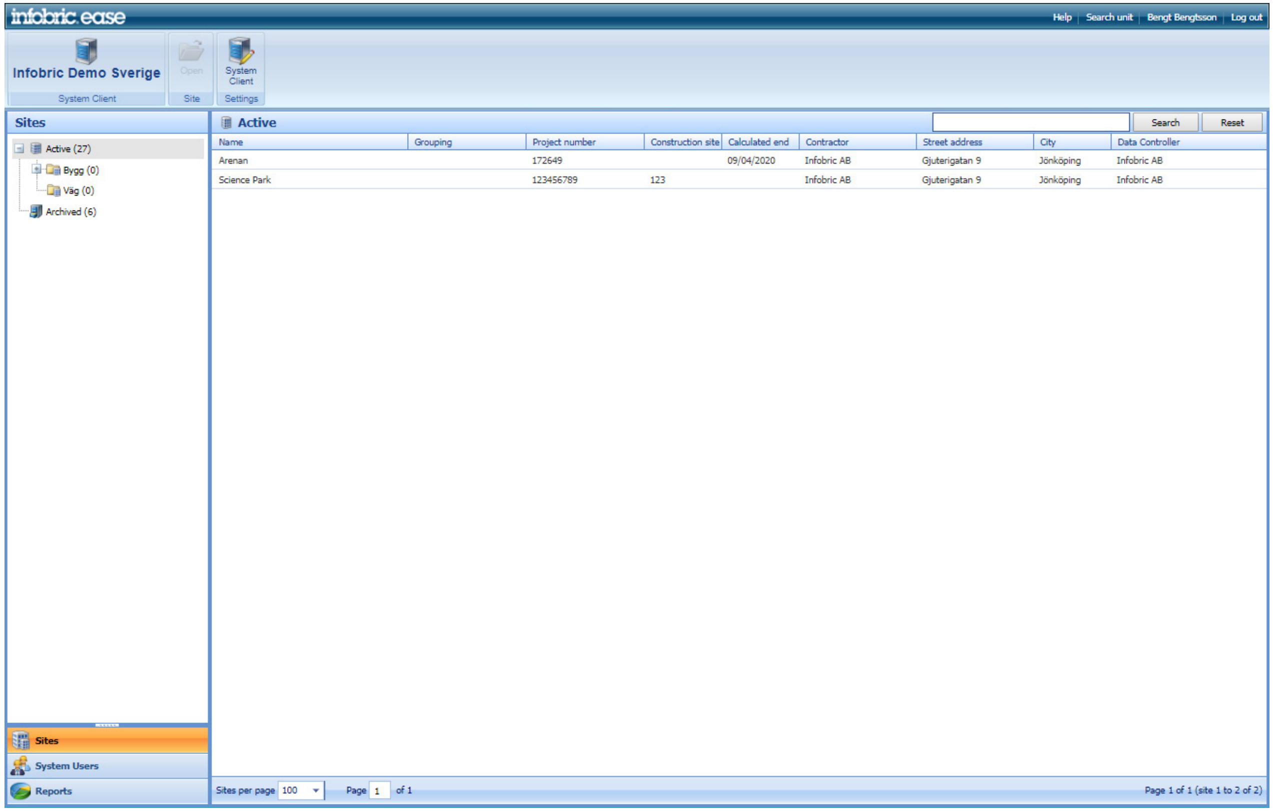
Infobric Ease Quick guide User administrator

This quick guide is meant to give you a brief look at the most common tasks performed by user administrators.

Overview of Infobric Ease for User administrators

Signing in to Infobric Ease

1. Open your web browser and go to https://ease.infobric.co.uk
2. Sign in with your username and password
3. Click on **Settings** at the bottom left corner.
4. In the top left corner you will see what system client your are currently working with. If you have access to several system clients, you can switch between them by clicking on the arrow below the system client name.



