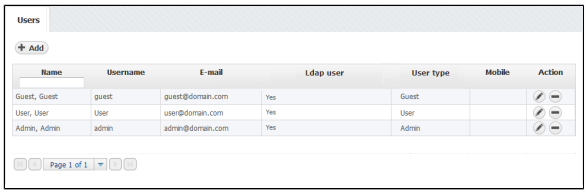
User Settings

Administrator can view, add, edit, delete users and set their permissions.

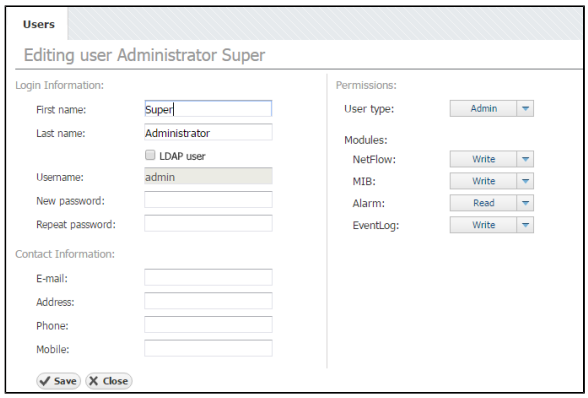
To manage users accounts, go to blocked URL **> Settings > Control Panel > Users**.

On this page:



There are three user types:

- **Guest** - shared account
- **User** - normal user
- **Admin** - administrator (can view system tab and Raw Data, manage license, users etc.)



> LDAP user means that authentication (username and password) is set on LDAP server, not in NetVizura.

Permissions for specific application features depend on the selected user type:

Feature / User	My Account	Favorites	Control Panel	Module permissions	View System tab	Change Display Names	Change Time-Window
Guest	Read	None	None	None/Read	No	No	No
User	Write	Write	None	None/Read/Write	No	No	Yes
Admin	Write	Write	Write	None/Read/Write	Yes	Yes	Yes

> - Selection of User Type implies pre-defined permissions for My Account, Favorites, System tabs, Control Panel, Display Names and Time-Window.
> - Control Panel manages users, license, email settings, etc.
> - Permissions for Modules are allowed for custom selection.

Module permissions are used to choose user's privilege level for a specific module.

For all modules in general:

- **None** - user can not view module and its Settings
- **Read** - user can view module and its Settings

- **Write** - user can view module and edit its Settings

For NetFlow module specifically:

- **Read** - user can also schedule Reports and view Report Settings
- **Write** - user can also view Raw Data, edit Report Settings, view End Users and edit End User Settings

Adding User

To add a new user:

1. Click **+Add**
2. Insert user's **Login and Contact Information** into appropriate fields
3. Choose the **Permissions** from the drop-down lists
4. Click **Save**.

Info

- First name, Last name, Username and Password are mandatory fields.
- Email is needed for receiving emails (alarms and system emails).
- Administrators (user type admin) will receive system critical alarms and warnings via email.

Username constraints

- Must be unique
- Must be between 3 and 100 characters long
- Can contain any letters from **a** to **z** or from **A** to **Z** and any numbers from **0** through **9**
- Can contain following special characters: @ (at sign) **.** (period) and _ (underscore).

Editing User

To change an existing user:

1. Select desired user form the User table
2. Click **Edit** (pen icon)
3. Change **Login or Contact Information** text in the desired fields
4. Change **Permissions** level in the drop-down lists, if needed.
5. Click **Save** to apply changes.

Username can not be changed once the user is added.

Removing User

To remove a user:

1. Select a user from the User table
2. Click **Remove** (-)
3. Click **Yes** to confirm removal