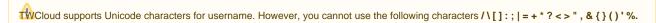
Creating user and group

Creating user

To create a new user account

- 1. From left navigation menu select Users.
- 2. In the lower right side of the Users app, click the action button
- 3. Select a Create User button and in Create User pane fill in required fields.



A text box with a red asterisk (*) means that the information is mandatory.

Click on top right corner to save user's account.

The Create button will be enabled if you fill in the Username, Password and Confirm password text boxes.

en creating a new user or editing user information, you may select to either enable or disable their access. If you want the user to access the

TWCloud system and carry out the tasks assigned, select the Enable check box (selected by default). If you clear the Enable check box, the user's

status will be disabled and thus he or she cannot log into TWCloud Admin and TWCloud in the modeling tool.

After User account is saved, the User details pane will be opened, here you can:

- · Edit user details,
- · Assign roles,
- Assign user to a group.

Creating users group

To create a new users group

- 1. From left navigation menu select User groups.
- In the lower right side of the User groups app, click the action button
 Select a Create user group button and in Create user group pane fill in required fields.
- Click on top right corner to save user`s account.

After User group is saved, the Group details pane will be opened, here you can:

- Edit group details,
- Assign roles,
- Assign user to a group.

Related pages

- Users application structure
- Importing users and groups
- Viewing and editing user details
- Converting users to internal or external
- Copying roles and assignments from another user
- Changing passwords
- · Viewing user role assignment