Users

The Users Menu allows any user to change passwords and permissioned-sanctioned users to add User Accounts, Create and Assign Roles.

Create a New User Account

Step 1 Click **Users > User Accounts**.

The *User Accounts* window appears.

Step 2 Click **Create New User**.

The *Create New User* dialog box appears.

Step 3 Complete the fields of the *Create New User* dialog box and click **Create User**.

The User Account Name that was input appears on the User Accounts list.

Assign or Unassign User Role

Roles are created with specific permission sets that are configurable from the Roles window. Without permission-defined roles, the default permission for a User Account is the ability to view the Home Menu, Main Dashboard and the ability to change a password from the User Menu.

The Role of Enterprise Administrator would likely be assigned permissions to access and perform all actions on all windows.

Note Roles must be created before attempting to assign them to a user. Otherwise, there will be no roles from which to select.

To assign a role to a user account, do the following:

Step 1 Click **Users > User Accounts**.

The *User Accounts* window appears.

Step 2 Right-click a User Account.

The right-click menu appears.

Step 3 Choose **Assign Role**.

The *Roles* window appears with the account name at the top.

Step 4 Assign a role(s) for this user account using the drag-and-drop functionality from the Unassigned Roles column to the Assigned Roles column or vice-versa to Unassign user role.

Delete User Account

To delete a user account, do the following:

Step 1 Click **Users > User Accounts**.

The *User Accounts* window appears.

Step 2 Choose a User Account and right-click.

The right-click menu appears.

Step 3 Choose **Delete**.

The *Delete User* confirmation box appears.

Step 4 Click **Yes** to delete the user account or **Cancel** to return to *User Accounts* window.

Edit User Account

To edit a user account, do the following:

Step 1 Click **Users > User Accounts**.

The *User Accounts* window appears.

Step 2 Choose a User Account and right-click.

The right-click menu appears.

Step 3 Choose **Edit**.

The *Edit User* dialog box appears.

Step 4 Complete necessary changes to fields.

Step 5 Click **Save User** or click **Cancel** to return to *User Accounts* window.

Create or Modify a Role

A Role is required for each User. Roles are a descriptive name given to a predefined set of permissions that are assigned using the Roles Menu.

Caution If you are logged in at a time when one of your assigned roles has been changed, you need to log out and then log back in to be granted permission for the modified role.

To create a role, do the following:

Step 1 Click **Users > Roles**.

The *Role* window appears.

Step 2 Do one of the following:

- Choose a role from the already defined role drop-down list.

  The *Assigned/Unassigned Permission* window appears.

- Click **Create Role to create a new role**.

  The *Create New Role* dialog box appears.

  – Input name for new role.

  – Click **Create** or click **Cancel** to return to the *Roles* window.

Step 3 Assign, Unassign or modify permissions for a role using the drag-and-drop functionality to or from the Unassigned Permissions and the Assigned Permissions columns.

Note Assign and/or unassign permissions to a role by selecting the check box adjacent to one or more entries in the Assign/Unassign Permission columns.

Note The permission to access and view a window, does not automatically give permission to actions available on that page. Conversely, if permission is granted to perform an action, permission to the window where that function is located must also be granted.

For example, LUNs window access must be permissioned along with a LUN action, for example, LUNs Edit action.

Delete a Role

To delete a role:

Step 1 Click **Users** > **Roles**.

The *Roles* window appears.

Step 2 Choose a role from the drop-down list at the top left-hand side.

Step 3 Click **Delete Role**.

The *Delete Current Role* confirmation dialog box appears.

Step 4 Click **Yes** to delete the role or **Cancel** to return to the Roles window.

Change Password

Tip The Administrator/User should only use the default password for the initial configuration or initial log in. A unique Login ID is needed so that the audit trail reflects a unique user. “Admin” if unchanged will not distinguish between those logged using that default name. To change passwords:

Step 1 Choose **Users > Change Password.**

The *Change Password* window appears.

Step 2 Complete the fields and click **Change Password**.