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## **User management**

System users can be managed by selecting the "Users" option from the left menu.

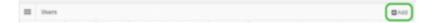


- Unordered List ItemThe "Last login" column displays each user's last successful login date.
- Unordered List ItemThe "Local" column indicates whether or not a user is managed by PMA.core or LDAP.
- Unordered List ItemThe "Administrator" column indicates whether or not a user can access PMA.core. Non administrator users cannot perform system management tasks within PMA.core.
- Unordered List ItemThe "Can Annotate" column indicates whether or not a user is allowed to create and edit annotations.
- Unordered List ItemThe "Suspended" column indicates whether or not a user is currently allowed to login to either PMA.core or downstream applications. A suspended login is treated as invalid by the system.
- Unordered List ItemThe "Locked out" column indicates whether or not a user is currently locked out due to consecutive invalid log in attempts.
- Unordered List ItemClicking on a user's email address launches your default email client.
- Unordered List ItemClicking on a user's login name displays a summary of the user's activity.

Next to each entry the following buttons appear:

| Button                    | Description   |
|---------------------------|---|
| Edit                      | Edits the selected user. This option allows the modification of the user's password, email and name. Furthermore the access level of the user can be changed (administrator or not) as well as whether or not the user is allowed to create and manage annotations. Finally a user can be (un)suspended within this option. |
| Delete                    | Deletes the selected user   |
| Remind password           | Sends a notification email to the selected user that contains their password in plain text  |
| Reset and remind password | Sets a random password for the selected user and sends them a notification email that contains the new password in plain text   |
| Unlock                    | Lifts a lock out.   |

To add a user click on the "Add" button on the top right of the table.



The following fields can be defined for each user:



| Field         | Description   |
|---------------|---|
| First Name    | The user's first name   |
| Last Name     | The user's last name  |
| Login         | The user's username. The username must be unique, irrespective of its casing. If user "UsEr" is already defined, you cannot also add user "uSeR". |
| Password      | The user's password   |
| Email         | The user's email address  |
| Administrator | Boolean value that indicates whether or not the user can login to the PMA.core administration interface   |
| Can Annotate  | Boolean value that indicates whether or not the user can create annotations for virtual slides  |
| Suspended     | Boolean value that indicates whether or not the user can login to the PMA.core and PMA.view systems   |

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