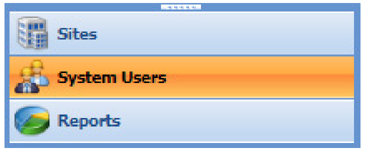
Administrator roles system client

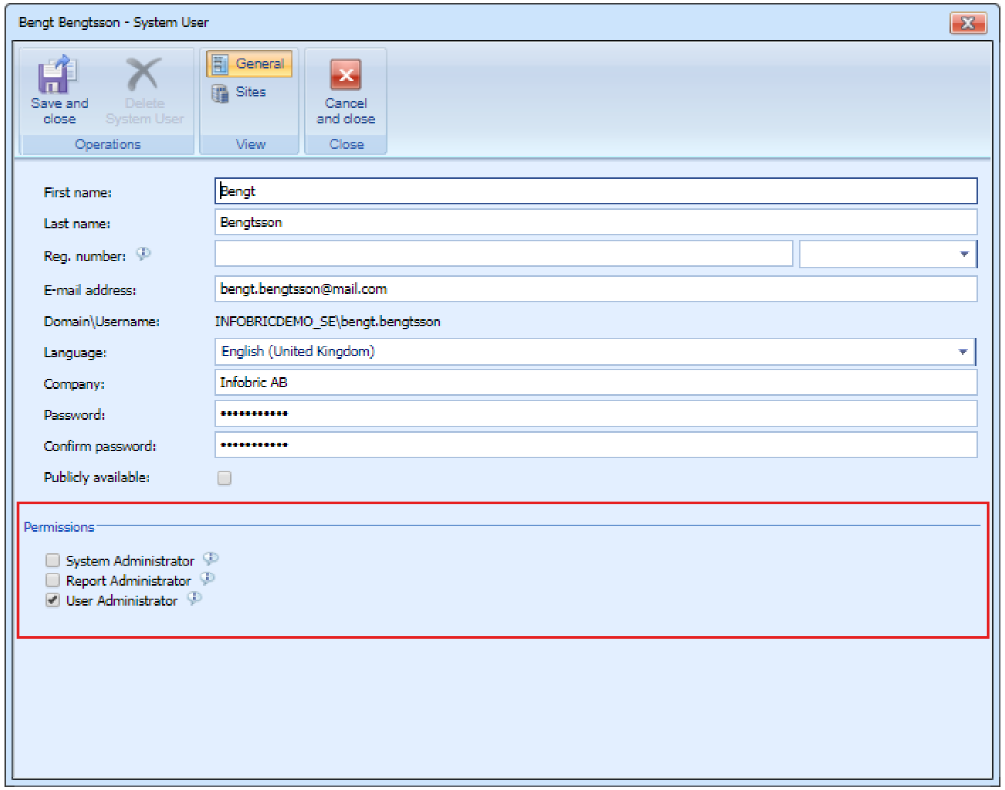
- **User administrator** - manages and adds system users on the system client. Assigns permissions.
- **System administrator** - manages general settings within the system client. Can create and archive sites directly in Infobric Ease.
- **Report administrator** - manages access to reports on the system client.

This is how you assign one or several of these roles to a system user:

1. Choose main menu alternative **System Users** in the bottom left corner.
2. Open the system user you want ot assign the permissions to.
3. In the **System User** dialogue you can then easily assign the appropriate permissions by ticking the checkboxes at the bottom of the interface in the **Permissions** section.

NOTE! You can also assign the permissions when creating a new system user.





Create new system user

1. Choose main menu alternative **System Users** in the bottom left corner.
2. Click **Add** in the top left menu and choose **Manually.**

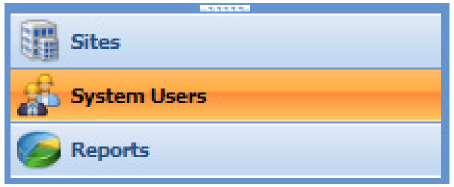
NOTE! After the prefix you fill in the users first and surname with a dot in between. For example: INFOBRIC\anders.andersson

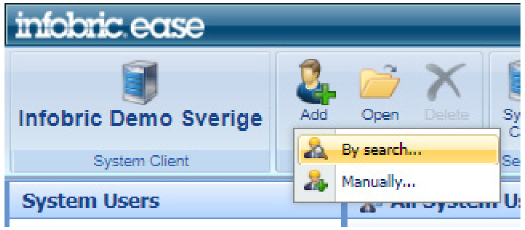
3. Input the users Email address
4. Click **Next.**
5. Fill in all mandatory information.
6. Create a password.

