



User Account Manager



Note

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

To access User tasks, log in to the system (see [“Logging In” section on page 2-23](#)). 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

- 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) |

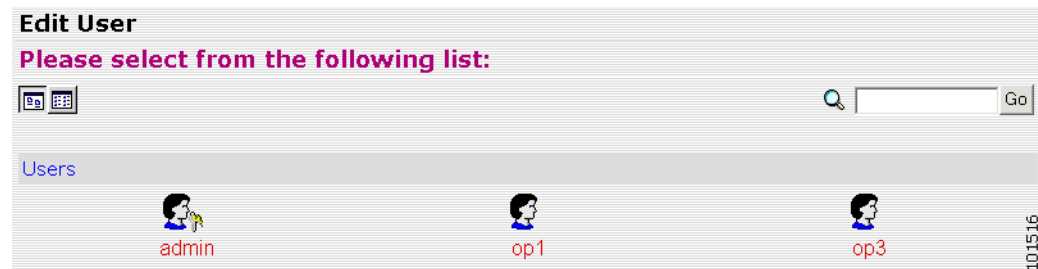
Step 3 Enter a password in the **Password** field.

- 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 |

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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**.

Changing Account Privilege Level

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 |

Save Reset

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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**.
