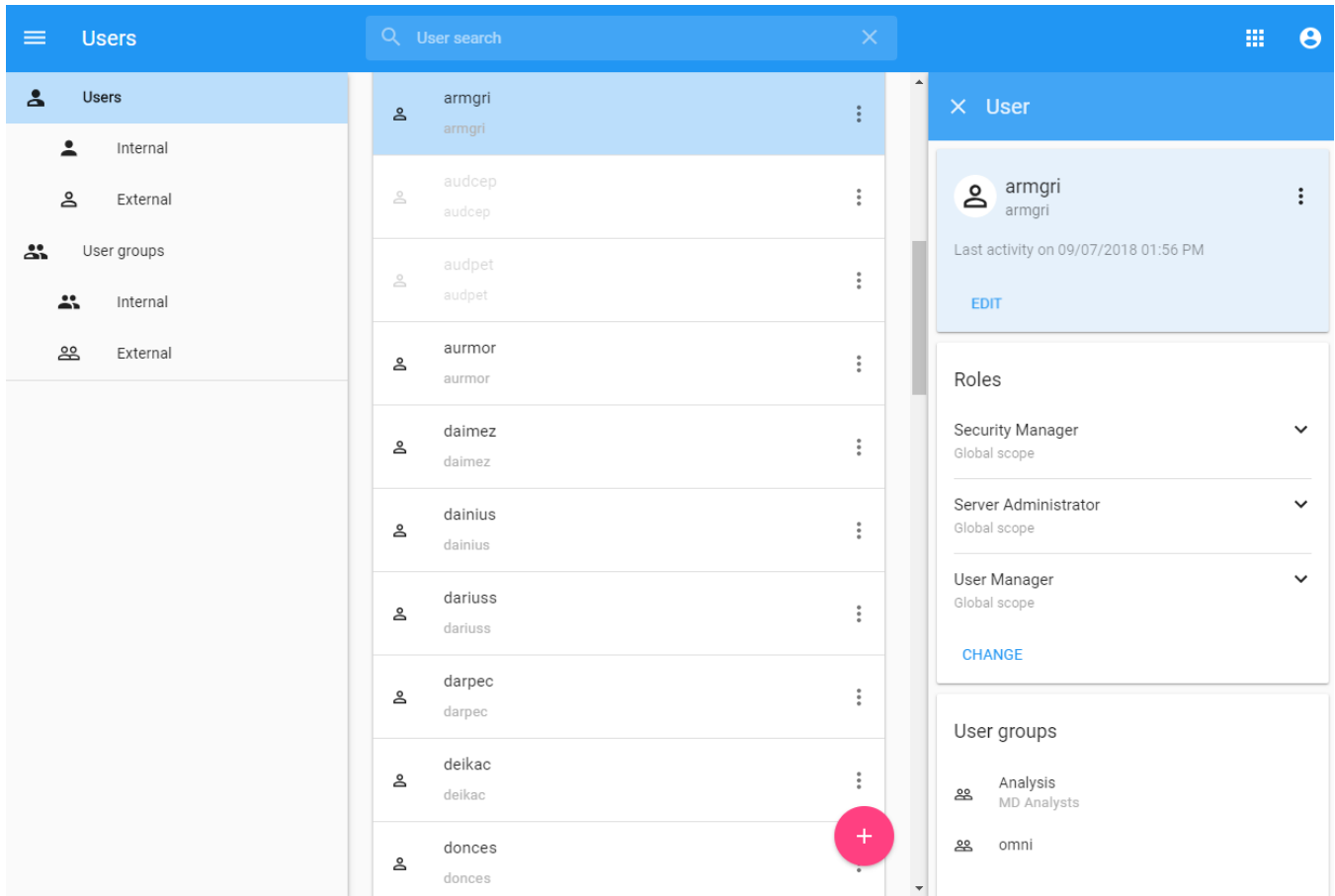


Users application structure

The **User application** contains a list of all TWCloud Admin users, including usernames, full names, last activity, and login status (**Enable** or **Disable**).




To open Users application

- Open the app bar and select **Users** application.

Only authorized users are able to view all users in the TWCloud system. There are individual users and user groups TWCloud, which are classified as external/internal users and external/internal user groups. External users or user groups are those imported from external LDAP servers. Internal users or user groups are those created in TWCloud.

