TUTORIAL: ACCOUNT MANAGEMENT

The Account Management screen is used to create and manage user accounts. When signed-in, any user can navigate to the Account Management screen by clicking the Account top menu item.

Users that do not have account administrator rights will see a dialog that allows them to edit their username, change their password, or edit their name and email address information (see figure 1). An attempt to change a username to one that already exists is not allowed, and will result in a message to that effect. To expose the new password and confirm password inputs, click the "Change Password" button. When all desired changes have been entered, click the Save User button to complete this transaction.

Users that have account administrator rights will see a dialog that allows them to edit their own user account information in a similar manner to non-administrator users, to edit the user account information of other users associated with the client account, as well as to create new user accounts (see figure 2).

Figure 1: Account User Management dialog for non-administrator users

A new user account can be created by selecting "Create a new user" from the Select User drop down list at the top of the Account User Management dialog box. The resulting blank dialog box allows for the entry of all information necessary to define a user account and its level of access (see figure 3).

It is recommended that the first information entered in creating a new user is selection of User Rights. These rights determine the level of access the new user will have in the REDYN web application interface. Rights can be added one at a time to the Selected Rights list by selecting them from the Available Rights list, then clicking the Add button. Rights can be added in a group by holding down the CTRL key, making multiple selections from the Available Rights list, then clicking the Add button. Clicking the Add button causes a screen refresh, which will erase any entries for Password or Confirm Password, which is the reason it is recommend that User Rights selection is the first step taken in defining a new user.

Figure 2: Account User Management dialog for administrators. Figure shows the "Select User" drop down list open.

The following User Rights, and corresponding access granted, are available for assignment to new users:

- ***Account Administrator***: this User Right grants the ability to edit information for any user account, as well as the ability to create new users.

- **Create Project**: this User Right grants the ability to create new projects.
- **View project**: this User Right grants the ability to view existing projects.
- **Create Model**: this User Right grants the ability to create new models.
- **View Model**: this User Right grants the ability to view existing models.
- **Create Forecast**: this User Right grants the ability to create new forecasts.
- **View Forecast**: this User Right grants the ability to view existing forecasts.
- **Create Baseline Report**: this User Right grants the ability to create and export baseline data reports (the underlying information assumed by the REDYN model).
- **Create Impact Report**: this User Right grants the ability to create and export impact data reports (the incremental effects caused by a forecast).

Figure 3: The "Create a new user" dialog box.

Each of the following are required in order to define a new user account:

- **Username**
- **Password**
- **Confirm Password** (must match the entry for Password)
- **First Name**
- **Last Name**
- **Email**
- At least one **Selected Right**

When all information has been entered, click the Save User button at the bottom of the Account User Management dialog box to create the new user account.