

Tutorial User Administration

Note: This tutorial requires administrative access to your company's HighOrbit account.

Step 1

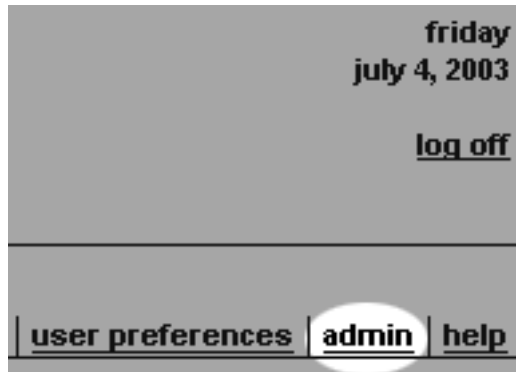
Log in

Log in to the HighOrbit Web using your company ID, user name, and password.

Step 2

Admin Link

Click on the Admin link in the top right corner. If you do not see the Admin link, you may not have administrative access to the HighOrbit Server.



Step 3

Click in the User Administration link

- [User Administration](#)

Step 4

User List

You will now see a list of users for your company. At the bottom of the list, click on Create New User

Step 5

Enter New User

Enter information for a new user. Type in the person's first and last name, and email address. Select the user's supervisor, if any. You might also want to select a primary group for the user. This is optional, but specifies a primary group or department to which the user belongs. You will also need to supply an initial password for the user.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Reports To:	<input type="text" value="n/a"/>
Primary Group:	<input type="text" value="n/a"/>
Password:	<input type="password"/>
Password Again:	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

When complete, click the Submit button. Then click on the Return to User List link. You will now see the user added to the list.

Step 6

Deactivate User

To deactivate, or delete a user, select the Deactivate link next to the user. For this tutorial, you do not need to actually deactivate a user. A user may still be listed, but will not be able to log in. A user will remain listed until any related tasks or information has been removed from the system.

Step 7

Edit User

To edit a user, click on the Edit link. You can update the user's name, email address, supervisor and/or primary group. You can also select or deselect security groups and/or roles that the user is a member. If a group is grayed out, that means you do not have access to administer that particular group.

Step 8

Creating a Group

Go back to the Admin menu, and select Group Administration

- [Group Administration](#)

Step 9

New Group

Click on Create New Group, and then type in a group name, such as Interns. Click the submit button to create the new group.

Step 10

Group Maintenance

You can add, edit, or delete groups from the group list screen. If you now edit a user, you will see the new group available in the group/roles list.

Step 11

Adding users and groups

Go back to the Admin page. Select user/group/role assignments

- [User/Group/Role Assignments](#)

Current Group:

Source Group List:

Groups Interns
Users candidate1 Deborah Thibault John Curran Kevin LaFata Linda LaFata Mike Narducci



In Group List:

Groups
Users

From this page, you can select a group at the top in the Current Group dropdown. Once selected, you will see a list of group members. Individual users as well as other groups can be members of a group. To move an item from one side to the other, select the item and click on the left or right arrow button.

Special Note: Any changes made to a user that is currently logged in, including yourself, will not take effect until the next time that user logs in.