We are currently updating our site; thank you for your patience.

# 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 need to **activate** a **User Login** or **deactivate** a **User Login** if, for example, an employee leaves the company.

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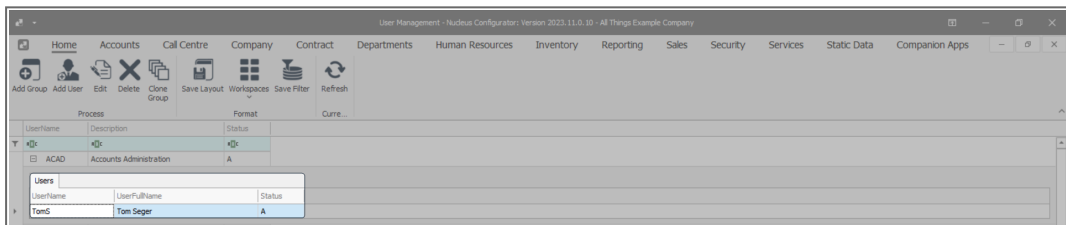**Ribbon Access: Configurator > Security > User Management**
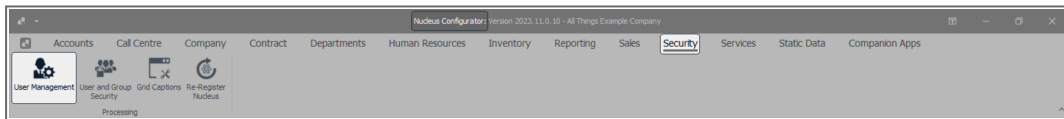


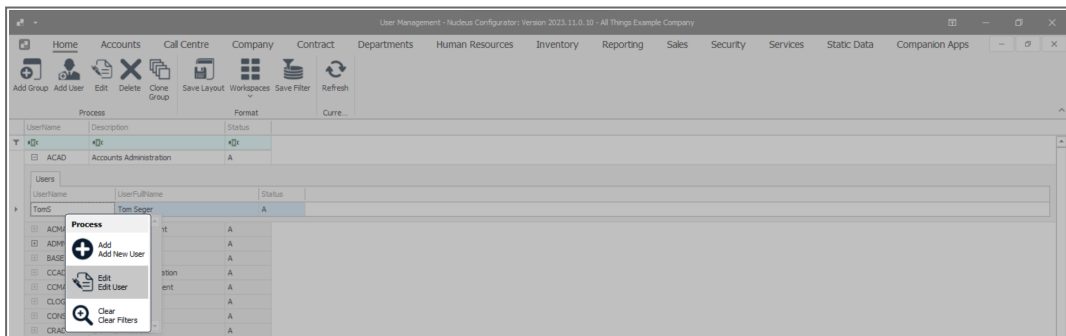The **User Management** screen will be displayed.

- 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 **Accounts Administration** Group has been selected.
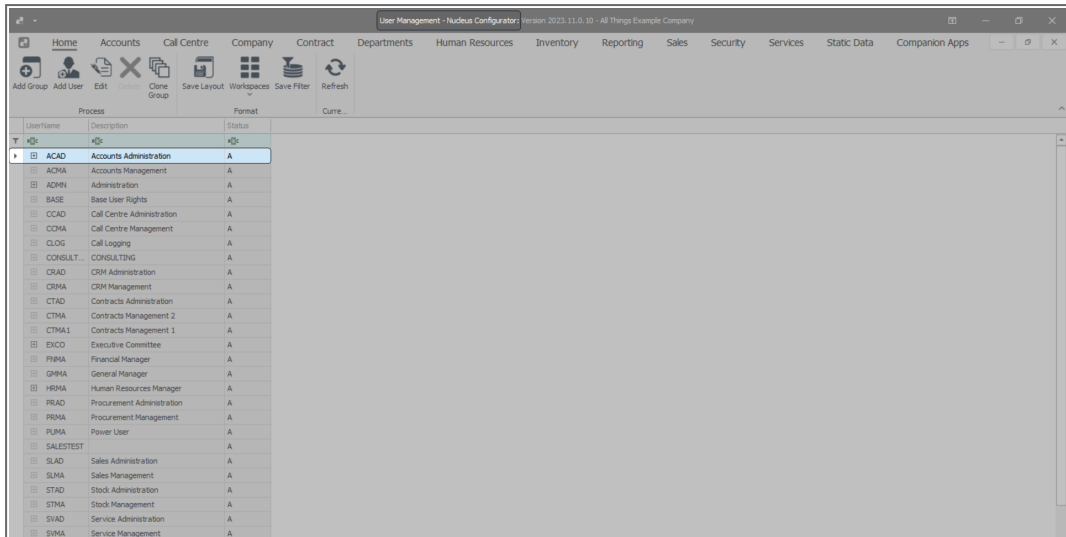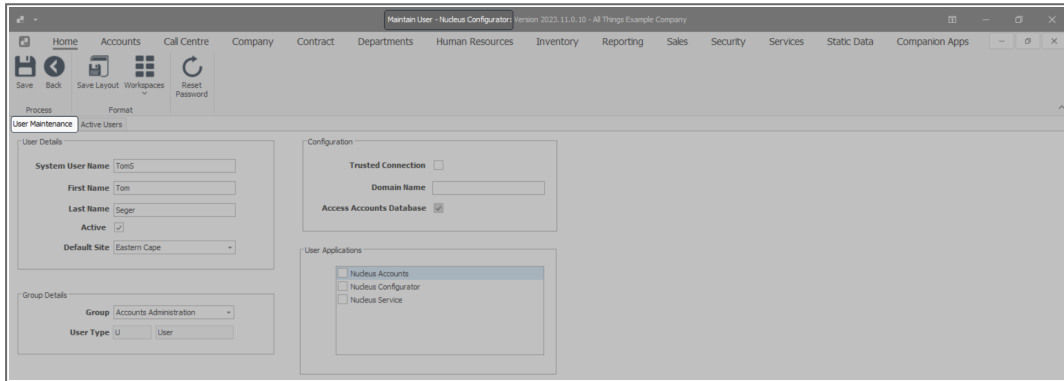
- The **users** frame will be expanded.



