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Select an item to view the correct page

3 Users

The USERS screens allow User-based administration of your WAM!NET service environment. Depending on your permission level you may be able to:

- View, search and select from a list of Users displayed in the Users List section.
- View User and Resource details displayed in the Managed Selected Users section.
- Edit User and Resource details displayed in the Managed Selected Users section.
- Switch to Wizard Mode where the system will guide you through creating, copying and editing users.

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| User | Last Name | First Name | E-Mail Address | Last Login | Status | |
|------------------------|-----------|------------|--|------------|--------|-------------------------------------|
| a_batch_tester_admin_2 | Batch1 | Richard | email@savvis.net | | Active | <input checked="" type="checkbox"/> |
| a_batch_tester_admin_3 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_admin_4 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_admin_5 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_user | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_user1 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_user1_1 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_user1_2 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_user1_3 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |
| a_batch_tester_user1_4 | Batch1 | Richard | email@savvis.net | | Active | <input type="checkbox"/> |

3.1 Users List



The Users List section is at the top of the screen, immediately below the second menu bar. It can be expanded or collapsed as necessary (using the section title) allowing you to make best use of the available screen space. Directly below the second menu bar, you will notice two icons indicating helpful features of this screen. The magnifying glass represents an Advanced User Search feature and the down-arrow icon allows you to export relevant information and generate reports.

Note: The Users List will only be displayed if you have Customer Administrator permission to see Users other than yourself and will not display any third party Users assigned access permission to your Resources via [Available Users](#).

On the left hand side of the Users List section is a list of your Users. By default it will display ten Users at a time with a default sort of "User" in ascending order. You may switch the sort column and direction by selecting the column title. If more than ten Users are available then you may also filter the list and jump to subsequent pages:

- Filter the list using the text inputs and dropdowns displayed in the column title. The keyboard "Enter" key will activate your filter criteria. Clicking the magnifying glass icon will present the Advanced Search and Display Options feature.
- Jump to a different page using the links displayed at the top right of the listing. You may move forward or back through the available pages.
- The Users List columns are as follows:
- **User.** The user name (or login name) for the individual User.
- **Last Name & First Name.** The real name for the individual User.
- **Email Address.** The email address for the individual User. This also serves as a link allowing you to send an email using your local email application.
- **Last Login.** Displays the date/time the User last logged in.
- **Status.** Indicates the status of the individual User. This column is not available for sorting the list.

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-   The checkbox column allows the Users to be added to the Selected Users List. You may select Users individually by checking the box to the right of the specific user's information. You may also select or deselect the entire column of users by clicking on the appropriate checkboxes in the column header. To confirm your selection and add the users to the Selected Users List, click on the Select Checked Users button at the bottom of the column.
- The "Create User" button at the bottom of the Users List allows you start the [Create User Function](#). It is an alternative to selecting "Create User" from the USERS menu.

Note: The "Create User" button will only be displayed if you have Customer Administrator permission and only when no users have been added to the Selected Users List.

3.1.1 Selected Users List

The Selected Users List will display to the right of the [Users List](#) only when at least one User has been selected using the checkboxes and then clicking on the "Select Checked Users" button in the Users List. A "Clear Selection" link allows you to quickly reset your Selected Users.

By default only the first ten Selected Users are displayed. If there are more than ten Selected Users then they may all be displayed with the "Display All" link at the top of the list. The link will change to "Display First Ten" when all Selected Users are displayed and allows you to make best use of the available screen space.

- The Selected Users List columns are as follows:
- **User.** A combination of the user name and the real name for the individual User.
-   Use the checkboxes with the "Clear Checked Users" button at the bottom of the Selected Users List to remove Users from the Selected Users List. The icons in the column header perform "Uncheck All" and "Check All" actions.
- A "Copy User" button is available at the bottom of the Selected Users List when there is just one Selected User. This allows the Selected User to be used as a "template" for creating new Users with the [Copy User Function](#).
- The "Email Users" button allows you to send an email to all Selected Users using your local email application.
- Selecting a single User allows the [Manage Selected Users](#) section to control all aspects of the individual User's WAM!NET service environment. Selecting more than one User allows the Manage Selected Users section to work in "batch mode": a very powerful tool that can be used to control many aspects of the WAM!NET service environment for **all** the Selected Users.
- If you wish remove a User from the Selected Users List, check the box to the right of the User and click on the Clear Checked Users button. If you would like to clear the entire list, you can click on the checked box in the column header to select the whole column and then click on the Clear Checked Users button.

