



Users and Groups

Revised: March 2015

- [Concepts, page 9-1](#)
- [Procedures, page 9-2](#)
- [Reference, page 9-8](#)



Note

Although visible in the Cisco DMM user interface, Release 5.5 and 5.6 software does not support Cisco Digital Signs, Cisco Digital Media Players (DMPs), Cisco Cast, Cisco Digital Media Designer, or the Cisco Digital Media Player Device Manager.

Concepts

- [Understand User Accounts, page 9-1](#)
- [Understand User Roles, page 9-2](#)

Understand User Accounts

You can create user accounts manually or you can import them from an Active Directory server. Imported accounts and created accounts can coexist.


You cannot create any new user accounts manually while your authentication method is LDAP.

Understand User Roles

User roles in DMS-Admin are the automatic result of a logical operation. You cannot use DMS-Admin to assign a user role directly to any user.

In some cases, users who are authorized to use more than one licensed feature of Cisco DMS. The DMS-Admin user role that you see for a user account is based on *all* privileges and access settings that the user has, combined across *all* of your licensed and activated features.

Table 9-1 Logic That Determines User Role Designations in DMS-Admin

User Role	Logic
Admin	This user role is assigned automatically to any user who is an administrator in any DMM software module. These users have full read/write access to all users and user groups in DMS-Admin and can manage settings for them.
Group Admin	This user role is assigned automatically to any user who is a content author for <i>Show and Share</i> but is not an administrator in any DMM software module. These users cannot see information about user accounts and groups in DMS-Admin, nor can they create, edit, or delete them. However, these users can create user groups as part of the workflow in Show and Share Administration when they assign the rights to view a new or preexisting video.
ReadOnly	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  <p>Caution Each user account has only the user role “ReadOnly” until you assign additional access rights and privileges. User accounts with this role have severely limited access.</p> </div> <p>This user role in DMS-Admin is assigned automatically to any user who has not been granted any explicit access settings or privileges in any DMM software module, or who can log in to <i>Show and Share</i> but has no other privileges. These users are prevented from logging in to any DMM software module.</p>

Procedures

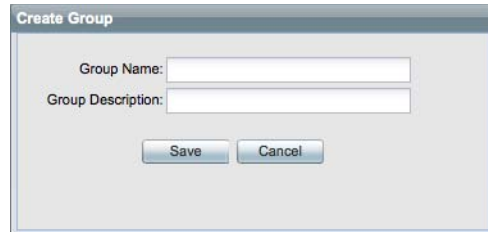
- [Create User Groups, page 9-3](#)
- [Delete User Groups, page 9-4](#)
- [Create User Accounts, page 9-4](#)
- [Assign Users to Groups, page 9-6](#)
- [Edit User Accounts, page 9-6](#)
- [Delete User Accounts, page 9-7](#)
- [Assign User Access Rights and Permissions, page 9-8](#)

Create User Groups

Procedure

Step 1 Choose **Administration > Users**.

Step 2 Click **Create Group**.



The screenshot shows a dialog box titled "Create Group". It has two text input fields: "Group Name:" and "Group Description:". Below the fields are two buttons: "Save" and "Cancel".

Step 3 Enter values to name and describe the group.



Tip **The name that you enter for a user group must not contain any spaces or special characters.**

Step 4 Click **Save** to save your work.

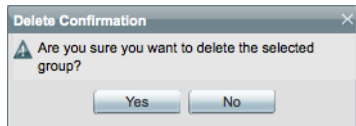
Delete User Groups

Procedure

- Step 1** Choose **Administration > Users**.
- Step 2** Click a group name to highlight it.



- Step 3** Choose **Options > Delete Group**.



- Step 4** Click **Yes** in the Delete Confirmation dialog box.
-

Create User Accounts

Procedure

- Step 1** Choose **Administration > Users**.
- Step 2** Click **Add New User**.

Step 3 Enter the required values in the Add New User dialog box.

Step 4 (Optional) Enter contact information.

Step 5 (Optional) Assign the user to a user group.

