



User Management

The **System > Users** and **System > User Access** pages enables administrators to manage users in a local database. Administrators can add, edit, delete users and their passwords, as well as activate and de-activate them. Users are assigned roles, which sets their permissions for using the web applications, WAE Collector UI, System UI, and Statistics UI. These roles cannot be set on a per product basis.

When the system verifies a user, it first checks this local database. If it cannot find the user, it checks the LDAP Server database.



Note

These configurations apply only to the local server.

User and Admin Roles

Each user can be assigned one or more roles: administrator or user.

- Administrator—Can see and use all of the products and applications. With this role, you have these permissions.
 - Add and delete other users, edit their information (including password), temporarily enable or disable them, and assign them roles.
 - Upload templates to remote servers through the WAE Design GUI.
 - Configure the WAE Collector UI and augmented snapshots.
 - Configure application settings.
 - Configure licenses from the web UI.
 - Configure the SMTP and LDAP servers.
 - Enable/disable monitoring of services, as well as to start and stop services from the Statistics UI.
 - Change encrypted passwords used by configuration files. For more information, see [Chapter 11, “Additional Administrative Tasks.”](#)
 - Hide applications on the WAE UI from a user.
- User—Can use all of the application tasks that are available outside of the above scope.

Default Roles and Passwords

There are two default login and password combinations, one for each role.



Note

To increase security, we recommend that you immediately change both of these default passwords. See the [User Fields](#) section.

Default Username	Default Password	Default Role
admin	cariden	Administrator
user	cariden	User

User Fields

Required Fields

- **Add User**—Add new users and passwords, assign roles, activate and de-activate user access, and edit any of this information. Users cannot access the UI unless they are administratively added. The exception is they can use the default user login and password if those are available.
- **Username**—Login name for all the web UIs. Once the username is saved, neither the administrator, nor the user can change it.
- **Password**—When adding users, you must enter a password for them. Users can change their passwords once they log into the UI. They will be prompted to change their password when they first log in. The new password must contain at least one uppercase letter, lowercase letter, number, and a special character (excluding space). It must also be at least 8 characters. Once a password is added, it remains in effect until changed even though it is not visible on the page.



Note

LDAP users cannot manage passwords using the WAE UI.

- **Roles**—This option determines whether users can perform administrative functions. For more information, see the [User and Admin Roles](#) section.
- **Active**—Turn UI access on and off for existing users. This is a convenient way to temporarily disable users, for example, if they have to be away for an extended period.

Optional Fields

- **Edit (pencil icon)**—Edit all user information, and activate or de-activate user access.
- **Delete (trash can icon)**—Permanently delete users from accessing the UI. The exception is they can use the default user login and password if those are available. There is no undo.
- **Description**—Summary explanation to give more information about this user.
- **First Name**—First name of the user.
- **Last Name**—Last name of the user.

- **Advanced Config**—This is for advanced configuration editing only. Consult your support representative for assistance.

Available Applications on the WAE UI

As an administrator, you can configure which applications are visible on the WAE UI for all users.

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- Step 1** From the WAE UI, select **WAE System > User Access**.
- Step 2** Under each application, toggle the On/Off button to show or hide the application from appearing on the WAE UI.
- Step 3** Click **Save**.



Note

- Home and Statistics cannot be hidden from the WAE UI.
 - Users with the User role do not see the System application and it cannot be hidden from administrators.
 - Users with the User role do not see the Collector application. However, an administrator can choose to hide the Collector application from the WAE UI for administrators.
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User Profile Settings

Each user can change their password and customize the time zone displayed in WAE Live, Statistics > Database Info, and Coordinate Maintenance.

Change Time Zone

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- Step 1** From the WAE UI, click the user icon located in the upper right corner.
- Step 2** Select **Profile**.
- Step 3** Select the **Display Time Zone** tab.
- Step 4** From the drop-down list, select the appropriate time zone that you want displayed.
- Step 5** Click **Save**. The selected time zone is now displayed.
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Change Password

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- Step 1** From the WAE UI, click the user icon located in the upper right corner.
- Step 2** Select **Profile**.
- Step 3** Select the **Change Password** tab and type in the appropriate passwords.

Step 4 Click **Change Passwords**.
