



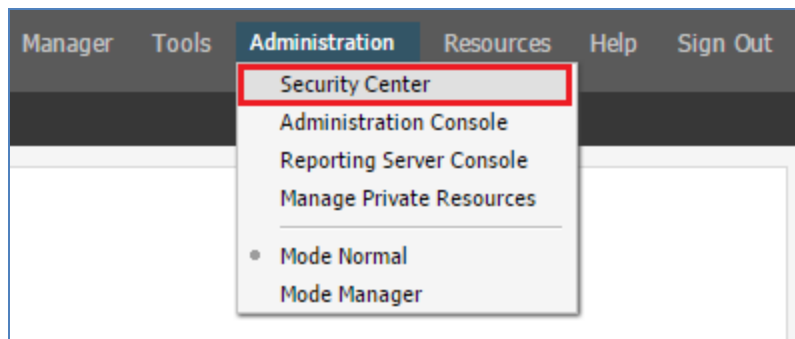
## Module 2: Managing Your Resources → Lesson 2: Creating Users and Groups → *Learn*

Welcome to *Module 2, Lesson 2*. In this lesson, you will review how to create new users for the WebFOCUS Business User Edition portal and then assign these users into groups based on role.

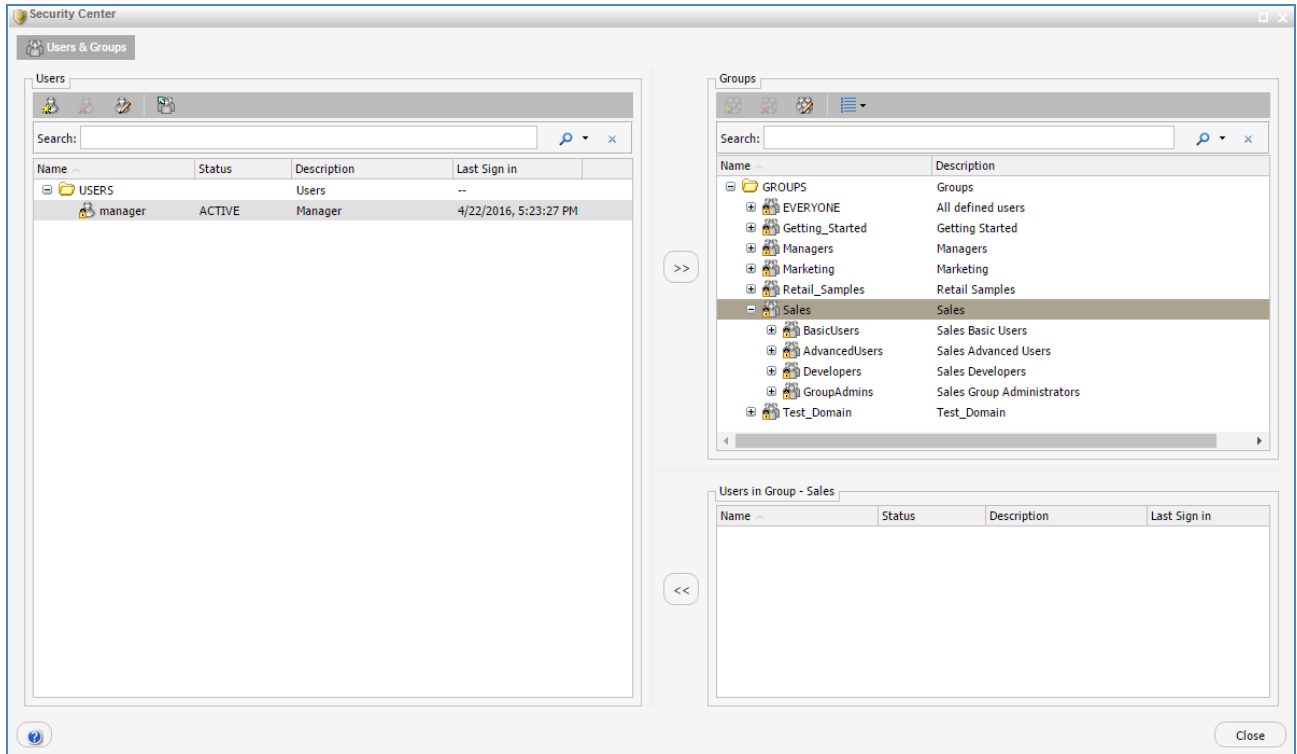
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Managing access to content and features in WebFOCUS can be a simple or as precise as you want. WebFOCUS uses a multi-tenant architecture, so many individual users can access the same databases and can easily share content with one another. Administrators can set user permissions for each domain to determine what means will be available to view or edit the content that other users have given them access to.

