

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

SECURITY

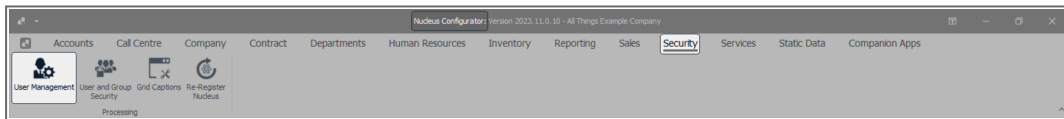
USER AND GROUP SECURITY – EDIT A USER

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

These may include:

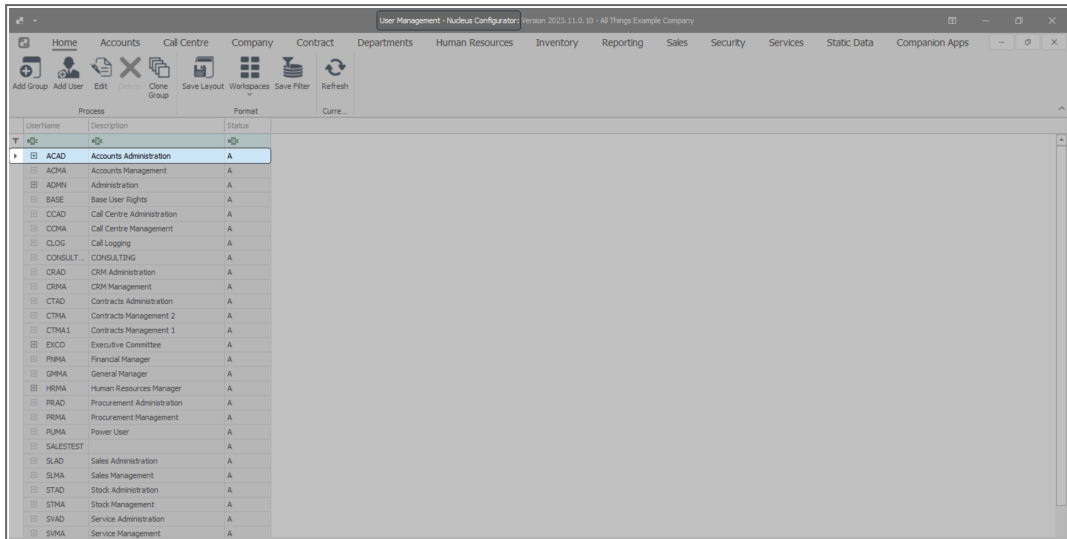
- If a user's details have been **incorrectly entered** into the system.
- If a user needs to be **moved** to a **different** User Group.
- You may need to **activate** a **User Login** or **deactivate** a **User Login** if, for example, an employee leaves the company.

Ribbon Access: Configurator > Security > User Management

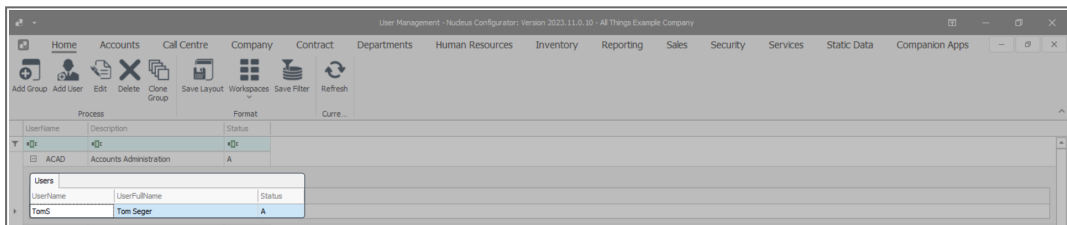


The **User Management** screen will be displayed.

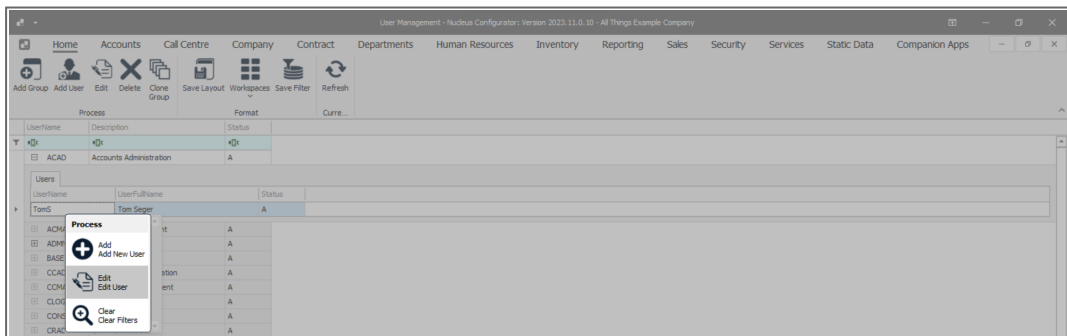
- Click on the **expand** button in the **row** of the **group** which contains the **user** whose details you wish to edit.
 - In this image the **Accounts Administration** Group has been selected.



