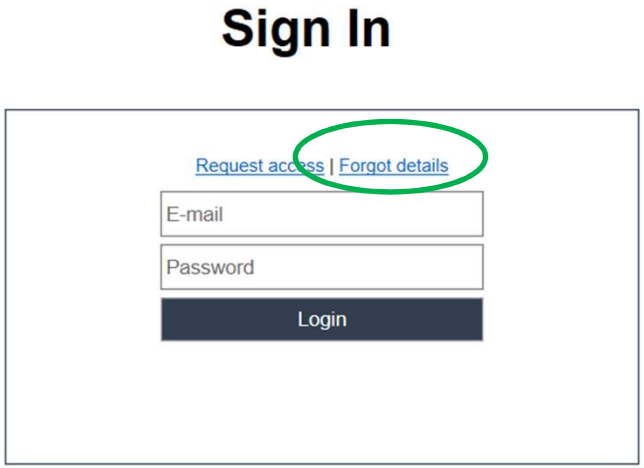
User Management
Basic Training

LogicNets

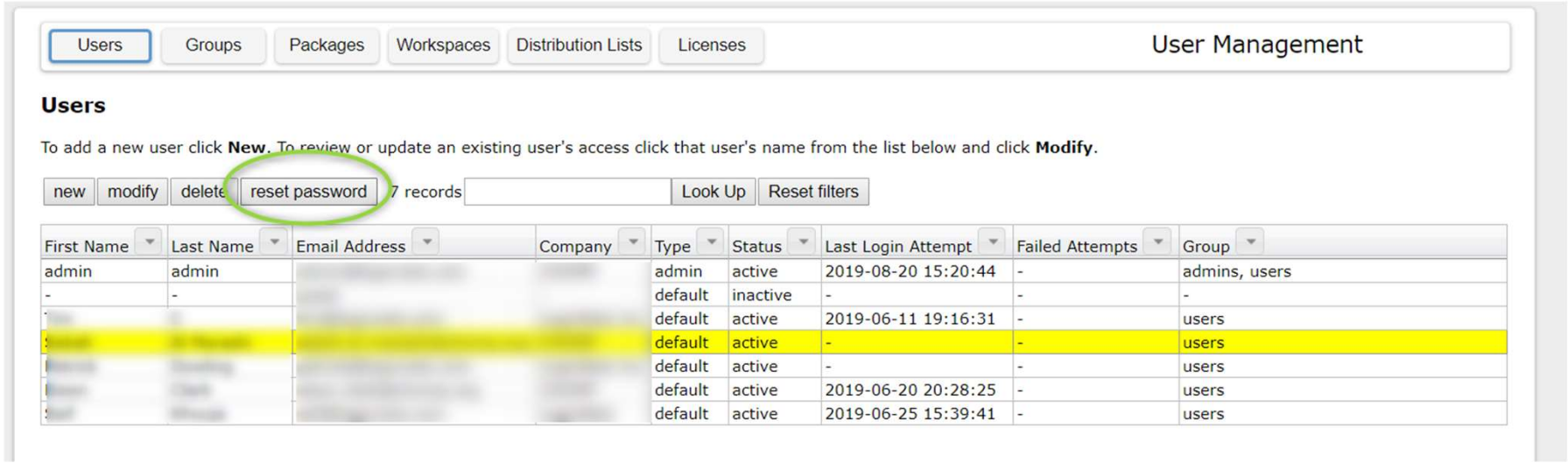
Password Reset for Existing Users

- Two ways to reset a (forgotten or expired) password:
  - Forgot Details
    - Receive an email from noreply@logicnets.com



Reset Password via User Management

Build Smart Applications Fast



LogicNets

User Management

- User Management accessible here by any user who is a member of the "admin" group

