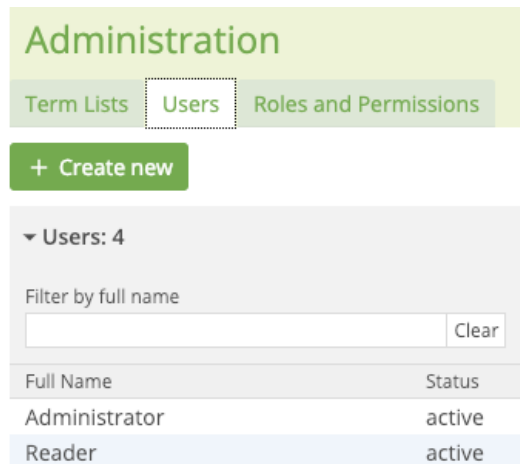


# Administration

Use the administration interface to create, edit, and delete user accounts, roles and permissions, and term lists.

## Users

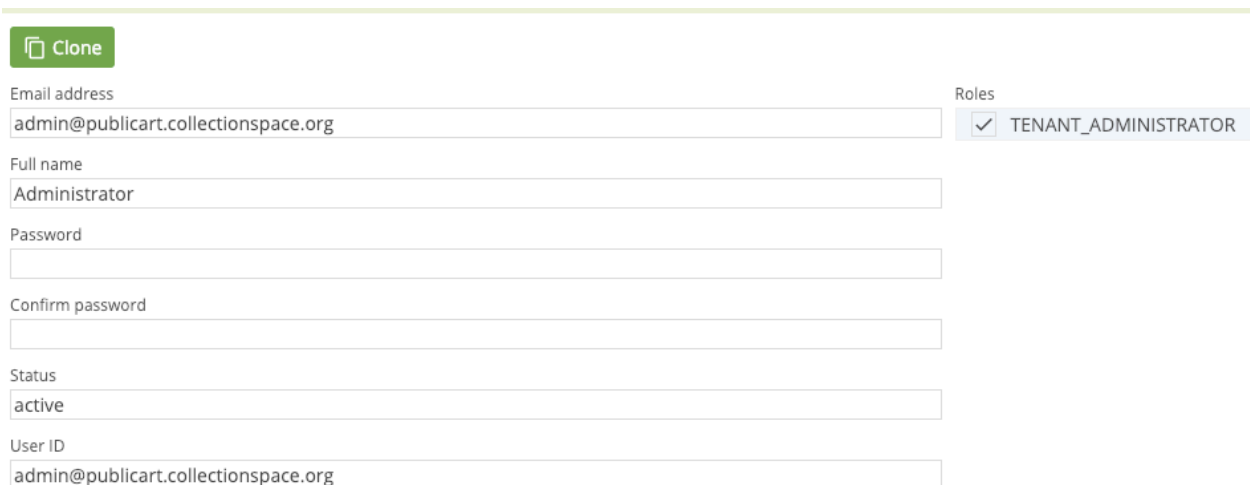
Make sure you are on the Administration tab. Select the Users tab. Users will be listed by name and status. You can use the search bar to filter users when looking for someone specific.



The screenshot shows the 'Administration' interface with the 'Users' tab selected. A green '+ Create new' button is visible. Below it, a dropdown menu shows 'Users: 4'. A search bar labeled 'Filter by full name' with a 'Clear' button is present. A table lists users with columns for 'Full Name' and 'Status'.

Full Name	Status
Administrator	active
Reader	active

To review or update the user credentials for a particular user, click the name. You will be navigated to a screen that allows you to edit the email address, full name, password, status, and user id. Assigned role(s) will also appear on the right for that particular user.



The screenshot shows the user edit form with a 'Clone' button at the top left. The form includes fields for 'Email address', 'Full name', 'Password', 'Confirm password', 'Status', and 'User ID'. A 'Roles' section on the right shows a checked checkbox for 'TENANT\_ADMINISTRATOR'.

Clone

Email address: admin@publicart.collectionspace.org

Roles:  TENANT\_ADMINISTRATOR

Full name: Administrator

Password: [Empty field]

Confirm password: [Empty field]

Status: active

User ID: admin@publicart.collectionspace.org

To create a new user, click the + Create New button at the top left of the Users screen.

[+ Create new](#)

A blank user account information screen will appear on the right side of the screen. Fill in all user information, including the email address, full name, and password.

User passwords must be between 8 and 24 characters in length; a warning message will appear if the entered password does not fit these parameters. Assign a role by selecting a checkbox.

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Email address*	Roles
<input type="text"/>	<input type="checkbox"/> TENANT_ADMINISTRATOR_2
Full name*	<input type="checkbox"/> TENANT_READER
<input type="text"/>	<input type="checkbox"/> TENANT_ADMINISTRATOR
Password*	
<input type="text"/>	
Confirm password*	
<input type="text"/>	
Status*	
<input type="text" value="active"/>	
User ID	
<input type="text"/>	

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Once all the information is entered, select save, and the user account will appear on the left with all other active accounts. The email address entered on creation will become the user's permanent user ID. The email address (used, for example, to reset a password) may then be changed, but the user ID will remain the same.

### *View or edit an existing user account*

To view or edit an existing user account, select the user name from the list of users on the left side of the screen. *Note: You must have delete permission to Users to edit a user account. For more information on roles and permissions, see below.*

You may edit the user's email address, full name, password, status, and assigned roles from this screen. The user ID may not be edited. After changing a user name, select or tab to the save button. Your changes will be reflected in the list of user accounts on the left side of the screen.

### *Delete a user account*

To delete a user account, open an existing user and select the delete button at the top of the edit screen.

Save Clone Revert Delete

Email address\*  
lori.goldstein@westaf.org

Full name\*  
Lori Goldstein

Password

Confirm password

Status\*  
active

User ID  
lori.goldstein@westaf.org

A confirmation screen will appear. Select delete to delete the user account or cancel or close to return to the edit screen.

Delete User

Delete Lori Goldstein?

Cancel Delete

After selecting delete, the user account will be removed and you will be returned to the main user administration screen.