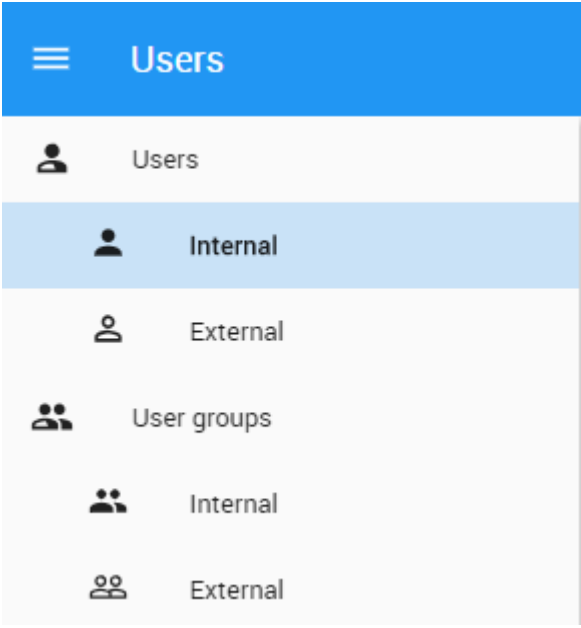
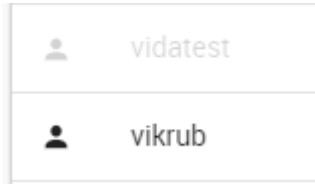


The Users app allows you to:

- Create new users.
- Import users. (Note that the **Import** button will not be visible unless you add an LDAP server to the TWCloud system.)
- Create new internal user groups.
- Import external user groups.
- Disable or enable users' login access.
- Search for users.
- View a user's information including the profile and the role(s) and assigned resource(s).
- Manage user directories.
- Change or reset users' passwords.

 Only a User Manager can create a new user and/or change a user's password.

 **Tip** You can also enable or disable user login access on the **User** pane. The **User** pane is accessible by clicking the username on the **User** application.

The table below describes the UI components in the **User** application.

UI Components	Description
	<p>The left side menu allows easy navigation and filtering of internal and external users/groups.</p>
Username column	<p>This column shows a username that is used to log into the TWCloud Admin. A username is a hyperlink that you can click to view the user's details, edit the user's data, or manage the user's role or resource assignments. See Viewing and editing user details for more information.</p>
Full Name column	<p>This column shows the full name of a user. When creating a new user, you may type the full name or leave it blank (optional).</p>
Last Activity Date	<p>This column shows the time and date of the user's last activity on TWCloud. The time-date format is DD/MM/YYYY HH:MM. This data appears only for users, this will not be shown when viewing group information.</p>
	<p>Different user colors show the user status in TWCloud Admin is either:</p> <ul style="list-style-type: none"> • Grey-colored user means that the user is disabled and not allowed to log into TWCloud Admin and TWCloud in MagicDraw. • Black-colored user means that the user is enabled and they can use their user account (username and password) to log into the TWCloud Admin.
Actions menu column	<p>The  button in the Action column allows you to edit user information and change user login access (enable or disable) by selecting either option from the drop-down menu.</p>
	<p>The Add button opens the Create User/Group pane that allows you to create a new user/group. See Managing user groups for more information.</p>
Search bar	<p>You can use this search box to find a username by typing a keyword and TWCloud Admin will run the search and find matching usernames.</p>

User group

A user group is used to group users and hand out the same role assignments to the users (members) in the same group. When you create a user group and assign role assignments including the scope, you assign them to all of the members in the user group. You can update information and delete a user group. You can also [import](#) a user group from an LDAP server as an external user group and all members of the user group will be imported to Teamwork Cloud (TWCloud) as external users as well. To update the information of an external user group in TWCloud, you need to resynchronize it with that of the LDAP server.

The **Search by username** text box (see the following figure) on the **User** application allows you to search for a user by a username or a keyword. You can type any alphabetic character, numeric value, or symbol (such as @, &, or # for example), or a combination of them in the search box. The search is not case-sensitive. By default, the search result will return all usernames that match the keyword or letter(s) entered and display them on the page.



Tip

Alternatively, you can use the multi-type search textbook on the uppermost part of every page that you open. By default, the search results will return all matching keywords or names entered. However, if you want to search for a particular user, you can select the type qualifier to restrict search results to usernames only.