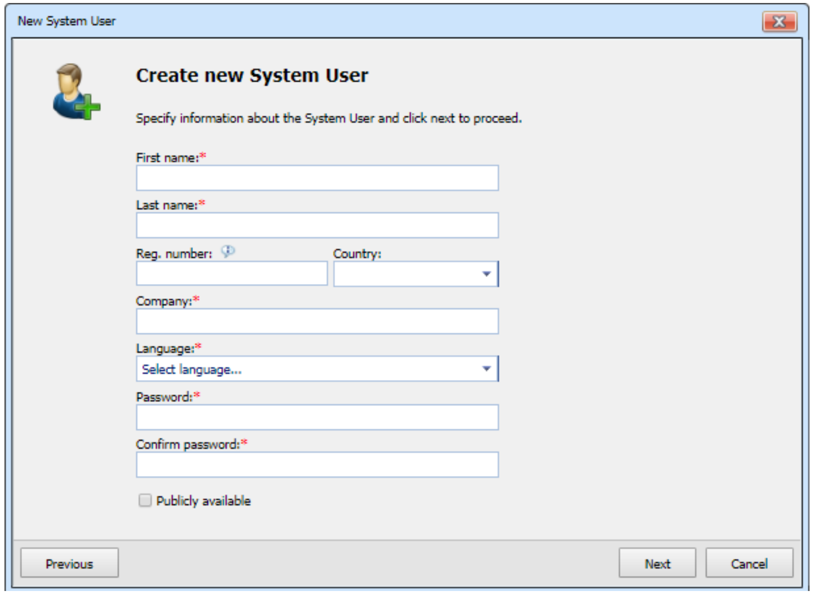
NOTE! Remember the username and password and make sure to notify the user once the site is created.

7. Click **Next.**
8. Assign the appropriate permissions.
9. Click **Create System user.**

NOTE! If you get a warning when adding a new user it could mean that the user already exists in the system.





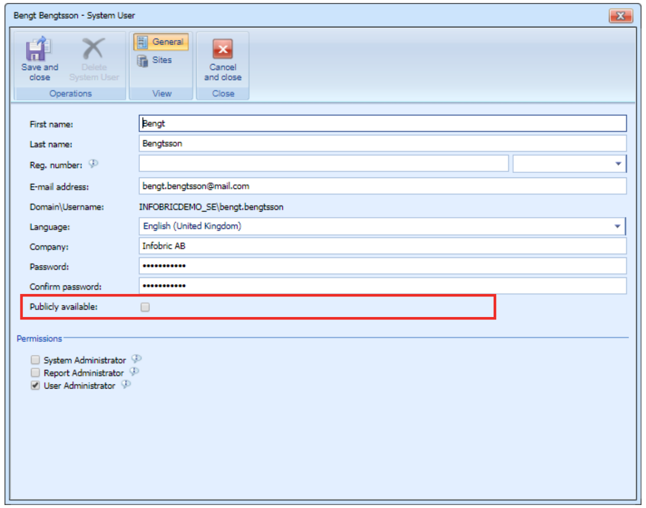


Search and add system users from other system clients

Sometimes it can be neccessary to find and add system users from other system clients. To do this you will have to go to main menu alternative **System Users** in the bottom left corner, and use the search field to search for the user.

To be searchable between different system clients the checkbox **Publicly available** needs to be ticked. You will find this alternative in the **System User** dialogue.

NOTE! System administrators can make themselves publicly available. To make other system users publicly available you need to have User administrator permissions.

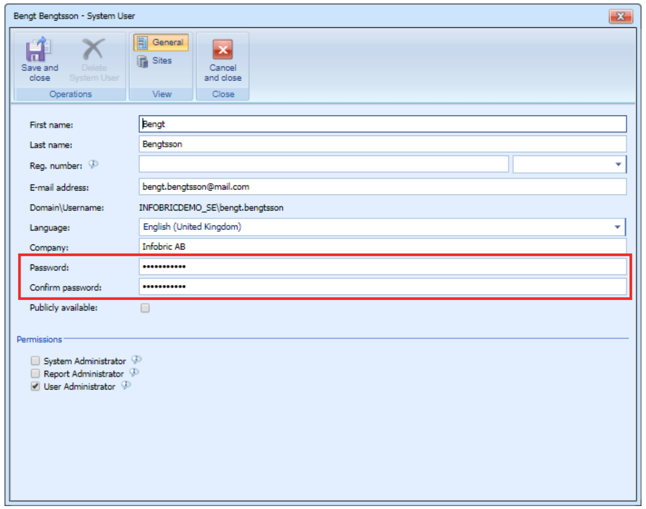


Reset password for system users

This is how you reset or change passwords for existing user accounts:

1. Choose main menu alternative **System Users** in the bottom left corner.
2. Find the user in the list and click on the name. A new dialogue is opened.
3. Type the new password in the **Password** field.
4. Confirm by typing the new password again in the **Confirm password** field.
5. Click **Save and close** once you are done. Dialogue is closed.

NOTE! If a user has a orignal system client (the one where the user originally was created) where you don't have User administrator permissions, that password will be non editable. To change it you need to contact a User administaror on the original system client.



