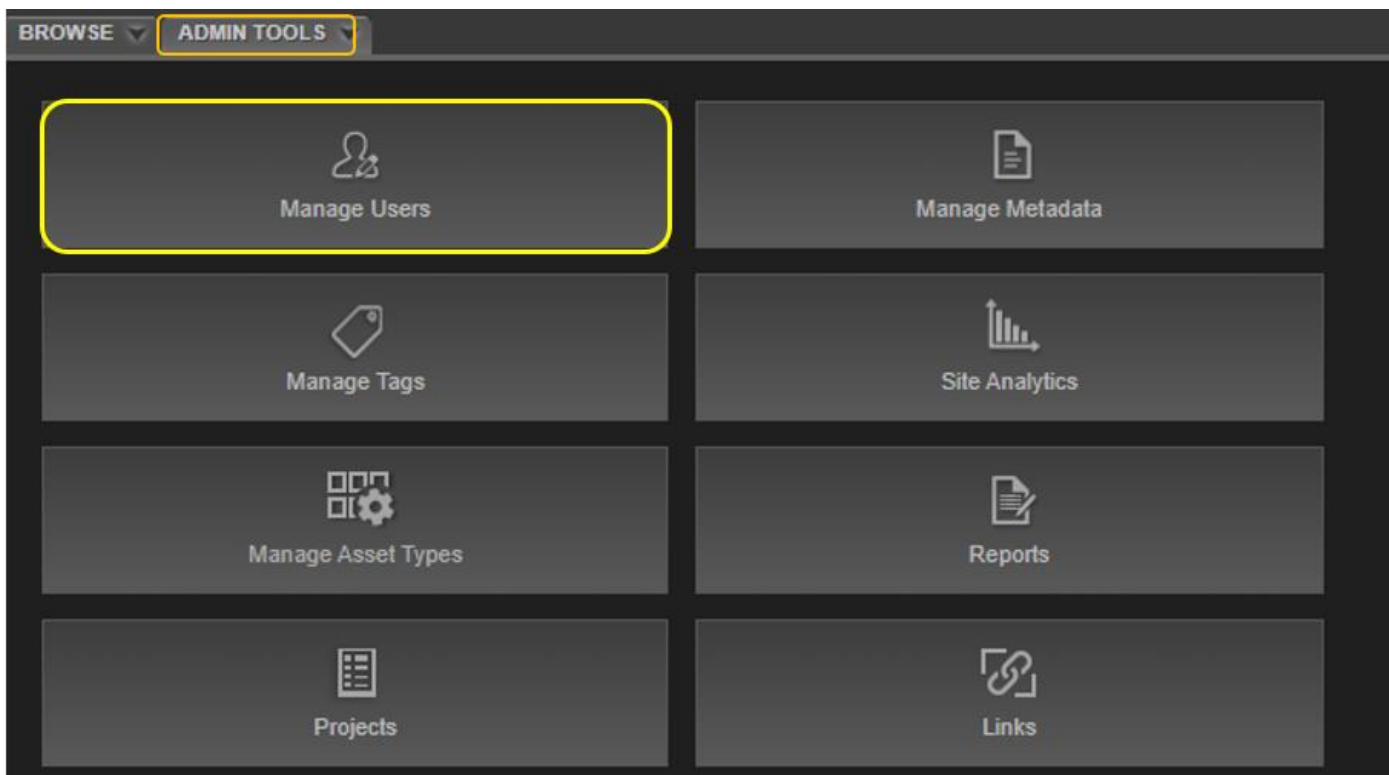


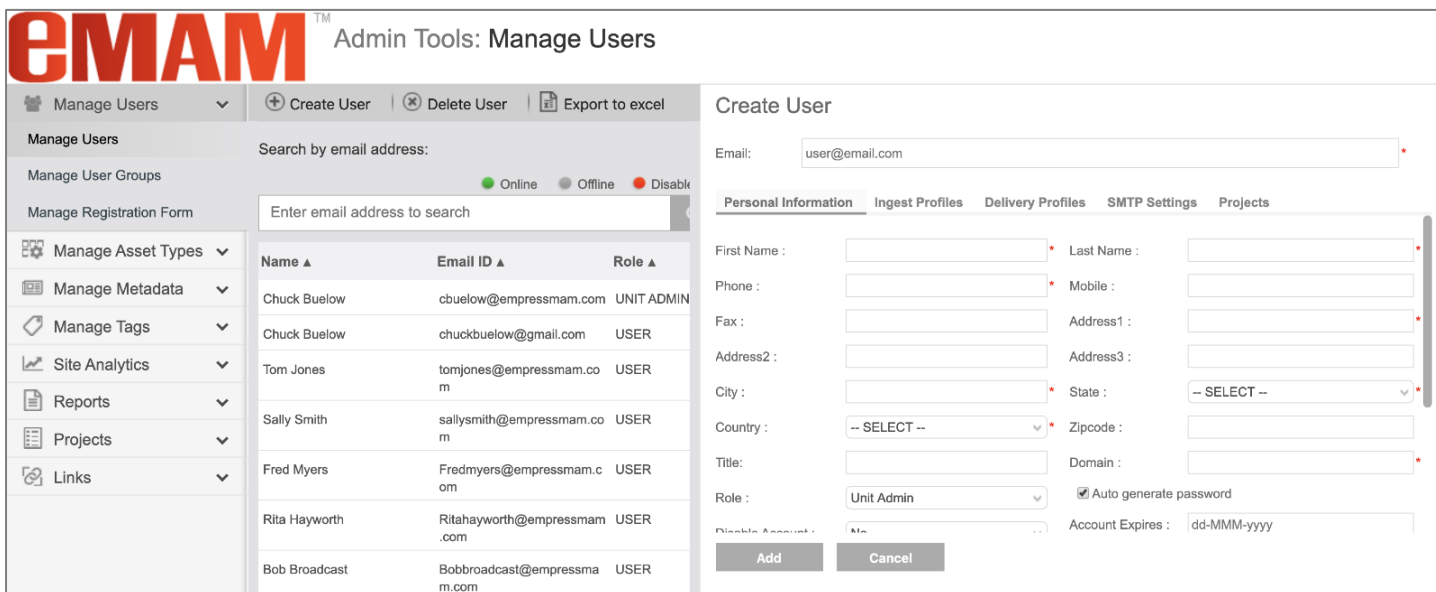
How to Create and Manage Users in the eMAM Director interface?

Users are entities who can use the eMAM system with set permissions. Users are organized in groups and must belong to one or more groups. eMAM Unit Administrators assign different access permissions to different groups. A user belonging to a particular group has permissions and access to all the categories assigned to that group. If a user belongs to multiple groups, he or she has permissions and categories access of both the groups.

To create and manage users in the eMAM system, in the *Admin Tools* widget click on **Manage Users** tab.

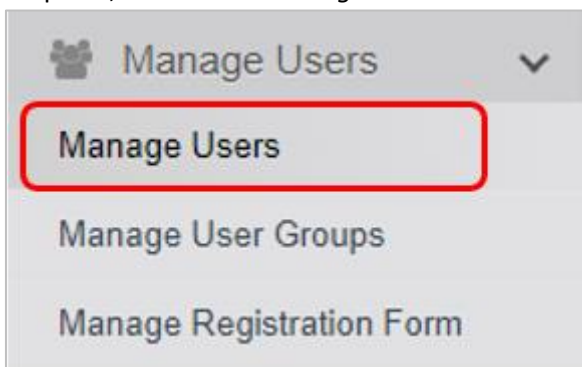


A new window opens up as Admin Tools page .



1. Create Users

- a. To create a new user, on the left panel, click on the *Manage Users* under *Manage Users* tab.



- b. In the right panel, enter email address of the user and complete the form with all the required fields under *personal information* tab.

Create User

Email:

[Personal Information](#)
[Ingest Profiles](#)
[Delivery Profiles](#)
[SMTP Settings](#)
[Projects](#)
[Groups](#)

First Name : <input type="text" value="Rincy"/>	Last Name : <input type="text" value="A"/>
