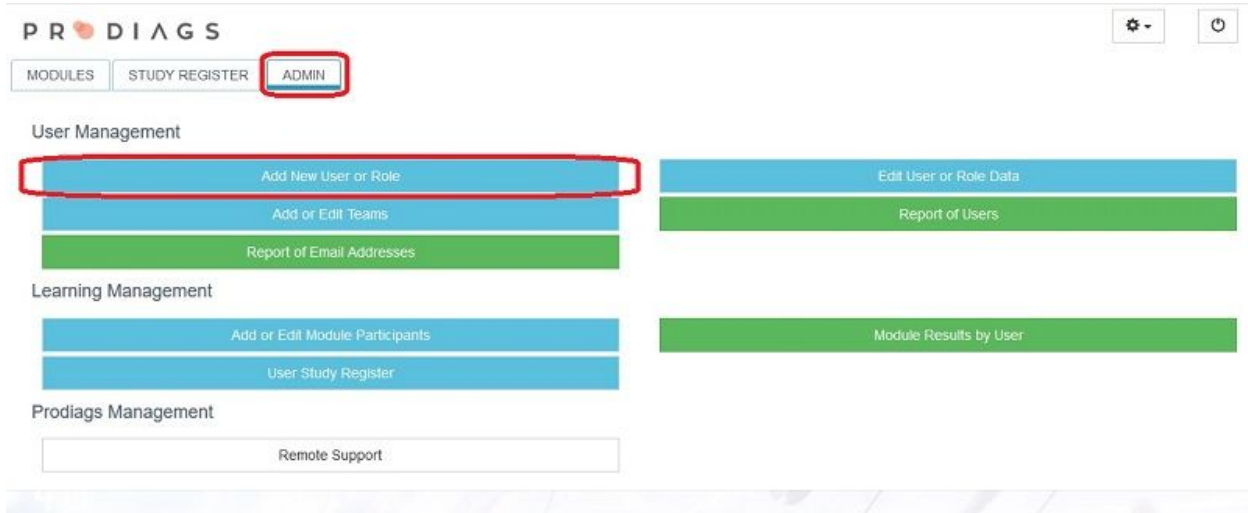
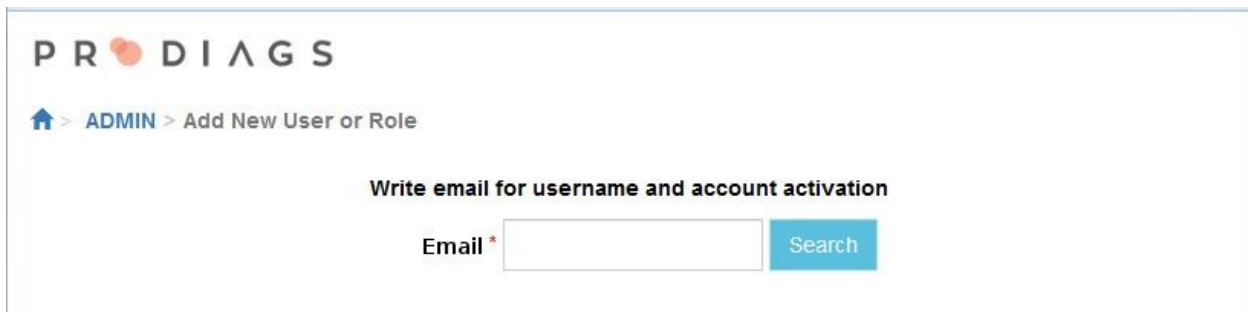


Add New User or Role



ADMIN > Add New User or Role



Enter the users email. The search function will let you know if the email is already in use

- If the Username is new, you'll need to enter the User Main Data and add a new Role
- If the Username exist, you have to confirm that the person is the same and create him/her a new Role in your group
- The user updates the following information on his/her own:
 - Password
 - Password Reset Delivery Email
 - Interface Language
 - Profile Image
 - Alternate Login accounts
 - Google
 - Office 365
 - Facebook

The screenshot displays two panels in the Prodiags user management interface. The top panel, titled 'User's main data (Common to all roles)', is highlighted with a green border and a large green '1.' in the top right corner. It contains fields for 'Username and password delivery e-mail' (with a placeholder 'firstname.lastname@domain.com'), 'Password Reset Delivery Method*' (set to 'e-mail'), 'Language*' (set to 'English'), 'Last Name*', 'First Name*', 'Title', and a checked 'Send user verification e-mail' checkbox. The bottom panel, titled 'User Role data', is highlighted with a red border and a large red '2.' in the top right corner. It contains fields for 'Prodiags Group' (set to 'HMY-Admin [∞]'), 'Role*' (set to 'Student'), 'Valid from*' (set to '24.10.2017'), 'Valid to*' (set to '02.02.2018'), 'Company', 'Occupation', 'External ID', and 'Team name' (a list of checkboxes for 'aaa1' through 'aaa14'). A blue bar at the bottom of the second panel is labeled 'User Role Communication Contacts'.

User Main Data (1) is needed when you make a completely new User. This info is the same for all different user Roles. User Role Data (2) is individual for different Roles.

Mandatory Info

- First Name
- Last Name
- Language
- Role
- Valid from (Role User License Start Date)
- Valid to (Role User License End Date)

When making a new role you can add them directly to teams that already exists (Team Name).

Tip:

External ID is very useful when you need to export Role Study Data to other management systems that use a different ID (Study Number, Staff ID, etc.) The external ID is managed by administration and it can also be added to the CSV export function.

The screenshot displays a multi-section form for user management. The top section, 'Username Data (Common to All Roles)', includes fields for Username, Password Resetting Delivery Email, Password delivery mobile phone, Last Name, First Name, Title, and Language (set to English). The 'User verification e-mail' status is shown as 'E-mail will be sent in 0d 0h 11m 56s'. The middle section, 'User Role Data', contains fields for Group (Automotive Self-Learner), Start Date, Expiry Date, Role (Student), Organization, Occupation, External ID, and Team (Prodiags Admin -team). The bottom section, 'Role Communication Contacts', has fields for Email and Mobile. At the very bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Save and Add New User/Role with Identical Role Settings'.

When the Username (email) is saved, the user will receive an activation email to the same email address that's assigned as his/her username. The activation link is valid for three days. If the Username exist and only a new Role is added, the user will get an email message with info of the new Prodiags Role. The activation link redirects the user to Prodiags webpage where he/she can create his own personal password and other personal information. For example Email address, language, profile picture and alternate login methods (Google+, Office 356, Facebook).

Tip:

When adding several User/Roles with similar info (Team, Contact person info, etc.) you can use a function that Saves and Adds New User/Role with Identical Role Settings.

The **Save and Add New User/Role with Identical Role Settings** function will copy Role data and paste it to the next new Role automatically.