Add user to **admin** group

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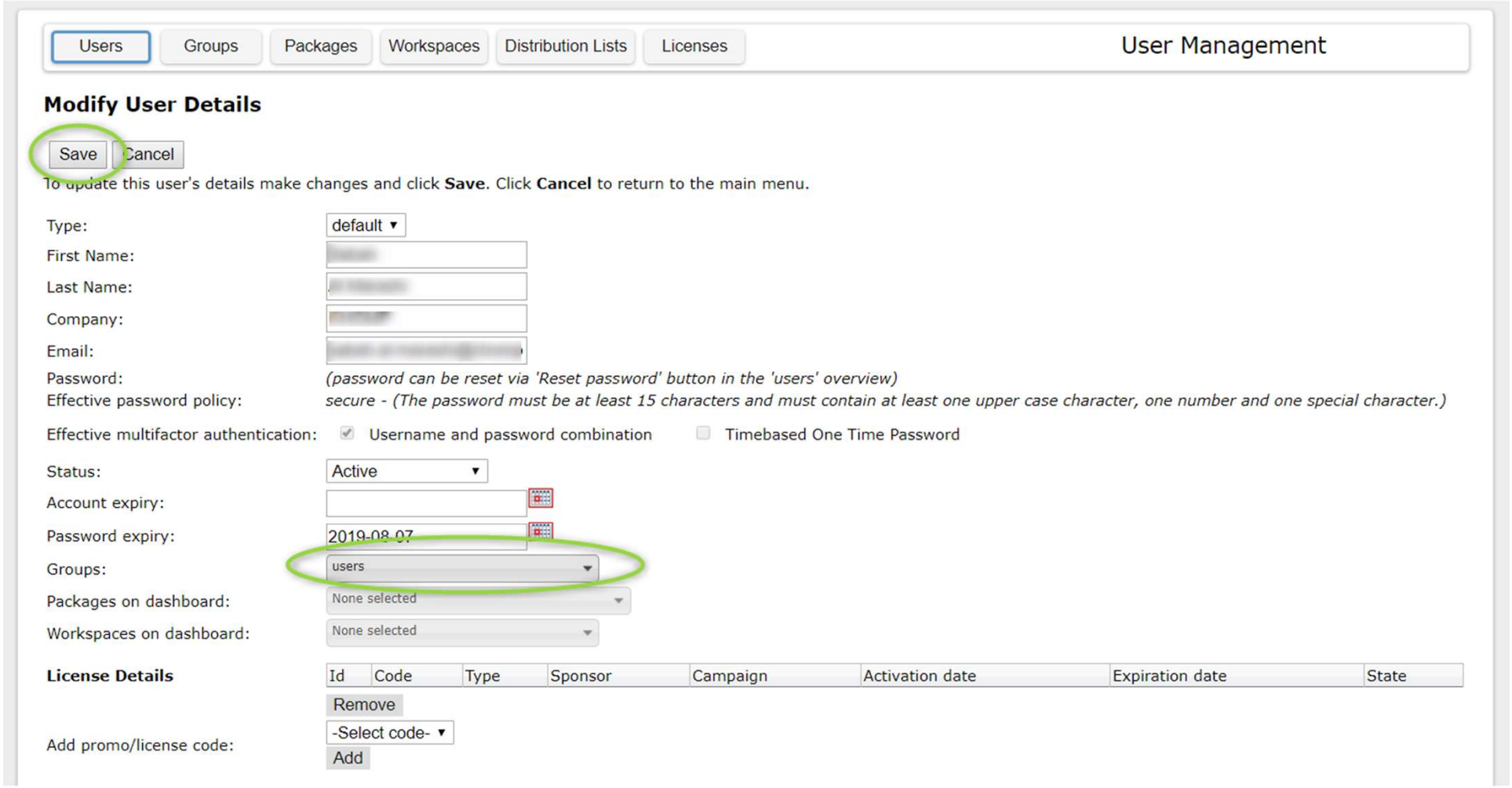
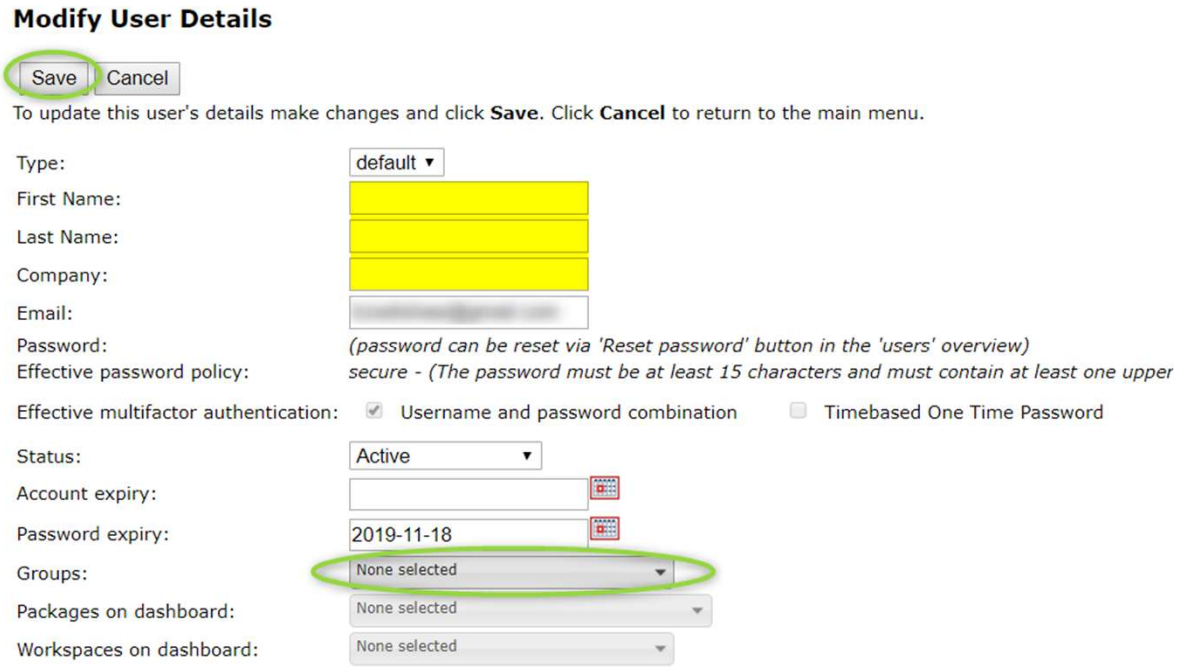