Phone : <input type="text" value="00000000"/>	Mobile : <input type="text" value="909090909"/>
Fax : <input type="text"/>	Address1 : <input type="text" value="123"/>
Address2 : <input type="text" value="Blvd Street"/>	Address3 : <input type="text"/>
City : <input type="text" value="Texax"/>	State : <input type="text" value="TX"/>
Country : <input type="text" value="United States"/>	Zipcode : <input type="text" value="100141"/>
Title: <input type="text" value="Technical Writer"/>	Domain : <input type="text" value="rincy@empressmam.com"/>
Role : <input type="text" value="User"/>	<input checked="" type="checkbox"/> Auto generate password
Disable Account : <input type="text" value="No"/>	Account Expires : <input type="text" value="dd-MMM-yyyy"/>
Send Director link <input type="checkbox"/> <input type="text" value="http://ec2-54-86-6-7.compute-1.ar"/>	Send Client link <input type="checkbox"/> <input type="text" value="http://ec2-54-86-6-7.compute-1.amazr"/>
Comments : <input type="text"/>	
<input type="checkbox"/> Prompt user to change password on first login? <input checked="" type="checkbox"/> Notify User <input checked="" type="checkbox"/> Auto Generate Userkey	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

- c. Under *Ingest Profile* tab, choose from the pre-defined ingest profiles that needs to be associated with the user.

