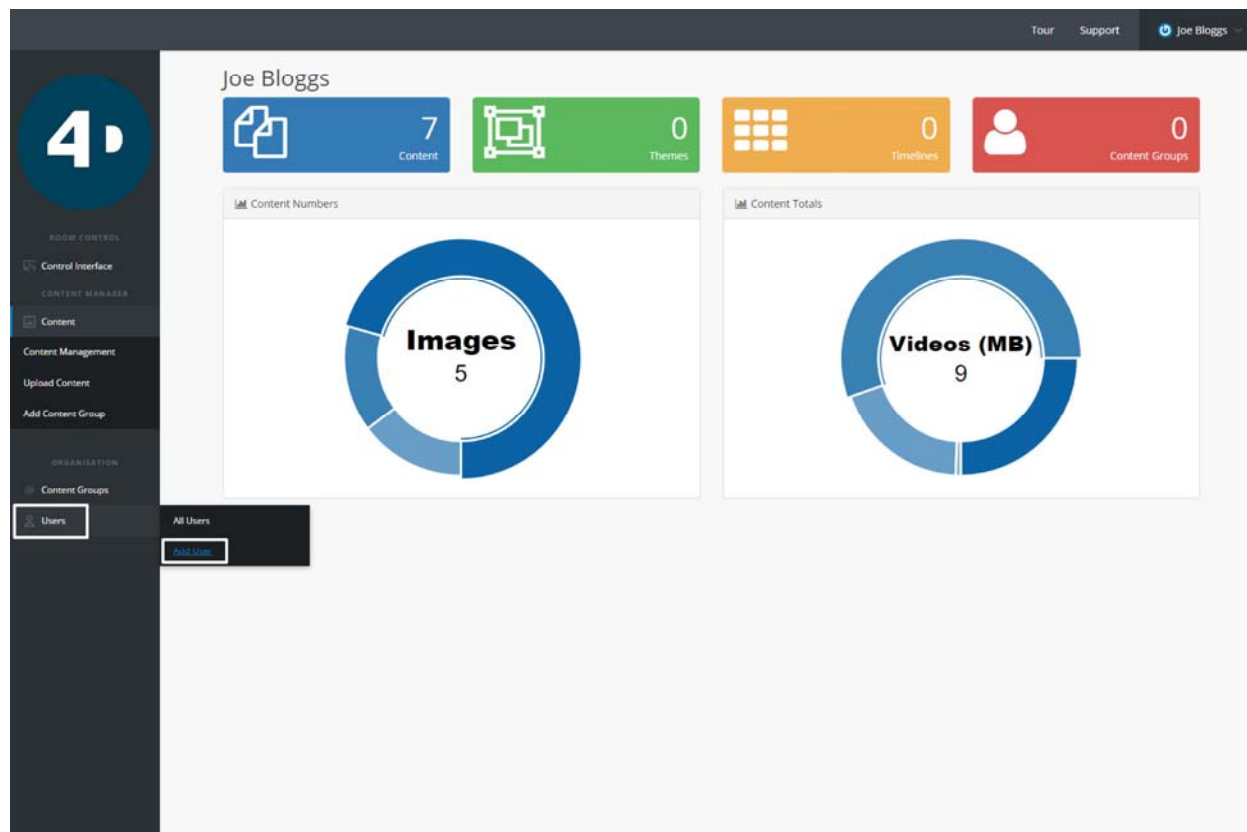


Creating and Editing Users

Adding a new user

Step 1: Navigate to the Add User menu

Once logged into the cloud, on the navigation menu (left), select **Organisation** ⇒ **Users** ⇒ **Add User** (e.g. see image below).