LogicNets

Add a (single) New User

- Enter email (not case sensitive) and select "default"
- Enter name/organization
- !IMPORTANT! Add to **users** group (Add to admins group if Administrator)
- SAVE
  - Ignore Account/Password expiry dates (managed by system)



LogicNets

Standard Policies

Build Smart Applications Fast

Passwords (*):

- 15 characters including 1 number, 1 special character
- Valid for 90 days
- 5 attempts before blocked (click Forgot Details)

Temporary Passwords:

- Valid for 1 day (*)
- Must be changed on 1st login

* above can be changed in System Configuration settings

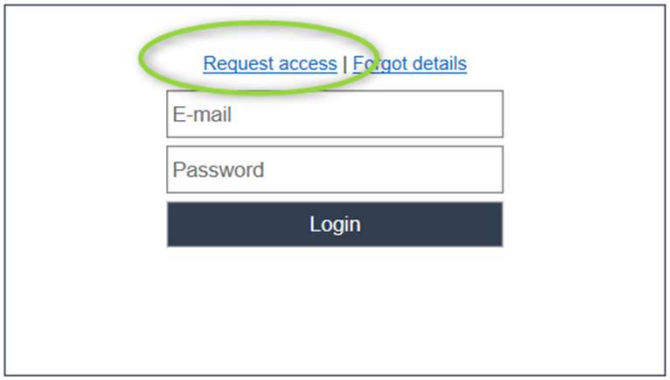
LogicNets

Request Access

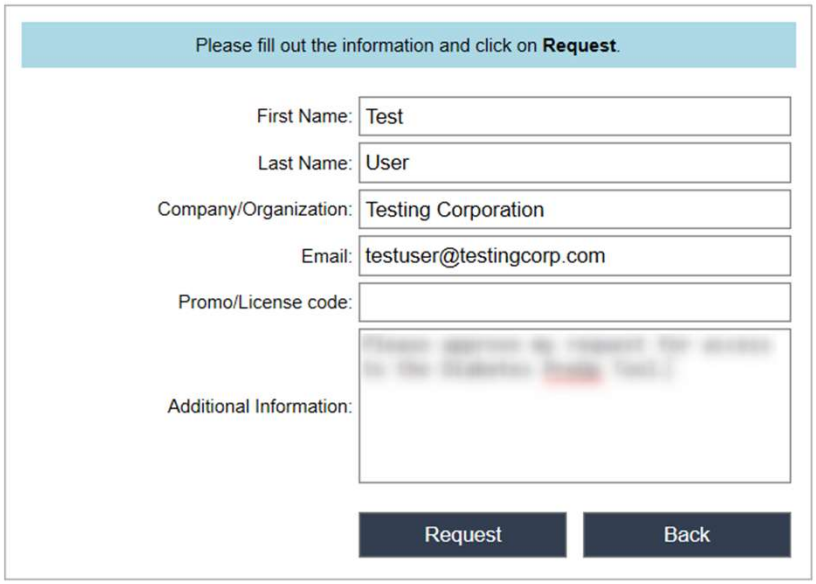
Build Smart Applications Fast

- New users can Request Access
  - Complete information
  - Receive confirmation of request email
  - Wait for Administrator to approve request
  - Administrator gets email notification (set email in System Config)

