

## 4.3 - Users

The "Users" form allows you to specify users and user groups along with access rights to the software functions.

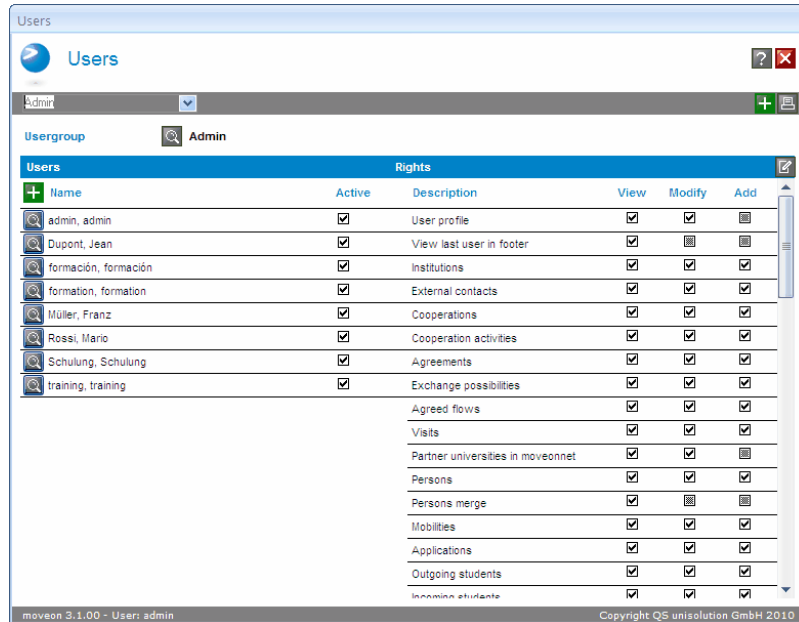


Fig. 1: "Users" form

To open the "Users" form, click "Configuration" in the main menu and then "Users".

You can select a user group from the drop-down list in the upper part of the form. In the "Users" and "Rights" frames you can view the users belonging to the selected group and the various rights assigned to this group.

### 1- User groups

To add a user group, click the Add button in the upper part of the form. To edit or delete a user group, select the group and then click the Details button in front of the name of the user group. These two buttons open a window in which you can add or edit user groups.

For each user group you can specify the following data (fields marked with an asterisk are mandatory):

- name (\*)
- order of appearance in the lists (complete)

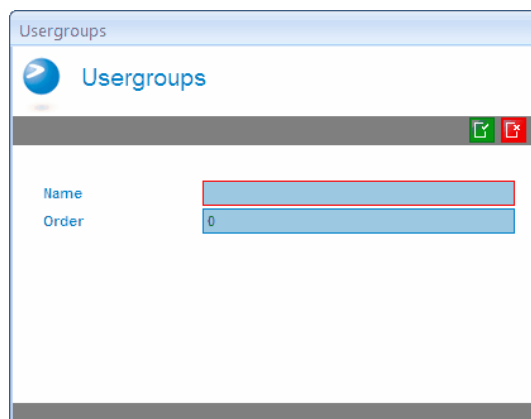


Fig. 2: Add/edit user groups window

The admin user group cannot be edited or deleted.

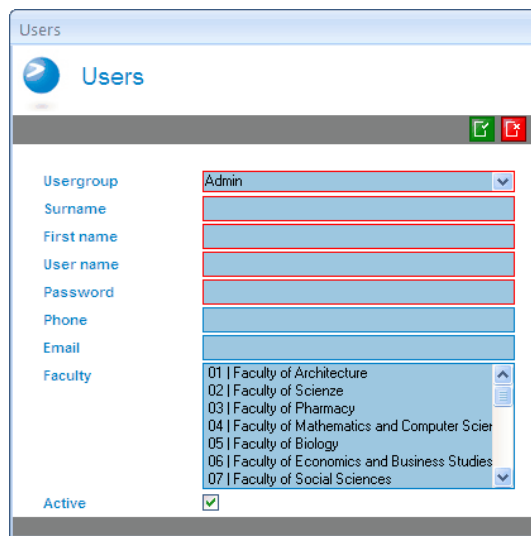
## 2 - Users

In the "Users" frame you can view the users belonging to the user group previously selected in the upper part of the form.

To add a user, select the group to which the user is to be attached and then click Add. To edit or delete a user, click the Details button in front of the name of the user in the "Users" frame. These two buttons open a window in which you can add or edit users.

For each user you can specify the following data (fields marked with an asterisk are mandatory):

- user group (\*)
- surname (\*)
- first name (\*)
- user name (\*)
- password (\*)
- phone number
- e-mail
- attachment faculty
- active (yes/no)



The screenshot shows a window titled "Users" with a logo and the word "Users". Below the title bar are two buttons: a green one with a plus sign and a red one with a minus sign. The form contains the following fields:

- Usergroup: Admin (dropdown menu)
- Surname: (text input field)
- First name: (text input field)
- User name: (text input field)
- Password: (text input field)
- Phone: (text input field)
- Email: (text input field)
- Faculty: (list box with options: 01 | Faculty of Architecture, 02 | Faculty of Scienze, 03 | Faculty of Pharmacy, 04 | Faculty of Mathematics and Computer Scier, 05 | Faculty of Biology, 06 | Faculty of Economics and Business Studies, 07 | Faculty of Social Sciences)
- Active:

**Fig. 3: Add/edit users window**

## 3- Rights

In the "Rights" frame you can view and modify the user rights of the user group previously selected in the upper part of the form. The admin user group has all user rights. These rights cannot be restricted.

To modify the rights of a group, select the group for which you wish to modify the user rights and then click Modify in the "Rights" frame. In the View, Modify, Add columns you can specify the nature of the access rights to the different areas of use.