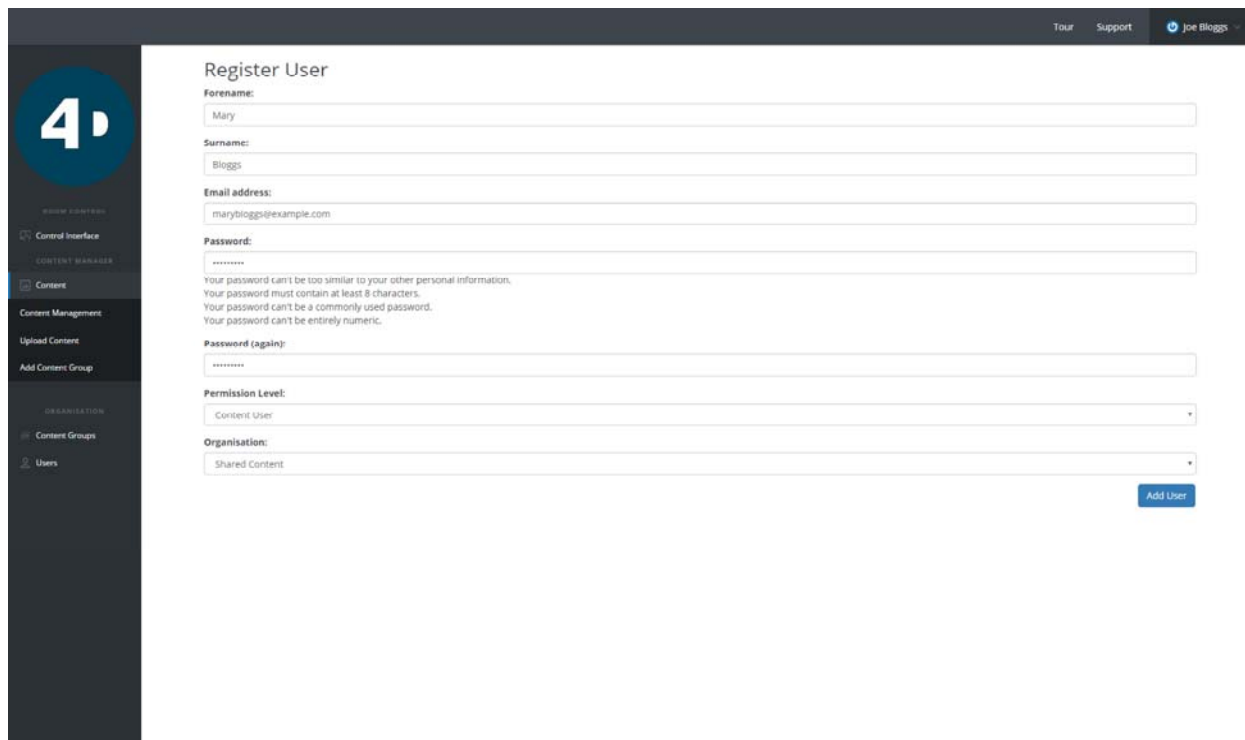
Step 2: Enter details for the new user

You will then be directed to a page to fill out the details for the new user, such as name, e-mail, password, etc. (see below).

The following fields mean:

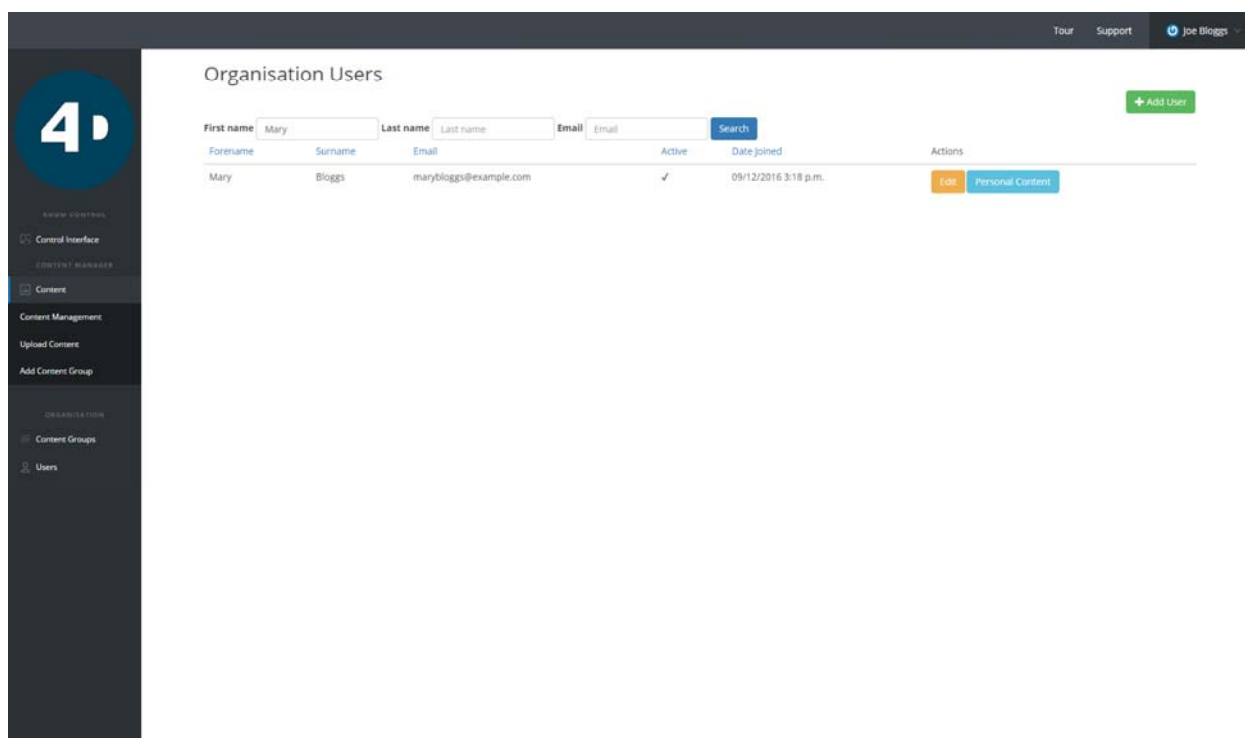
- **Forename:** The users first name.
- **Surname:** The users family name.
- **Email Address:** The users email address, this will also be used to log into the system.
- **Password:** The initial password for the user.
- **Password (again):** Confirm the user's initial password.
- **Permission Level:** The users permission level:
 - **Content User:** A standard user (i.e. School Teacher), allowed to create, edit their own content and content groups as well as access the room controller.

