



Goal: To create a user by creating a unique password and username.

Complexity Level: Admin / Group Admin User

Prereq / Related Instructions: NONE

Step 1: Navigate to Security Admin - Select the **Security Admin** icon from the **Fisheye Navigation Board**.



Step 2: Manage User - Select the **Manage Users** button.



Step 3: Existing Users - Select the **New** button to create a new user.

Admin>User>List View
Primary User List View

User ID: **ABCDEFGHIJKLMN OPQRSTUVWXYZ0123456789**

User ID	User Name	User Description	User Active	Delete
admin	admin	test		Delete User?
dcadmin	Administrative User	Singularity application administrative user		Delete User?
dcannotate	Basic Image Annotate User	Singularity image annotate user		Delete User?
dcapuser	dcapuser	dcapuser		Delete User?
dcbasic	Basic User	Singularity basic user		Delete User?
dcexternal	External User	Singularity external guest user		Delete User?
dcimport	Import User	Singularity import user		Delete User?
dcintegration	Integration User	Singularity integration user		Delete User?
dcpower	Power User	Singularity Power User		Delete User?
dctemplate	Template User	Singularity template user		Delete User?
dcviewonly	Basic View Only User	Singularity view only user		Delete User?
dcworkflow	Workflow User	Singularity workflow user		Delete User?
uJuryP	JuryP User	Jury Plus Image Search User		Delete User?



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Step 4: Required Information - Fill in all fields below.

How To: Create a User

Admin>User>Add View
User Add View

Save

!	User ID:	<input type="text" value="testUser"/>	User ID is used when user signs into EcoDox.
!	User Name:	<input type="text" value="Joe Smith"/>	User Name is a user's name
!	User Email:	<input type="text" value="JoeSmith@email.com"/>	User Email is user's email for any future notifications
!	User Description:	<input type="text" value="Accounts Payable Dept"/>	User Description describes who the user is
!	Password:	<input type="password" value="....."/>	Password is used upon signing into EcoDox.
!	Confirm Password:	<input type="password" value="....."/>	

Step 4b: Required Information - Requirements for passwords are listed below.

The default password and authentication policy places the following constraints in place:

- A password must be at least 8 characters in length
- A password must not contain your user id
- A password must not contain your full name
- No duplicates can exist within the last 9 passwords selected by the user
- A password must contain characters from at least 3 of the following four groups of characters:
 1. ABCDEFGHIJKLMNOPQRSTUVWXYZ
 2. abcdefghijklmnopqrstuvwxyz
 3. 0123456789
 4. .!~@\${}^+.#%*" '<>

In addition, a user's account will be locked if the user exceeds 3 incorrect login attempts prior to successfully gaining access to the system.



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Step 4c: Cloning User - It is recommended to **Clone the Basic User, Clone Permissions, Filters and Groups and then Click Save.** You can also clone another user's information.

Example: if Joe Smith works in the same department with Mary and she already has a user, her name will appear in the drop down list under "User to Clone." This will allow Joe to see everything that Mary can see.

User to Clone:	Basic User
Clone Permissions???	<input checked="" type="checkbox"/>
Clone Filters???	<input checked="" type="checkbox"/>
Clone Groups???	<input checked="" type="checkbox"/>

Step 5: Save - Click the **Save** button when finished.



Further customization can be done to different users but requires more in depth explanation.

Complete!!!