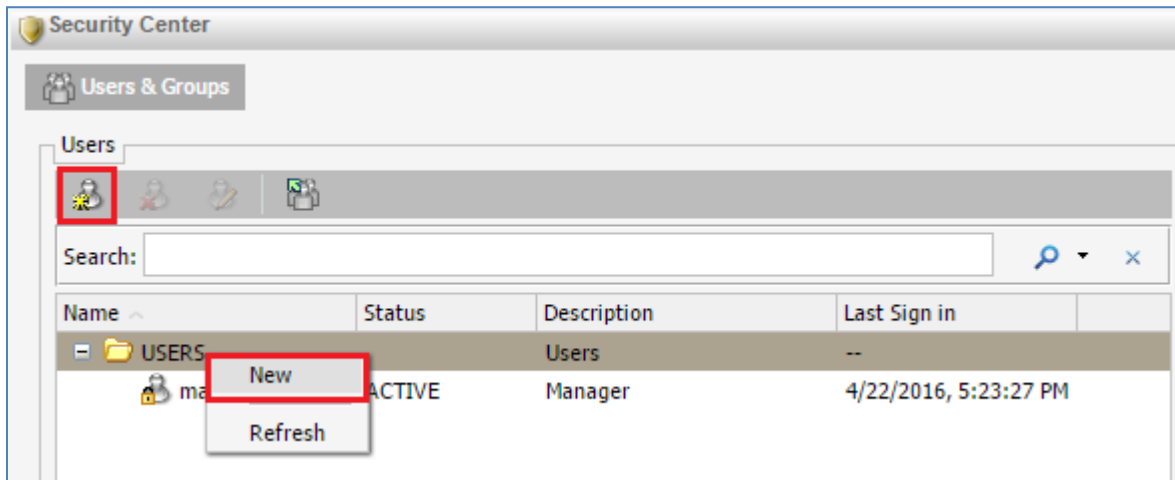
To create a new user, open the Security Center from the Administration menu.



The Users pane on the left shows a list of all users and the Groups pane on the top-right shows a list of all groups. When you select a group, a list of users in that group appears in the Users in Group pane.



You can create, delete, or edit a user by using the buttons above the Users pane.



When you create a new user, you can fill in the user name, a description, email address, password, group, and a user status.

The image shows a 'New User' dialog box with the following fields and options:

- User Name:** A text input field with a dotted border.
- Description:** A text input field.
- EMail Address:** A text input field.
- New Password:** A text input field.
- Confirm Password:** A text input field.
- Create in Group:** A dropdown menu with 'EVERYONE' selected.
- Status:** A dropdown menu with 'Active' selected.

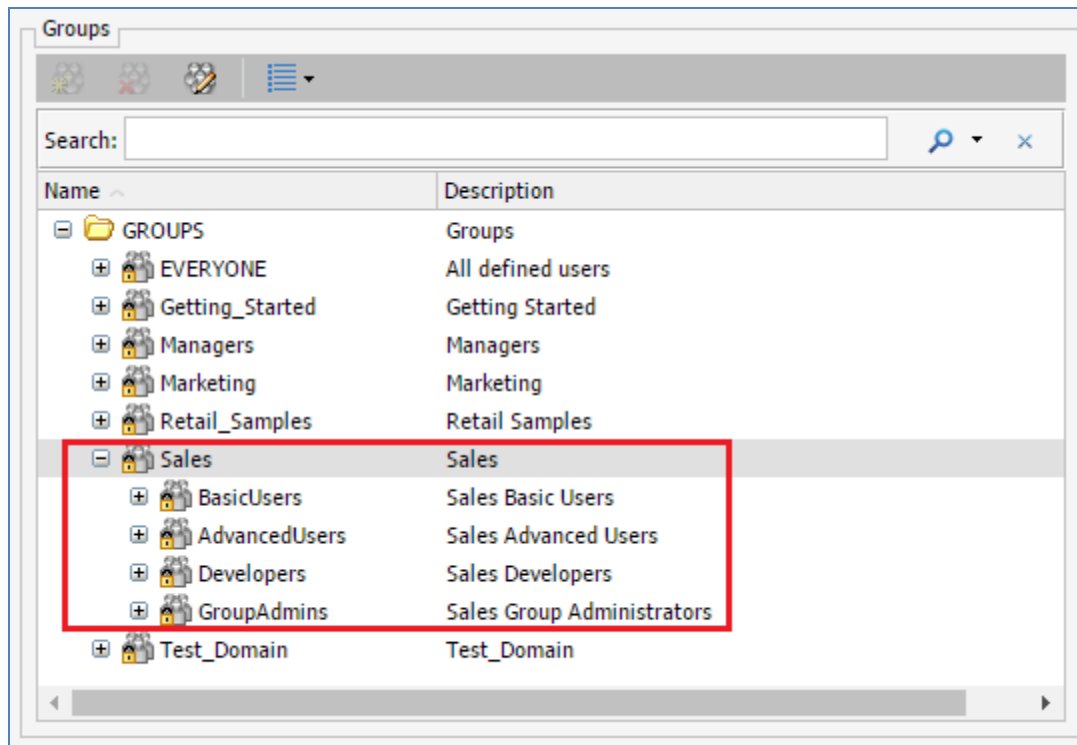
At the bottom of the dialog are three buttons: a help icon (question mark in a circle), 'OK', and 'Cancel'.