- The **users** frame will be expanded.



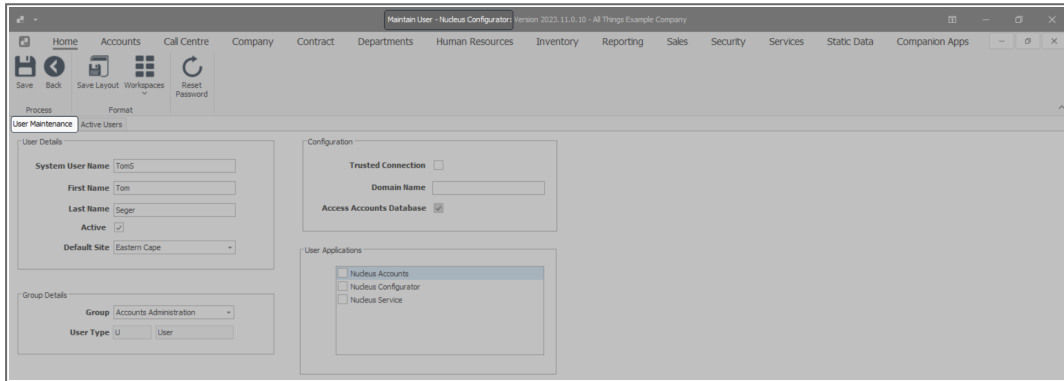
- You can either right click on the **row** of the **user** you wish to edit and select **Edit User** from the **Process** menu.



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

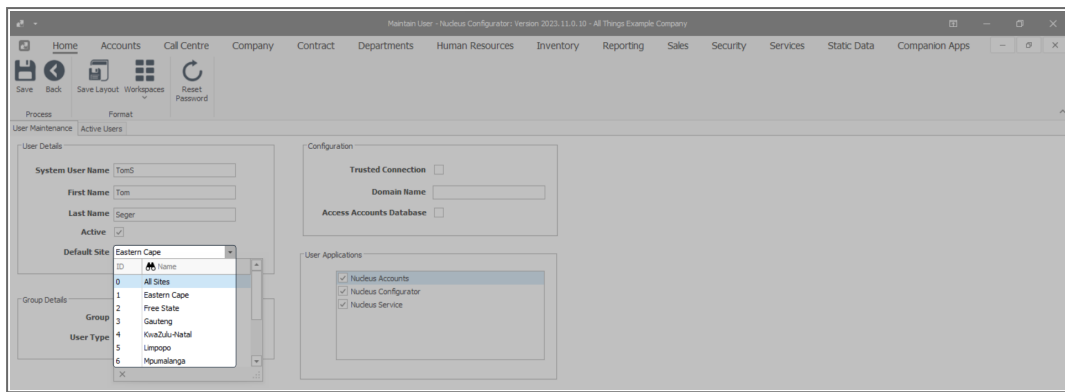


- The **User Maintenance** screen will be displayed and you can edit **user** details where necessary.