- **Organisation Admin:** A user allowed to add users, edit content, and content groups within their own organisation (i.e. School ICT Admin).



The screenshot shows the 'Register User' form in the 4D Control Interface. The form is located on the right side of the screen, with a dark sidebar on the left containing navigation links. The sidebar has a large '4D' logo at the top, followed by 'VIEW CONTROL', 'Control Interface', 'CONTENT MANAGER', 'Content', 'Content Management', 'Upload Content', and 'Add Content Group'. Below these are 'ORGANISATION', 'Content Groups', and 'Users'. The 'Register User' form has the following fields: Forename (Mary), Surname (Bloggs), Email address (marybloggs@example.com), Password (masked with dots), Password (again) (masked with dots), Permission Level (Content User), and Organisation (Shared Content). There is an 'Add User' button at the bottom right. A small error message is visible below the password fields: 'Your password can't be too similar to your other personal information. Your password must contain at least 8 characters. Your password can't be a commonly used password. Your password can't be entirely numeric.'

Once you have filled out user details, press **Add User** on the bottom right. To then view your newly created user, press **Users** on the navigation panel on the left, and then press **All Users**. The newly created user (i.e. Mary Bloggs used in this example) will appear in the list.



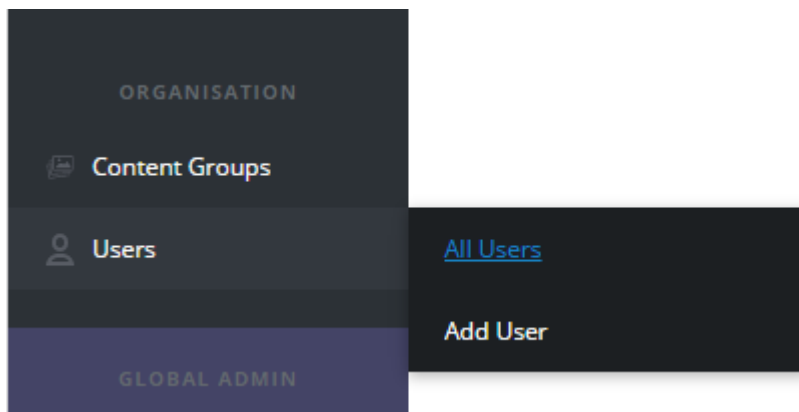
The screenshot shows the 'Organisation Users' table in the 4D Control Interface. The table is located on the right side of the screen, with a dark sidebar on the left containing navigation links. The sidebar has a large '4D' logo at the top, followed by 'VIEW CONTROL', 'Control Interface', 'CONTENT MANAGER', 'Content', 'Content Management', 'Upload Content', and 'Add Content Group'. Below these are 'ORGANISATION', 'Content Groups', and 'Users'. The 'Organisation Users' table has the following columns: First name, Last name, Email, Active, Date joined, and Actions. The table contains one row for Mary Bloggs. The 'Actions' column has two buttons: 'Edit' and 'Personal Content'. There is an 'Add User' button at the top right of the table.

First name	Last name	Email	Active	Date joined	Actions
Mary	Bloggs	marybloggs@example.com	✓	09/12/2016 3:18 p.m.	Edit Personal Content