Create User

Email: *

[Personal Information](#)
[Ingest Profiles](#)
[Delivery Profiles](#)
[SMTP Settings](#)
[Projects](#)
[Groups](#)

Send to Archive
 Ingest Proxy files

Select Default Ingest Profile

d. Under *Delivery Profiles* tab, choose from the pre-defined delivery profile.

Create User

Email: *

[Personal Information](#)
[Ingest Profiles](#)
[Delivery Profiles](#)
[SMTP Settings](#)
[Projects](#)
[Groups](#)

e. Next on the *Groups* tab and choose from the existing user groups listed (or create new user groups and associate with the user later) and click on *Add* button.

Create User

Email: *

[Personal Information](#)
[Ingest Profiles](#)
[Delivery Profiles](#)
[SMTP Settings](#)
[Projects](#)
[Groups](#)

<input type="checkbox"/> Allow	Group ^
<input checked="" type="checkbox"/>	eMAM Cloud Users

f. New user account is successfully created, and the user details get listed in the middle panel.

⊕ Create User | ⊗ Delete User | 📄 Export to excel

Search by email address:

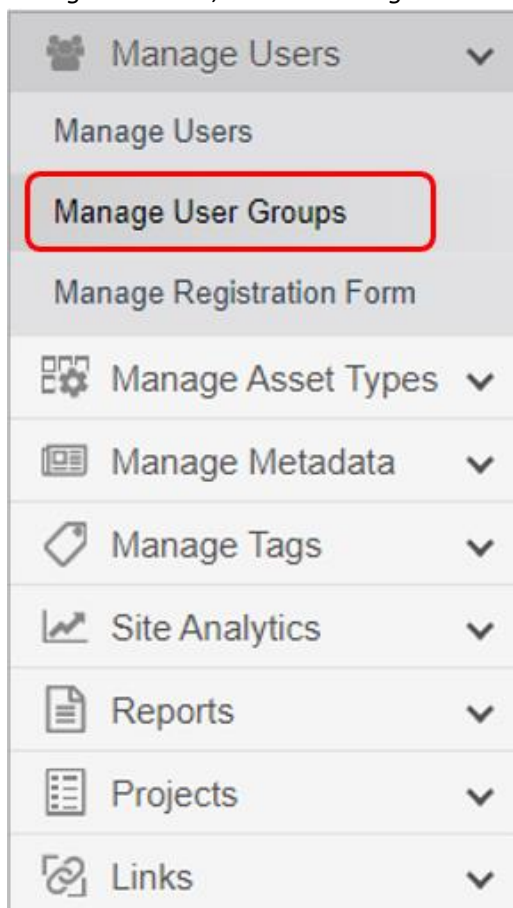
● Online ● Offline ● Disabled

Enter email address to search

Name ▲	Email ID ▲	Role ▲
eMAM Unit Admin	admin@emamcloud.com	UNIT ADMIN
Rincy A	rincy@empressmam.com	USER

2. Create User Group

- a. In the *Admin Tools* page, under *Manage Users* tab, click on *Manage User Groups* and create a new user group.



- Manage Users ▼
- Manage Users
- Manage User Groups
- Manage Registration Form
- Manage Asset Types ▼
- Manage Metadata ▼
- Manage Tags ▼
- Site Analytics ▼
- Reports ▼
- Projects ▼
- Links ▼

- b. Enter group name, description and under *Permissions* tab, assign permissions to the user group.

Create Group

Group Name :

Description :

Allow

Permission
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Add Comment
 Add Public Tags
 Annotate
 Anywhere
 Approve or Reject asset
 Archive Assets
 Asset Per Page
 Change Face Version

c. Under Categories tab, associate categories to the user group.

Create Group

Group Name :

Description :

All Categories

d. Under Asset type tab, associate access to different asset types.

Create Group

Group Name :

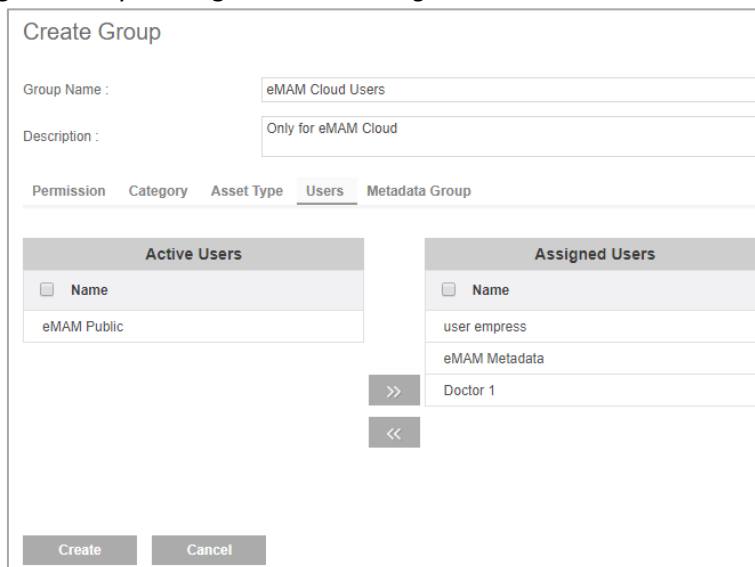
Description :