- You can either right click on the **row** of the **user** you wish to edit and select **Edit User** from the **Process** menu.



- Or, once you have selected the row of the **user** you wish to edit, you can click on **Edit** in the **Process** ribbon frame.

- The **User Maintenance** screen will be displayed and you can edit **user** details where necessary.
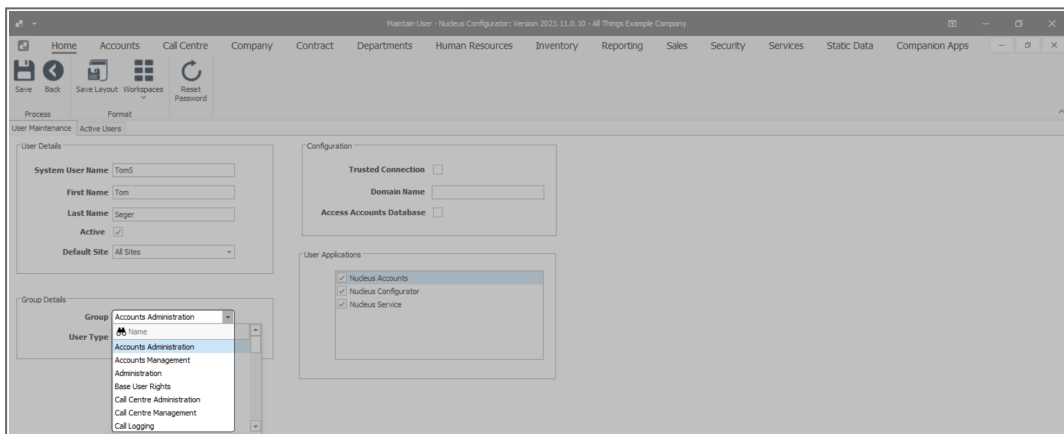


## EDIT

- 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 tick it (the user will become 'active'), or click on this check box to untick it (the user will become 'inactive').
  - **Default Site:** You can click on the drop-down arrow and select from the drop-down list, an alternative Site, if applicable.
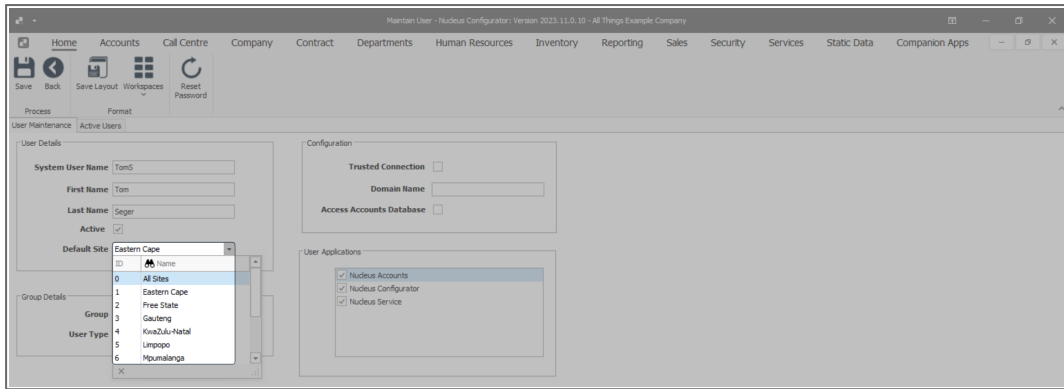
- Group Details:
    - **Group:** You can click on the drop-down arrow and select from the drop-down list, an alternative Group, if applicable.
    - **User Type:** This field is **un-editable**.