Sign In



Request Access

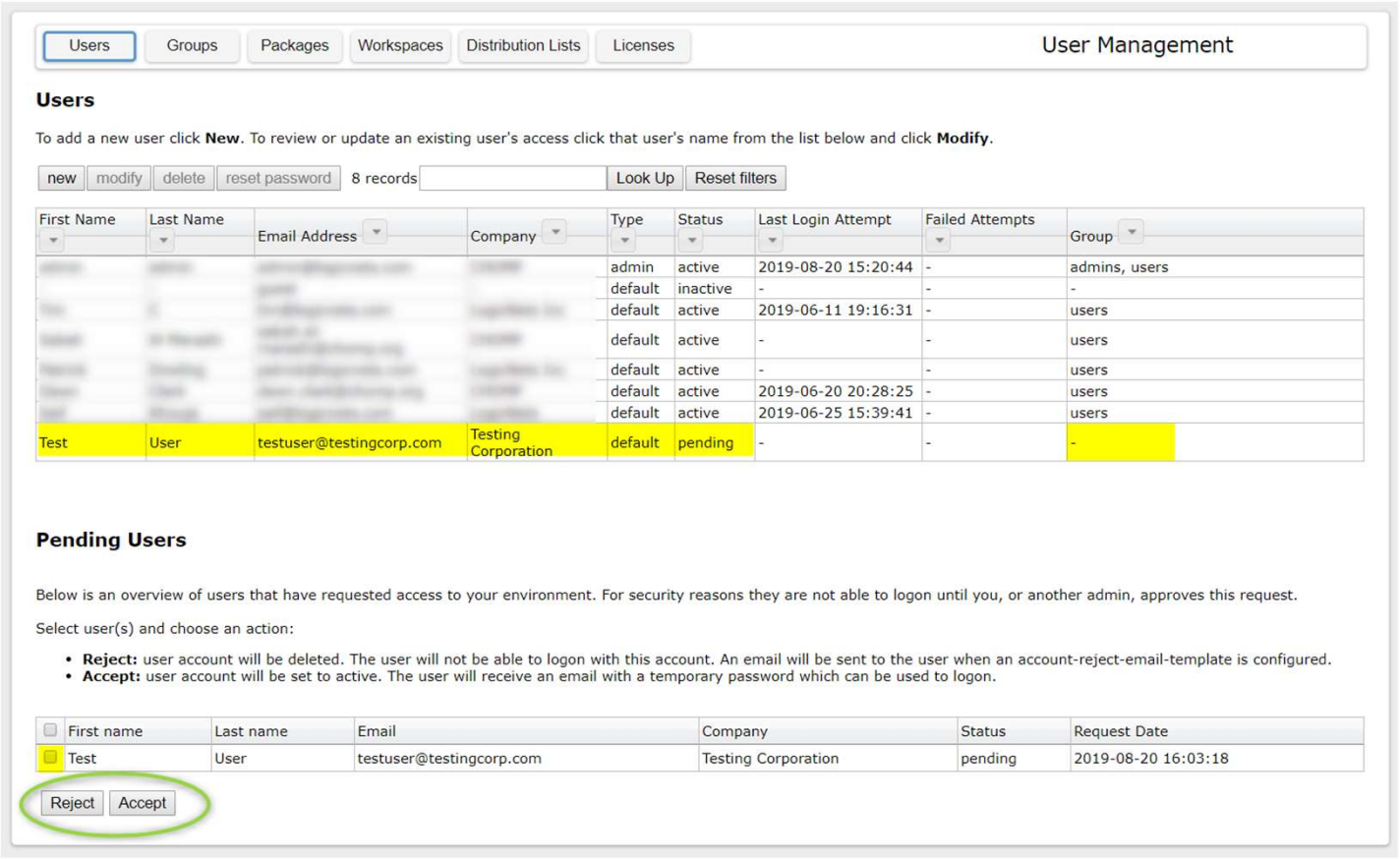


LogicNets

Approve/Deny Requests

Build Smart Applications Fast

- User listed as "Pending"
- Accept (or Reject) individually or en masse
  - sends email to Pending User(s)
- !**IMPORTANT**! Modify user and add to **users** group



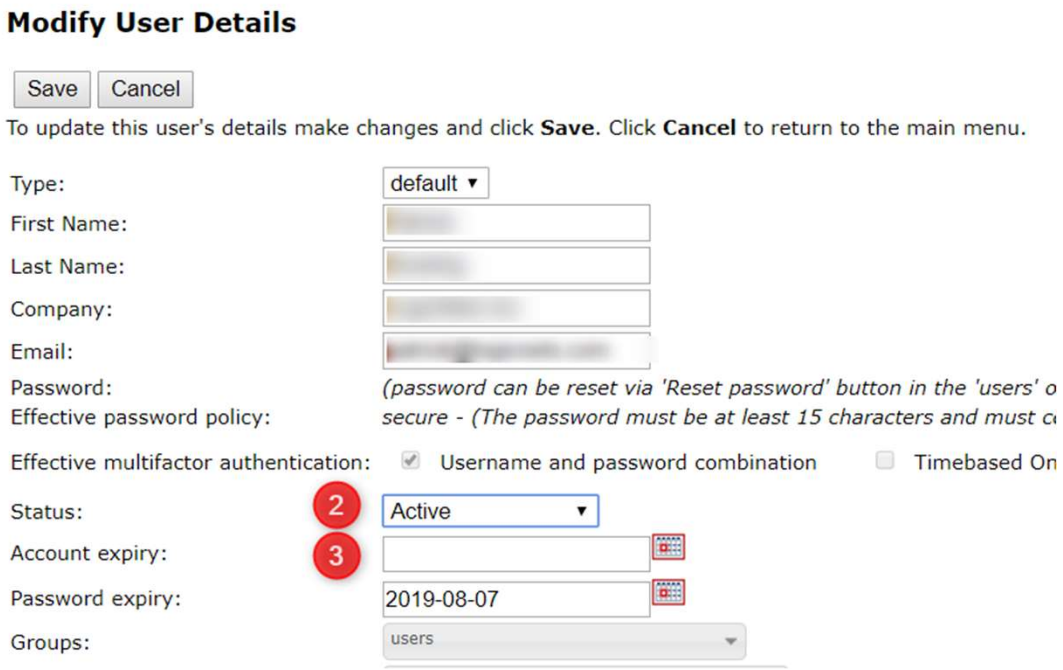
LogicNets

Retiring Users

Build Smart Applications Fast

- Three ways to retire users

1. **DELETE** user (use for errors in setup only, e.g. wrong email address)
2. Change **STATUS** to "Inactive" (use for when user may/may not require use in future)
3. Set **Account Expiry date** (use for staff leaving at some future date)



LogicNets