

SECURITY

USER AND GROUP SECURITY - EDIT A USER

There could be several scenarios where a user's details will need to be edited. These may include:

- If a user's details have been **incorrectly entered** into the system.
- If a user needs to be **moved** to a **different** User Group.
- You may also need to **enable** or **disable** a **User Login** if, for example, an employee leaves.

The user <u>must</u> log out of BPO2 and back in for the changes to take effect.

Ribbon Access: Configurator > Security > User Management

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The User Management screen will be displayed.

- Click on the *expand* button in the *row* of the *group* which contains the *user* whose details you wish to edit.
  - In this image the *ADMN* Administration group has been selected.

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- 1. The *Users* frame will be expanded.
- 2. Click anywhere in the *row* of the user whose details need to be edited.
- 3. Click on *Edit*.



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The *Maintain User* screen will be displayed.

- 1. User Details
  - System User Name: Backspace or type over the text in this box to edit it.
  - First Name: Backspace or type over the text in this box to edit it.
  - Last Name: Backspace or type over the text in this box to edit it.
  - Active: Click on this check box to un-tick it (the User will become 'inactive' or 'disabled') or tick it (to make the user 'active' or 'enabled').



- **Default Site:** You can click on the drop-down arrow and select from the drop-down list, an alternative site if applicable.
- 2. Group Details
  - **Group:** You can click on the drop-down arrow and select from the drop-down list, an alternative group if applicable.
  - User Type: This field is un-editable.

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- 1. When you have finished editing the user details,
  - (in this image the *Active* check box has been *un-ticked*)
- 2. click on *Save*.



## Edit a User

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- A .Net SqlClient Data Provider message box will pop up informing you that;
  - The server principal '[]' already exists. User, group, or role '[]' already exists in the current database.

This is because the SQL login exists. However, the changes you made will be *saved* in the BPO2 database.

• Click on *Ok* and have the User log out and back in again.



## Edit a User

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