



Managing Local Users and Groups

You can create users and define the roles they have to control the access to Cisco VTS GUI operations.

See the Managing Inventory chapter for details about importing inventory.

This chapter has the following sections:

- [Creating Users, page 1](#)

Creating Users

You can create users to define the role that the users have when they log in to Cisco VTS. There are two default roles available:

- Administrator
- Operator
- ncsadmin—Has the same permissions as Administrator.
- ncsoper—Has the same permissions as Operator.

To create users:

Step 1 Click **Administration > User Management**. The Administration / User Management window appears.

Step 2 Click **Add (+)** icon. The Add New User popup window appears.

Step 3 Enter the **User Name** and **Passphrase**, and then select the desired role from the Role drop down list.

Step 4 Click **Save**.

The user details get added to the Users table.

Note To edit the user name, check the User Name check box, click **Edit** icon.

To delete the user name, check the User Name check box, click **Delete (X)** icon.
