

Quadpro Help Desk

Editing User Accounts

Editing User Accounts:

If you would like to edit, add or delete a User account select **Admin > Glossary** from the Home Screen toolbar.

From the dropdown menu select '**Contacts and Users**' to bring up the screen for User and Provider accounts.

Editing a User Account:

To make a change to a User Account's permissions or information, select the account name you wish to edit and double click to open a dialog box as displayed below.

The image shows a 'User Profile' dialog box. At the top, it has fields for 'First Name' (Liz), 'Surname' (Hertson), 'Password', 'AD Login', and 'Type' (a dropdown menu). Below these is a 'Text Scaling' section with a checkbox and a text input field. A section titled 'Access' contains a checkbox for 'Deny login access' and a list of system components. Each component has a red 'X' icon in a circle next to it, indicating restricted access. At the bottom, there is an 'Access' dropdown menu, an 'Apply All' button, and 'Save' and 'Exit' buttons.

Component	Access Status
Asset Maintenance	Restricted (Red X)
Assets	Restricted (Red X)
Budgets	Restricted (Red X)
Building	Restricted (Red X)
Call Centre	Restricted (Red X)
Call Centre Manager	Restricted (Red X)
Elements	Restricted (Red X)
Glossary	Restricted (Red X)
Minor works	Restricted (Red X)
Plans & Photos	Restricted (Red X)
PM Work Items	Restricted (Red X)
Preferences	Restricted (Red X)
Projects	Restricted (Red X)
Schedule of Rates	Restricted (Red X)
Security - Doors	Restricted (Red X)
Security - Keys	Restricted (Red X)
Security - Sensors	Restricted (Red X)
Service Providers	Restricted (Red X)
Site	Restricted (Red X)
Space	Restricted (Red X)
Tasks	Restricted (Red X)

To make any changes to the logged information , simply click on the boxes to then enter new information.

You may introduce a password to accounts that have unrestricted access to ensure the protection of important data stored on the system. Enter a secure but memorable password in the designated box.

AD LOGIN:

This field allows you to log in to Quadpro using your windows account.

Please contact us to find out more regarding this setting.

Editing Permissions:

If you would like to change a permission a user has you simply need to click on a desired row and then using the drop down menu title **'Access'** select either **'No Access'** , **'View Only'** or **'Unrestricted'**

To make one type of access the same for each permission select the one you would like to designate for the user and click **'Apply All'** to make the change.

Once you have updated the information for that User Account, click save to finalise the changes.