Groups	Description	ID
<input type="checkbox"/> Digital Signage Users	Digital Signage Users	2
<input type="checkbox"/> My Reports	My direct reports.	4
<input type="checkbox"/> Show and Share Users		3

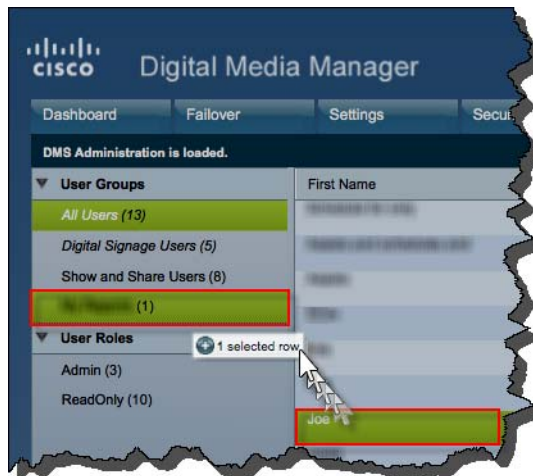
Step 6 Click **Save**.

Assign Users to Groups

When you first create a user account in DMS-Admin, you can associate the account with a user group immediately or you can do so after you assign access rights and permissions to the user.

Procedure

- Step 1** Drag a user from the table to the group name.



OR

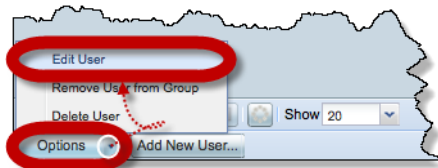
Use the Edit User dialog box.

Edit User Accounts

You can edit user account settings manually.

Procedure

- Step 1** Choose **Administration > Users**.
- Step 2** Click an entry in the untitled table that describes all user accounts.
- Step 3** Choose **Options > Edit User**.



Step 4 Make changes to its values in the Edit User dialog box.

Step 5 (Optional) Enter contact information.

Optional contact info

Step 6 (Optional) Assign the user to a user group.

Optional group selection

Groups	Description	ID
<input type="checkbox"/>	Digital Signage Users	2
<input type="checkbox"/>	My Reports	4
<input type="checkbox"/>	Show and Share Users	3

Step 7 Click Save.

Delete User Accounts



Note

You cannot delete the superuser account. However, you can delete any other user account.

Procedure

Step 1 Choose **Administration > Users**.

Step 2 Click an entry in the untitled table that describes all user accounts.

To mark multiple user accounts for deletion, Ctrl-click.

Step 3 Choose **Options > Delete User**.

Assign User Access Rights and Permissions



Note **User rights and privileges are feature-specific.** You cannot use DMS-Admin to assign rights or privileges to any user.

Before You Begin

- Obtain and install the license keys to activate licensed features.
- Create or import user accounts.

Procedure

Step 1 Assign access rights and privileges to users in the individually licensed features they will use.

Reference

- [Elements to Configure User Account Settings, page 9-8](#)
- [FAQs, page 9-9](#)

Elements to Configure User Account Settings

Navigation Path

Administration > Users

Table 9-2 *Elements for Creating and Editing User Accounts Manually*

Element	Description
First Name	This required value might be identical for multiple users. Note We do not validate that this value is strictly alphanumeric. Specifically, we support your use of opening and closing quotation marks, forward slashes, and back slashes.
Last Name	This required value might also be identical for multiple users. Note We do not validate that this value is strictly alphanumeric. Specifically, we support your use of opening and closing quotation marks, forward slashes, and back slashes.
Email Address	The email address to be associated with this user account.
Username	A unique username. The name is unique in the sense that you have not used it as the name for any other user account for any component of Cisco DMS. You must enter the username. Note Usernames are now case-insensitive and the minimum username length is lowered to two characters. (Previously, the minimum username length was four characters.)

Table 9-2 Elements for Creating and Editing User Accounts Manually (continued)

Element	Description
Password	The password for the user account. You must enter a password, then reenter it.
Re-enter password	
Active list	Signifies whether the account holder is an active or inactive user of Cisco DMS. Alternatively, signifies whether the account holder is active in your organization.
Optional Contact Info	
Company	The agency, corporation, nonprofit organization, or other such institution to be associated with this user account.
Department	The department within the institution.
Phone	The telephone number to be associated with this user account.
Optional Group Selection	
Unlabeled check box	Marks the groups to which this user should belong.
Groups column	Shows the group name.
Description column	Optional, brief description of the group and its purpose.

FAQs

- Q. What might prevent a user from logging in to DMM with an account that I created in DMS-Admin?**
- A.** By default, DMS-Admin assigns all newly created user accounts to a user role called “ReadOnly.” Users with this role cannot log in to DMM. To grant this right to users, you must assign module-specific rights to them in *Digital Signs* or *Show and Share Administration*. Afterward, their user role changes to “Admin.”