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Generate report

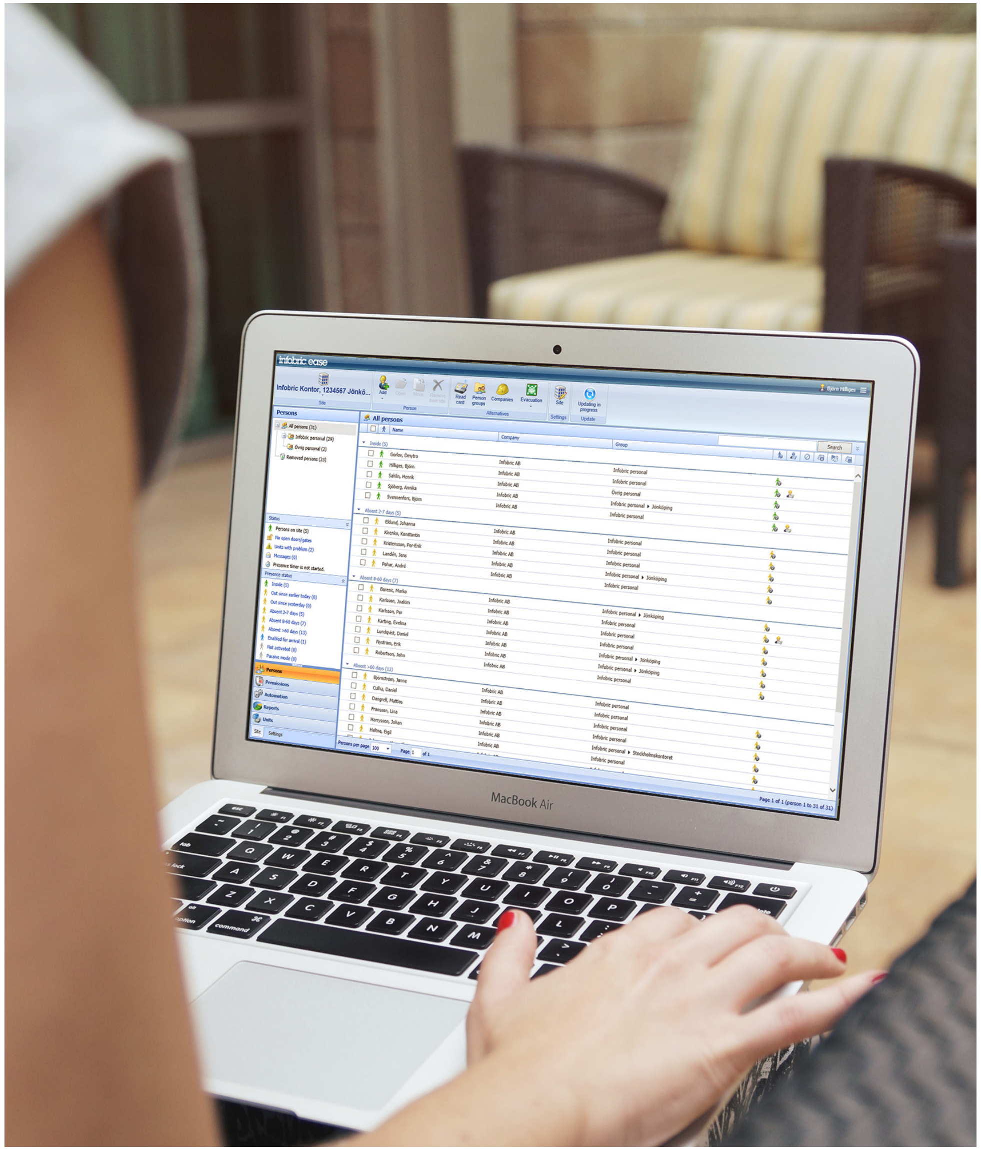
If there are activated reports on the system client avaiable for Report administrators, these can be generated from the main menu alternative **Reports** down in the bottom left section of the interface.

This is how you generate a report:

1. Choose main menu alternative **Reports** in the bottom left corner.
2. Choose what report you would like to generate.
3. Specify site for the report.
4. Specify time period.
5. If you want a complete report, leave the rest of the fields empty. Otherwise fill these in as well.
6. Chosse output format: **Show on screen**, **Excel** or **Excel 97-2003.**

NOTE! You can only generate one month at a time, so if you need a period longer than that, you need to generate several reports.

NOTE! Reports are available for both active and archived sites.



Contact info to other administrators

In those cases where other administrators on the system client, that has no user administrator permissions, need help with tasks related to this permission, your contact info will be shown, and the user in question is asked to contact you.