Editing an existing user

Step 1: Navigate to the list of users

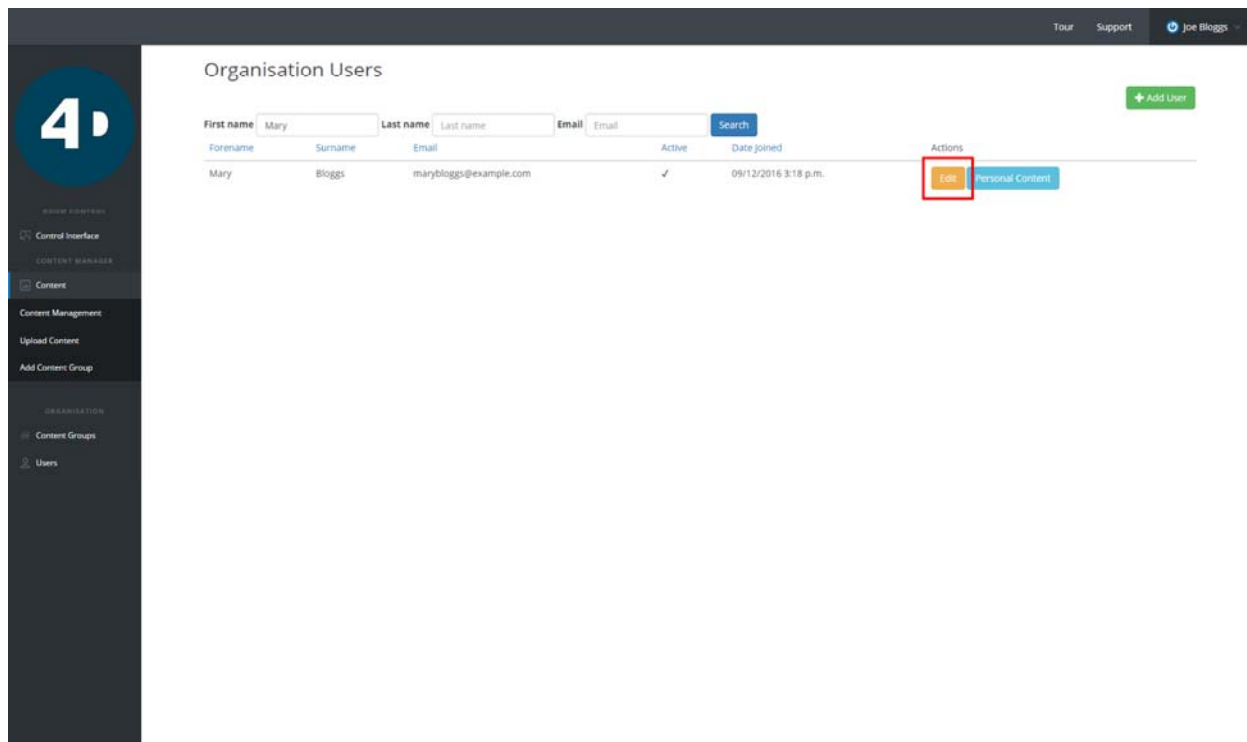
If you are looking for a user in **your organisation** select *Organisation* ⇒ *Users* ⇒ *All Users* and you will be presented with the list.



Step 2: Find the user and select 'Edit'

In the list of users, find 'Mary Bloggs', and then press the **Edit** button.

TIP: Use the search filters at the top to find users faster.



Step 3: Modify user account details

Now in the edit user form, you may alter details such as their name, whether they are active, and the amount of access to the system they have. In this example, we change the forename from Mary to Marianne.

TIP: To delete the user, press the **Delete** button in the top right. Deleting a user cannot be undone. It will delete every piece of content in that personal content, but their content groups can be assigned to another user by an **Organisation Admin** following the user's deletion.

The following fields mean:

- **Forename:** The users first name.
- **Surname:** The users family name.
- **Email Address:** The users email address, this will also be used to log into the system.
- **Password:** The initial password for the user.
- **Password (again):** Confirm the user's initial password.
- **Permission Level:** The users permission level:
 - **Content User:** A standard user (i.e. School Teacher), allowed to create, edit their own content and content groups as well as access the room controller.

- **Organisation Admin:** A user allowed to add users, edit content, and content groups within their own organisation (i.e. School ICT Admin).

Once you have amended the user details, press **Update User** on the bottom right.

The screenshot shows a web application interface for editing a user. The top navigation bar includes links for 'Tour', 'Support', and a user profile for 'Joe Bloggs'. The left sidebar contains a large '4D' logo and a menu with categories: 'ROOM CONTROL' (Control Interface), 'CONTENT MANAGER' (Content, Content Management, Upload Content, Add Content Group), and 'ORGANISATION' (Content Groups, Users). The main content area is titled 'Edit User: Mary Bloggs' and features a 'Delete' button. The form fields are as follows:

- Forename:** Text input with 'Marianne'.
- Surname:** Text input with 'Bloggs'.
- Active:** Toggle switch, currently checked.
- Current Permission Level:** Displayed as 'Content User'.
- Permission Level:** Dropdown menu with 'Content User' selected.
- Organisation:** Dropdown menu with 'F Shared' selected.
- Update User:** Blue button with a checkmark icon.