- Configuration:
    - **Trusted Connection:** You can edit this check box if you are going to include a Domain Name.
    - **Domain Name:** You can include or exclude a Domain Name.
    - **Access Accounts Database:** You can tick this check box for the **Group:** to have access to the Accounts Database.
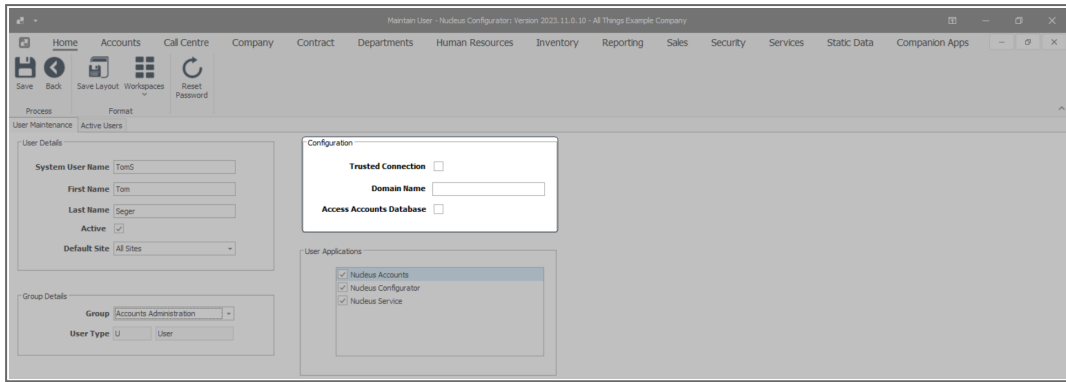
- User Applications:
    - **Nucleus Accounts:** You can untick or tick this check box if the **Group:** will be allowed access to Nucleus Accounts.
    - **Nucleus Configurator:** You can untick or tick this check box if the **Group:** will be allowed access to Nucleus Configurator.
    - **Nucleus Service:** You can untick or tick this check box if the **Group:** will be allowed access to Nucleus Service.
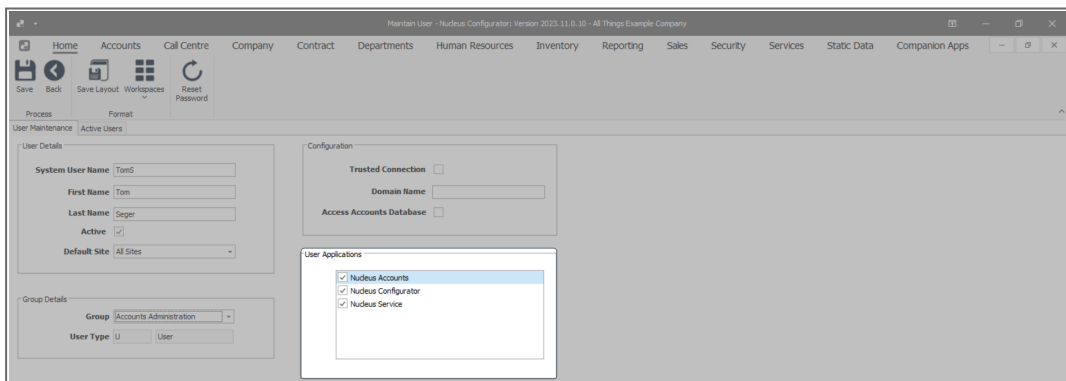
# SAVE

- When you have finished editing the **user** details -
  - In this image the **Default Site** has been changed to **All Sites**.
- Click on **Save**.
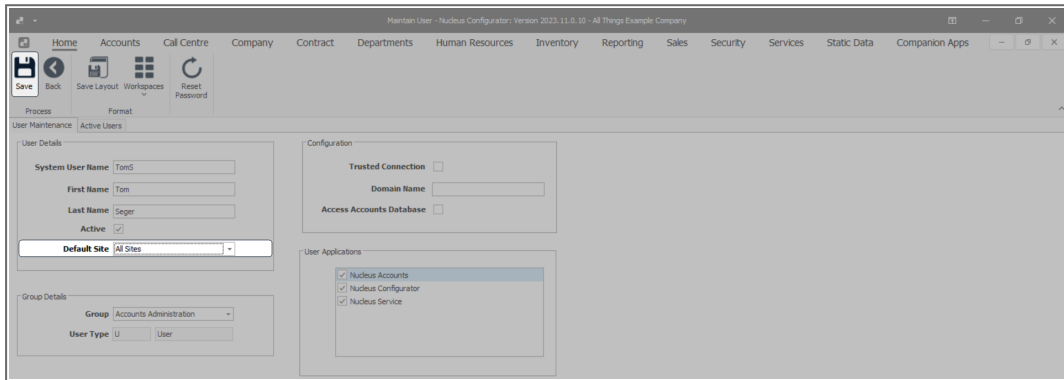


- The **user** record is **updated** in the system.
- You will return to the **User Management** screen.

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