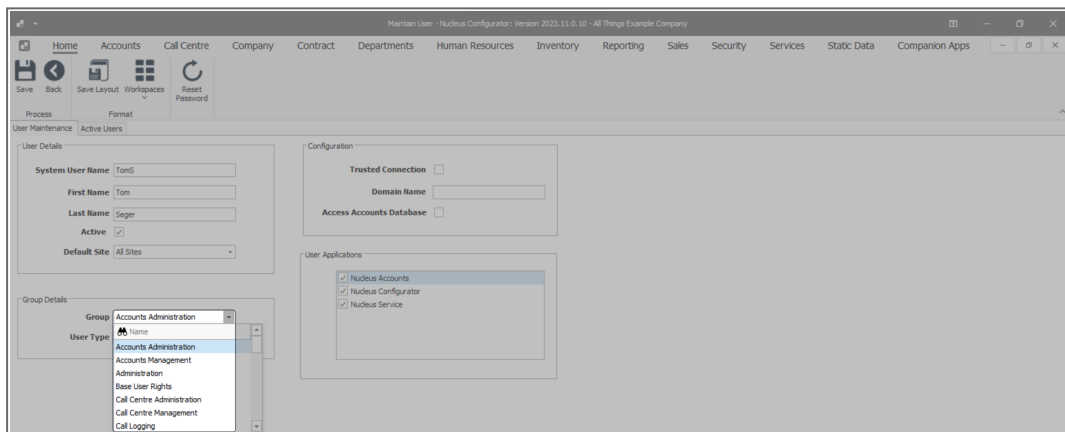


EDIT

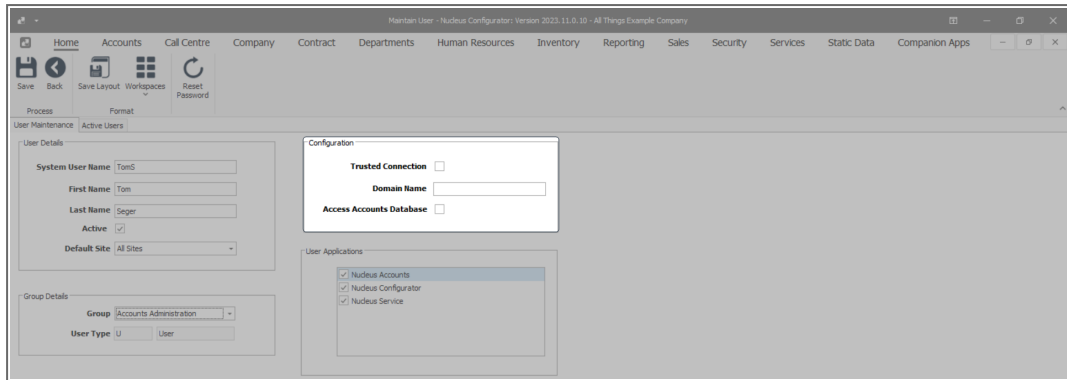
- User Details:
 - **System User Name:** Backspace or type over the text in this box to edit it.
 - **First Name:** Backspace or type over the text in this box to edit it.
 - **Last Name:** Backspace or type over the text in this box to edit it.
 - **Active:** Click on this check box to tick it (the 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**.

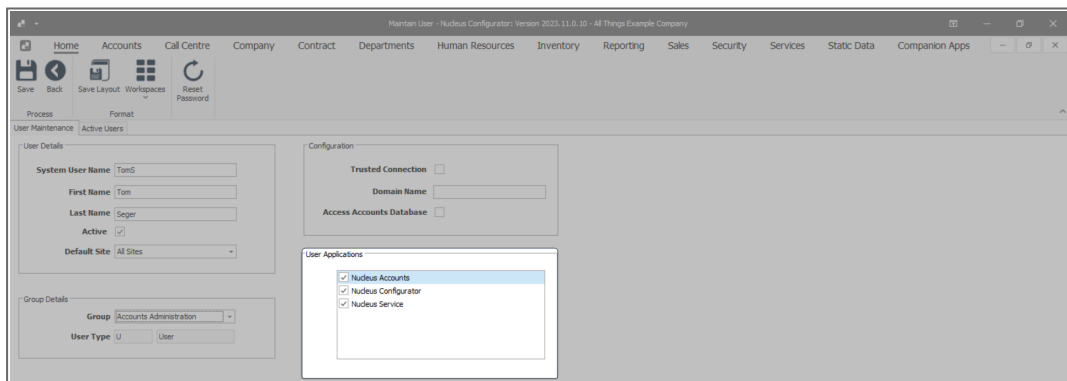


- **Configuration:**
 - **Trusted Connection:** You can edit this check box if you are going to include a Domain Name.
 - **Domain Name:** You can include or exclude a Domain Name.
 - **Access Accounts Database:** You can tick this check box for the **Group:** to have access to the Accounts Database.



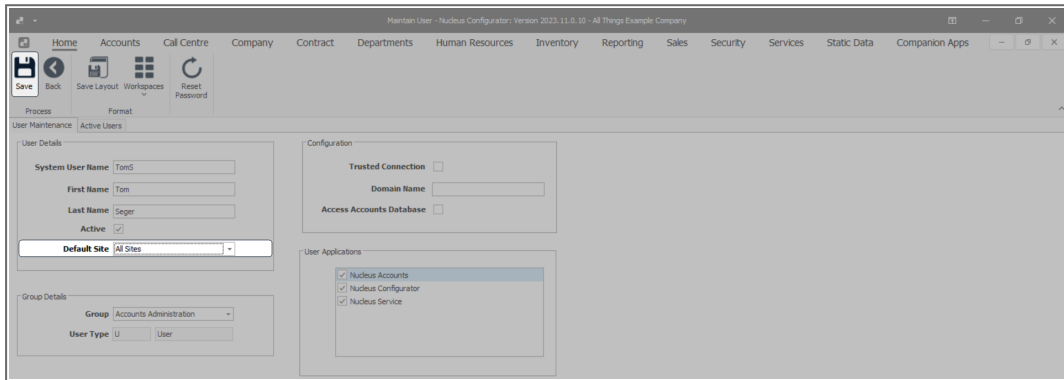
- User Applications:

- **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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