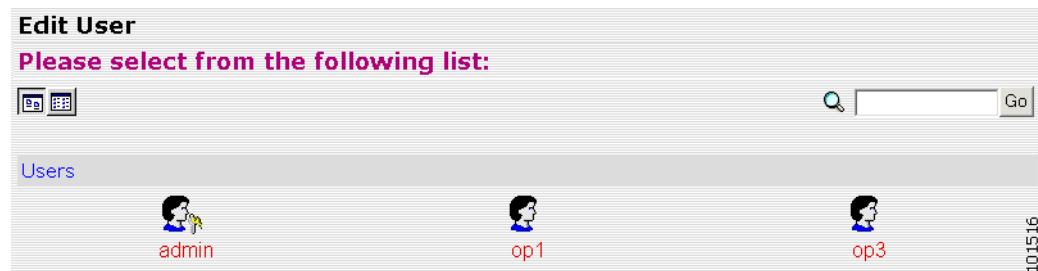
**Step 3** Enter a password in the **Password** field.

- Step 4** Confirm the password by entering it again in the **Confirm Password** field.
- Step 5** Enter the user's last name in the **Last Name** field.
- Step 6** Enter the user's first name in the **First Name** field.
- Step 7** In the Group pane, click the radio button that classifies the privilege level (**Administrator, Operator**) of this user.
- Step 8** To clear your entries, click **Reset**.
- Step 9** To save your entries, click **Save**.

## Editing User Account

- Step 1** From the User Administration page, click **Edit User**.  
A shows of users appears (see [Figure 4-2](#)).

**Figure 4-2** User List



- Step 2** From the User List, click on the icon for the user account you want to edit.



**Note**

Administrator-level users are shown with a key icon associated with the figure icon.

The User Information page appears (see [Figure 4-3](#)).

**Figure 4-3 User Information****User Information**

Attribute Name	Attribute Value
UserID	op3
Last Name	Begoode
First Name	Johnny

Group
<input type="radio"/> Administrator
<input checked="" type="radio"/> Operator

Save	Reset
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**Step 3** To modify the user ID, enter a valid value (no spaces) in the **UserID** field.

[Table 4-2](#) shows valid values for these fields.

**Table 4-2 Valid Values for User Information**

Attribute	Description	Valid Values
UserID	ID that allows user to log in to the user interface.	Information only
Password	Password	Printable characters with a length of 6 – 12
Confirm Password	Password	Printable characters with a length of 6 – 12
Group	Administrator or Operator level	Radio Button

**Step 4** To modify the user's last name, edit the **Last Name** field.

**Step 5** To modify the user's first name, edit the **First Name** field.

**Step 6** To modify the user group status, click the appropriate radio button in the **Group** pane.

**Step 7** To clear your entries, click **Reset**.

**Step 8** To save your entries, click **Save**.

User information update status appears (see [Figure 4-4](#)).

**Figure 4-4 User Information Update Status****Following parameters have been saved:**

givenName =Johnny

description =operator

sn =Begoode

cn =op3

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## Deleting User Account

- Step 1** From the User Administration page, click **Delete User**.
- Step 2** From the user list (see [Figure 4-2](#)), click on the icon for the user account you want to delete.

## Changing User Password

- Step 1** From the User Administration page, click **Change Password**.  
The Change Password dialog box (see [Figure 4-5](#)) appears.

**Figure 4-5 Change Password**

**Change Password**

UserID	<input type="text"/>
New password	<input type="password"/>
Confirm password	<input type="password"/>

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- Step 2** Enter the **UserID** for the user account password you want to change or reset.  
[Table 4-3](#) shows valid values for these fields.

**Table 4-3 Valid Values for Change Password by Administrator**

Attribute	Description	Valid Values
UserID	ID that allows user to log in to the user interface.	a-z A-Z 0-9 -(hyphen) _ (under-score) . (period)
Password	Password	Printable characters with a length of 6 – 12
Confirm Password	Password	Printable characters with a length of 6 – 12

- Step 3** Enter the new password in the **New password** field.
- Step 4** Enter the new password again in the **Confirm password** field.
- Step 5** To clear your entries, click **Reset**.

**Step 6** To save the new password, click **Edit**.

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## Changing Account Privilege Level

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**Step 1** From the User Administration page, click **Edit User**.

**Step 2** Choose the user in question from the user list (see [Figure 4-2](#)).

The User Information page appears (see [Figure 4-6](#)).

**Figure 4-6** User Information

**User Information**

Attribute Name	Attribute Value
UserID	cnsadmin
Last Name	Dog
First Name	Big

Group
<input checked="" type="radio"/> Administrator
<input type="radio"/> Operator

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**Step 3** In the Group pane, click the radio button that classifies the privilege level (Administrator, Operator) of this user.

**Step 4** To clear your entries, click **Reset**.

**Step 5** To save your entries, click **Save**.

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