User name is the only required field, although you also have to set a selection for group and status. Everyone and Active are the respective defaults for these fields. You can leave the password fields blank if you want, requiring the user to supply only their user name.

The user will supply the user name and password when logging into the WebFOCUS Business User Edition, and the description will serve as the name that appears in the toolbar. Users can change their password at any time by clicking the description name menu and clicking *Change Password*.

You can save time in adding multiple users by importing a CSV file with their information. The values must be separated by commas, with values containing commas enclosed in double quotes. It must contain a user name, password, description, email address, user status, and group for each user. You can leave a value blank by just typing nothing, leaving two commas in a row. In this example, the users do not need to supply a password and do not have an email address associated with their accounts.

When you create a new domain, a new group is automatically created for it.

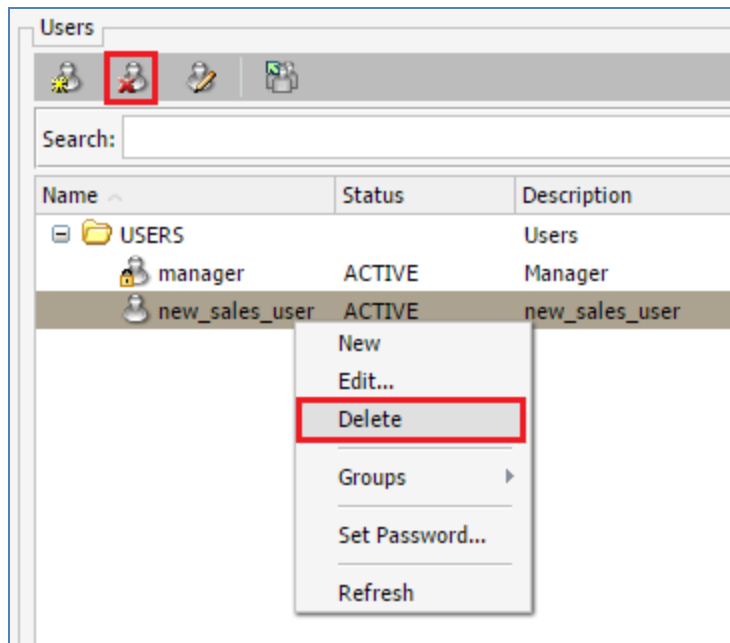


Within this domain-associated group, subgroups are automatically created with pre-set privileges. These are Basic User, Advanced User, Developer, and Group Administrator. You can put users into these groups to give them the specified permissions in the domain that they are tied to. Developers can create content and upload and connect to data, Advanced Users can create content, Basic Users can view content, and Group Administrators can manage which users have access to the domain and what permissions they have. Users can be members of more than one of these subgroups.

You can add users to a group by selecting them in the Users pane and clicking the double arrow to add them to the group selected in the Groups pane. To remove a user from a group, select the group, then select the user or users that you want to remove, and click the double left arrows to remove them. Users can be members of more than one group.

You can move users in bulk into a group by using Shift-click or Ctrl-click, and then using the double arrows to add the selected users to the group of your choice.

You can delete a user at any time by making a selection and then clicking the Delete button.



The Users pane shows when each user last signed into WebFOCUS Business User Edition, so you can determine whether or not the account is inactive and could be deleted.

As you can see, WebFOCUS Business User Edition supplies a number of means to manage the users accessing your environment and the content and features that they have access to.

You are now ready to move on to *Module 2, Lesson 3*, where you will learn how to access and navigate the Resources tree to explore all of the available menus and options.