3.2 Manage Selected Users

The Manage Selected Users section appears below the [Users List](#) if you have any users in the Selected Users List. It can be expanded or collapsed as necessary (using the section title) allowing you to make best use of the available screen space.

- Manage Selected Users allows you switch between the following possible modes using the links on the right side of the section title bar:
- [User](#). View and edit the User information for the Selected Users.
- Resource Access. View and update the Selected User's access to Resources

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- [Internet Gateway](#). Create, view and edit the WAM!NET® Internet GatewaySM Account for the Selected User.

Note: The modes available are dependent on your permission, the number of Selected Users and their capabilities.

3.2.1 User

The User mode allows you to view or edit the User Information for the Selected Users. If you do not have permission to see Users other than yourself then the WAM!NET® Info CenterSM User and Resource Management system will open in this mode.

If there is more than one Selected User, the following editing limitations will be applied:

- Information that must be unique to an individual User will not be displayed.
- Information that is not common between the Selected Users will not be displayed.
- Dropdown selection lists will initially be set to “No Change” by default. If you select a different value from the list, all Selected Users will have the new value applied irrespective of their current state. If you wish to change other information but allow the Selected Users to keep their current value, be sure to keep “No Change” selected.

If there is only one Selected User, all User Information will be editable. Additional sections may be displayed showing information about any Internet Gateway Account resources owned by the Selected User.

Manage 2 Selected Users - Edit User Manage: User | Resource Access

Items in bold and marked with * are required.

Service Login Information [Show Tips](#)

*Customer IC Access Level:

Exempt from Password Expiration:

Force Password Change:

Generate Random Password:

*Password:

*Confirm Password:

*Timeout:

*E-Mail Address:

Status:

Preferred Language:

Published:

WAM!NET Service Announcements:

Company:

Address:

City:

State:

ZIP or Postal Code:

Country:

Business Phone:

Home Phone:

Restricted Login IP:

Restricted Login Mask:

3.2.2 Resource Access

The Resource Access mode allows you to modify the resources the selected users may have access to. Additionally you may control membership of Content Studio Groups.

Note: If more than one user is selected you will limit the Resource Access view.

The screenshot shows the 'Resource Access' interface. It is divided into two main sections: 'Authorized Resources' and 'Authorized CS Groups'. Both sections have a search bar and a 'Show Available Resources and Groups' link. The 'Authorized Resources' table has columns for Resource Name, ID, Type, Service Permission, and IC Permission. The 'Authorized CS Groups' table has columns for Group Name and Group Access. There are 'Reset' and 'Update' buttons at the bottom.

| Resource Name | ID | Type | Service Permission | IC Permission |
|------------------|--------|--------------------|--------------------|---------------|
| BuckMasterBackup | 36101 | Managed (M) | No Access | Administrator |
| CS Archive 1 | 181101 | Content Studio (A) | | User |

| Group Name | Group Access (Open Summary) |
|---------------|-----------------------------|
| healthcareall | Access Granted |

3.2.2.1 Resource List

The Resources List is displayed on the left hand side of the [Managed Selected Users](#) section when it is in Resource Access mode. It will display with a default sort of "Resource Name" in ascending order. You may switch the sort column and direction by selecting the column title. If more than ten Resources are available then you may also filter the list and jump to subsequent pages using the following methods:

- Filter the list using the text inputs and dropdowns displayed in the column title. The keyboard "Enter" key will activate your filter criteria. Clicking the magnifying glass icon will present the Advanced Search and Display Options feature.
- Jump to a different page using the links displayed at the top right of the listing. You may move forward or back through the available pages in blocks of ten at a time.

When only one user has been selected the page will default to the Authorized Resources and Groups and an option will be provided "Show Available Resources and Groups" which allows you to add new access to your selected user. When more than one user has been selected, only the Available Resources and Groups will be available.

- The Resource Access List columns are as follows:
- **Resource Name.** The name of the individual Resource.

Note: If the Selected User has access to a Third Party Resource this will be indicated by (3P) after the Resource Name.

- **ID.** The ID for the individual Resource.
- **Type.** The type for the individual Resource (including abbreviation).
- **Service Permission.** The current Service Permission for the Selected User. You may change or remove the current permission using the dropdown selection list and the "Update" button. The possible Service Permission values change with each type of Resource and are not available for Internet Gateway or Content Studio Resources.

Note: A Service Permission dropdown selection list may not be editable if you have insufficient permissions to change its value.

- **IC Permission.** The current Info Center Permission for the Selected User. You may change or remove the current permission using the dropdown selection list and the "Update" button. The possible IC Permission values change with each type of Resource.

Note: An IC Permission dropdown selection list may not be editable if you have insufficient permissions to change its value.