Allow

AssetType
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Video
 Audio
 Image
 Other Files

e. Under *Users* tab, assign users by moving users from *Assigned Users* section to *Active Users* section.



Create Group

Group Name : eMAM Cloud Users

Description : Only for eMAM Cloud

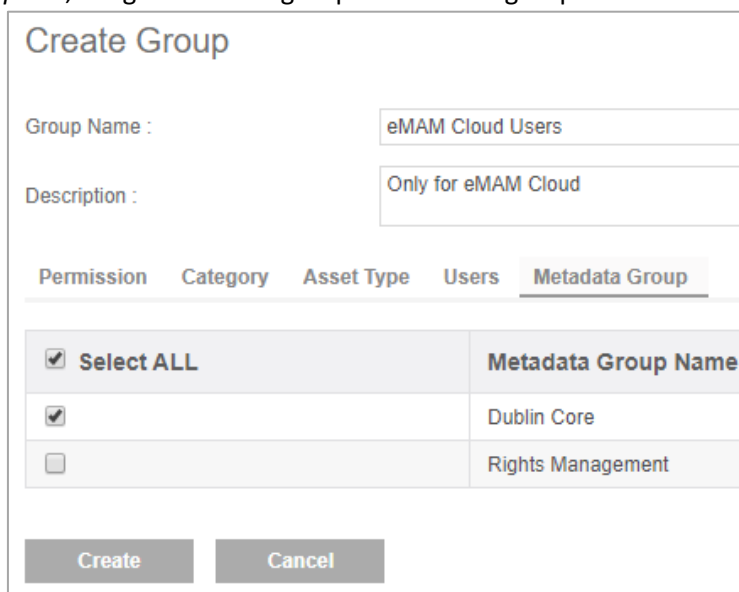
Permission Category Asset Type **Users** Metadata Group

Active Users	Assigned Users
<input type="checkbox"/> Name	<input type="checkbox"/> Name
eMAM Public	user empres
	eMAM Metadata
	Doctor 1

>> <<

Create Cancel

f. Under *Metadata Group* tab, assign metadata groups to the user group and click on **Create** button.



Create Group

Group Name : eMAM Cloud Users

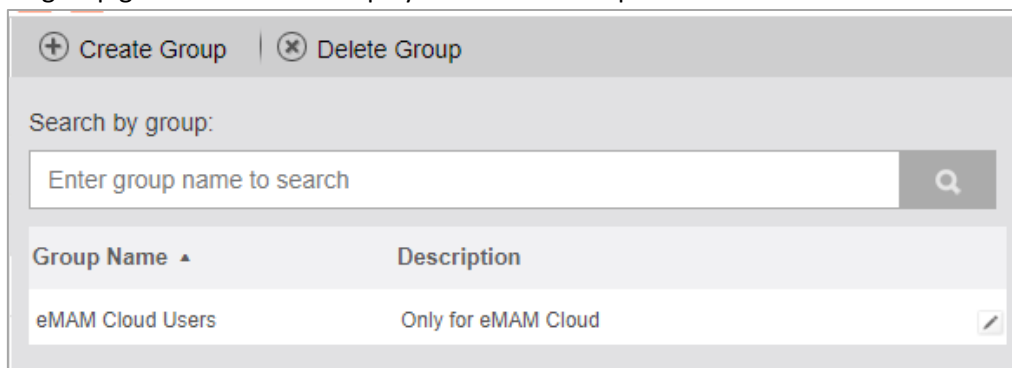
Description : Only for eMAM Cloud

Permission Category Asset Type Users **Metadata Group**

<input checked="" type="checkbox"/> Select ALL	Metadata Group Name
<input checked="" type="checkbox"/>	Dublin Core
<input type="checkbox"/>	Rights Management

Create Cancel

g. The new user group gets added and is displayed in the middle panel.



+ Create Group | x Delete Group

Search by group:

Enter group name to search

Group Name ▲	Description
eMAM Cloud Users	Only for eMAM Cloud

Need Help

Please contact eMAM Support at support@emamcloud.com