

# General

- [How to manage users in management portal \(WebManager\)](#)

# How to manage users in management portal (WebManager)

## How to add user

### 1. Go to "Settings" -> "Permissions"

	Permissions		Assign access
Smart Office	Smart Office		
Settings	Dashboard		
History	Configurator		
Permissions	Orders		
Areas	Statistics		
Dynamic	Issues		
Network	Audit		
Modules	Playlists list		
Server settings	Media		
Deployment	Settings		
Help	History		
Hello, admin1	Permissions		
MyScreens	Areas		
55.56 GB of 99.41 GB	Dynamic		
EN PL DE	Account		
	Network		

### 2. In top right corner click "Actions" and "New user"

### 3. In form below provide username and password (required fields)

New user

Username

test\_user

Password

.....

Retype Password

.....

E-mail

tester@smartoffice.expert

Networks

MyScreens ✕

Default network

MyScreens ▼

First Name

John

Last Name

Doe

Create

- username - login for the user
- password / retype password - password for the account
- email - user email
- networks - default value should be kept (used in multiple networks configuration, not used in SmartOffice module)
- default network - default value should be kept
- first name / last name - display name for the user

#### 4. After creation you will be redirected to user permissions

# How to change user permissions

## 1. Go to "Settings" -> "Permissions"

<div> <div>URVE</div> <div> <div>Permissions</div> <div> <div>Actions</div> <div>Assign access</div> </div> </div> </div> <div> <div>Smart Office</div> <div>Settings</div> <div>History</div> <div>Permissions</div> <div>Areas</div> <div>Dynamic</div> <div>Network</div> <div>Modules</div> <div>Server settings</div> <div>Deployment</div> <div>Help</div> </div> <div> <div>Hello, admin!</div> <div>MyScreens</div> <div>55.56 GB of 99.41 GB</div> <div>EN PL DE</div> </div>	<div>Smart Office</div> <div>Dashboard</div> <div>Configurator</div> <div>Orders</div> <div>Statistics</div> <div>Issues</div> <div>Audit</div> <div>Playlists list</div> <div>Media</div> <div>Settings</div> <div>History</div> <div>Permissions</div> <div>Areas</div> <div>Dynamic</div> <div>Account</div> <div>Account</div>			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
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2. In top right corner click "Assign access" and select user

2a. Adding permissions to specific menu

To add permissions. You can click on checkbox to corresponding menu entry. It will grant user access to that menu entry. Some of the checkboxes can be disabled. It can be caused by roles.

<div> <div>URVE</div> <div> <div>Permissions</div> <div> <div>Permissions</div> <div>Roles</div> <div>Playlists</div> <div>Players</div> <div>Areas</div> <div>Actions</div> <div>John Doe (test_user)</div> </div> </div> </div> <div> <div>Smart Office</div> <div>Settings</div> <div>History</div> <div>Permissions</div> <div>Areas</div> <div>Dynamic</div> <div>Network</div> <div>Modules</div> <div>Server settings</div> <div>Deployment</div> <div>Help</div> </div> <div> <div>Hello, admin!</div> <div>MyScreens</div> <div>55.56 GB of 99.41 GB</div> </div>	<div>Smart Office</div> <div>Dashboard</div> <div>Configurator</div> <div>Orders</div> <div>Statistics</div> <div>Issues</div> <div>Audit</div> <div>Playlists list</div> <div>Media</div> <div>Settings</div> <div>History</div> <div>Permissions</div> <div>Areas</div>	<div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
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2b. Adding permissions via roles

Go to "Roles" tab and click checkbox in corresponding role. Roles definition are below.

URVE

Permissions

Roles

Playlists

Players

Areas

Actions

John Doe (test\_user)

Smart Office

Superuser role - all access (built-in role)

Settings

Limited area

History

Areas full access

Permissions

Rola użytkownika

Areas

Smart Office: Basic access to module

Dynamic

Smart Office: Full access to module

Network

Smart Office: Access to location settings

Modules

Smart Office: Access to statistics

Server settings

Smart Office: Access to extras orders

Deployment

Smart Office: Access to issues

Help

Smart Office: Access to alerts

MyScreens

Smart Office: Access to groups

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Smart Office: Access to rules

EN PL DE

Smart Office: Access to users

Smart Office: Managing (deleting) reservations

- *Superuser role - all access (built-in role)* - grants full access to the system, user with this role cannot be deleted
- *Limited area* - changes area configuration to basic (cannot change dimension)
- *Areas full access* - grants access to every area
- *Rola użytkownika* - user role, grants access to assigned playlists,
- *Smart Office: Basic access to module* - grants access to statistics and dashboard
- *Smart Office: Full access to module* - grants full access to smartoffice module (also requires basic access to function properly)
- *Smart Office: Access to location settings* - grants access to manage locations, resources, statistics, SmartOffice device configuration, resource keywords
- *Smart Office: Access to statistics* - grants access to SmartOffice statistics
- *Smart Office: Access to extras orders* - grants access to SmartOffice "Orders" menu
- *Smart Office: Access to issues* - grants access to SmartOffice "Issues" menu
- *Smart Office: Access to alerts* - grants access to "Notifications"
- *Smart Office: Access to groups* - grants access to "Groups"
- *Smart Office: Access to rules* - grants access to "Rules" tab
- *Smart Office: Access to users* - grants access to "Users" tab
- *Smart Office: Managing (deleting) reservations* - grants access to delete reservations via "Statistics" menu
- *Manage all playlists* - allow access to every playlist
- *Clips posted by the user must be activated by another user* - clips added to playlist are "disabled", user cannot change "active" flag of the clip
- *All users media* - user can see other users media files
- *Players settings* - grants access to "Player" menu and players settings
- *Manage Master Slides* - grants access to manage master slides