# **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.

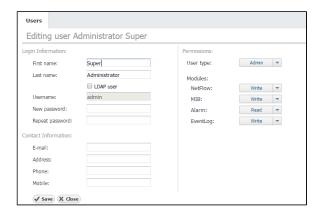


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There are three user types:

- · 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.



- 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

1 Username can not be changed once the user is added.

- 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.



## Removing User

To remove a user:

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