

Chapter 13: Managing User Information

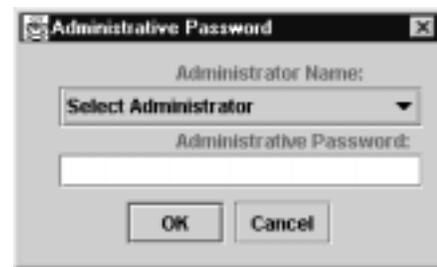
This chapter describes how to add, activate and deactivate users, as well as how to change information about them.

13.1 The Administrator Button

The **ADMINISTRATOR** button on the **CRL** toolbar is used to access the screens on which you can add, activate and deactivate users, and change administrative information about them. An administrative account and password are required to access this feature. Note that if the database is not accessible, the **ADMINISTRATOR** button will not work.

CRL comes with one account that's set up to be an administrator. The account name is *admin1*, and its initial password is set to *logbook*. **Change the password before you do anything else!** (See section 2.5 *Changing your Password*.)

When you click the **ADMINISTRATOR** button, you are prompted for your own administrator name which you select from the drop-down list, and your corresponding administrator password:



Click **OK**. This brings you to the menu of administrative tasks:



13.2 Adding Users

To add a new user, click the **ADD USER** button. The image below shows the information that **CRL** stores for each user. The required fields appear in red, and include: first and last name, password (minimum of 4, maximum of 8 characters), password confirmation, and email address.

There are three user categories:

- | | |
|----------------------|--|
| OPERATOR | user of the CRL application; can log in and create/edit/archive/annotate/retrieve entries |
| ADMINISTRATOR | like operator, but also has access to user information and can change it |
| REMOTE USER | user of the web interface to CRL ; can retrieve and annotate entries |

By default, **OPERATOR** and **REMOTE USER** are checked. Check/uncheck each box as appropriate for the user. Then, if desired, activate the new user before clicking **ADD** to add the user (or **CANCEL** to cancel out). (You can opt to activate the user later.) Once activated, the user will be able to use **CRL** according to the user categories checked.



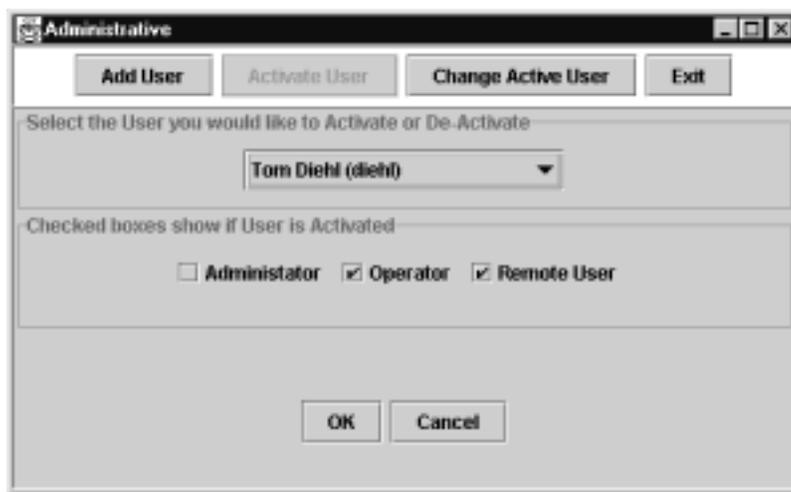
Since operator names are associated with entries in the logbook entry database, once a user is added, he or she can never be deleted from the user list, only deactivated. All operator names must remain “searchable”.

13.3 Activating/Deactivating Users

Users can be activated when they are added, or later. If you want to activate or deactivate a user that has already been added, click the **ACTIVATE USER** button.



Select the user that you want to activate or deactivate from the pull-down list. If the box corresponding to a user category is checked, the user is activated as that type. Check or uncheck each box as needed, and click **OK**.



13.4 Editing Information on Active Users

For any user that has been activated in at least one user category, you can change the user's information. To do so, click the **CHANGE ACTIVE USER** button. Select the user that you want to change from the pull-down list. The image below shows the top part of the information screen; scroll down to see the bottom part. All fields may be changed, the required fields appear in gray.



If the user has ever been active as a particular user type, you cannot remove that type. Keeping this restriction in mind, you can activate/deactivate the user as one or more user types.

Click **OK** or **CANCEL**.

13.5 Exiting the Administrative Area

To exit out of the Administrative area, click **EXIT**.

