

Section 103

Tina5s Admin Guide – User Management

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Build Date : 6/27/2018 5:53:34 AM

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Creating a New User (Account Controlled by Tina)

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External

Show Inactive Users

1 Enter the email address of the new user.

1



User

New/Add existing User/Edit

↓

Email / Login*

Name*

Company Name

Details Roles Login History My Networks Security Attributes(0) Devices Permissions

Department

Employee ID

Designation

Job Title

Account Controlled By

Office Phone

Mobile Phone

Alternate Email ID

2 Verify the Email/Login information that has been entered

2

er of Role(s)	Date Created/Joined
	7/5/2018 3:26:38 PM
	2/5/2018 4:56:30 PM
	7/5/2018 3:16:57 PM
	7/5/2018 3:20:56 PM



Creating a New User (Account Controlled by Tina)


Show Inactive Users

New User	
Is Managed	Login
<input type="checkbox"/>	
<input type="checkbox"/>	gwen_stacy197601@gmail.com
<input type="checkbox"/>	jonah_jameson197601@gmail.com
<input type="checkbox"/>	maryjane_watson197601@gmail.com
<input type="checkbox"/>	peter_parker197601@gmail.com

1
Once verified, add the user to your network

User


New/Add existing User/Edit

Email / Login* 

Email verified successfully. Click Add to associate this user with BUGLEENGINEERING.

Name*

Company Name



Details Roles Login History My Networks Security Attributes(0) Devices Permissions

Department Office Phone

Employee ID Mobile Phone

Designation Alternate Email ID

Job Title

Account Controlled By



Creating a New User (Account Controlled by Tina)

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User

Is Managed	Login
<input type="checkbox"/>	gwen_stacy197601@gmail.com
<input type="checkbox"/>	jonah_jameson197601@

User

New/Add existing User/Edit

Email / Login*

Name*

Company Name

Details Roles Login History My Networks Security Attributes(0) Devices Permissions

Department Office Phone

Employee ID Mobile Phone

Designation Alternate Email ID

Job Title

Account Controlled By

1 Enter information about the new user.

2 If you're authenticating using LDAP (see Section 101), this information will be imported for you (if it's available).

3 This box will be automatically populated by Tina when you save

4 You can upload a photo of the user (or leave it for them to do). Use JPEG of aspect ratio 1:1.15.

5 Enter information about the new user.

6 Save and close



Creating a New User (Account Controlled by Tina)

Show Inactive Users

New User

Is Managed	Login	First Name	Last Name	Organization	Department	Status	Number of Role(s)	Date Created/Joined
<input type="checkbox"/>	gwen_stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM
<input type="checkbox"/>	jonah_jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM
<input type="checkbox"/>	maryjane_watson197601@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM
<input type="checkbox"/>	norman_osborn197601@gmail.com	Norman	Osborn	Bugle Engineering	Engineering	Pending	1	7/9/2018 7:26:34 PM
<input type="checkbox"/>	peter_parker197601@gmail.com	Peter	Parker	Bugle Engineering	Engineering	Active	2	7/5/2018 3:20:56 PM

1 The new user account will not become active until the user has accepted your invitation to join

COMPOSE

Inbox (1)

Starred

Sent Mail

Drafts

More labels

Norman

The Tina5s BUGLEENGINEERING Network Admin Has Invited You to Sign Up

1:26 PM (ago)

Hello Norman Osborn

I'm inviting you to

To join, click or tap [here](#)

Thanks,

The Tina5s BUGLEENGINEERING Network Admin

2 Your invitation will show up in the new user's email inbox

First time user login

Email Address

First Name

Last Name

Security Question

Security Answer

Password

Strong

Confirm Password

Next

3 The new user will setup their password and security question. After clicking on 'Next' they will be logged in and their account will be active

Go back to [Table of Contents](#) or continue.

Creating a New User (Account Controlled by Active Directory)

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User Create New User (From AD)

← Choose 'Create New User (From AD)'

1

<input type="checkbox"/>	Is Managed	Login					Status	Number of Role(s)	Date Created/Joined	Account Controlled By
<input type="checkbox"/>	true	gwen.stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM	Active Directory
<input type="checkbox"/>	true	jonah.jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM	Active Directory
<input type="checkbox"/>	true	maryjane.watson197601@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM	Active Directory
<input type="checkbox"/>	true	norman.osborn197601@gmail.com	Norman	Osborn	Bugle Engineering	Engineering	Active	1	7/9/2018 7:26:34 PM	Active Directory
<input type="checkbox"/>	true	peter.parker197601@gmail.com	Peter	Parker	Bugle Engineering	Engineering	Active	2	7/5/2018 3:20:56 PM	Active Directory

NOTE

The Network Admin can only create a new account from Active Directory if the following two conditions have been met:

1. 'Enable Active Directory Integration' must be set up on the Properties tab (see Section 101)
2. The Network Admin's account must be controlled by Active Directory

Creating a New User (Account Controlled by Active Directory)

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User Create New User (From AD)

<input type="checkbox"/>	Is Managed	Login	First Name	Last Name	Organization	Department	Status	Number of Role(s)	Date Created/Joined	Account Controlled By
<input type="checkbox"/>	true	gwen_stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM	Active Directory
<input type="checkbox"/>	true	jonah_jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM	Active Directory
<input type="checkbox"/>	true	maryjane_watson197601@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM	Active Directory
<input type="checkbox"/>	true	norman_osborn197601@gmail.com	Norman	Osborn				1	7/9/2018 7:26:34 PM	Active Directory
<input type="checkbox"/>	true	peter.parker197601@gmail.com	Peter	Parker				2	7/5/2018 3:20:56 PM	Active Directory

Connect Tina to Your Active Directory

Provide your Windows credentials so Tina can connect to your Active Directory (your credentials will not be stored in Tina).

Windows Username *

Password *

Next

Close

1 Enter your Windows credentials to connect to Active Directory

2 Click on 'Next'

Creating a New User (Account Controlled by Active Directory)

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User Create New User (From AD)

<input type="checkbox"/>	Is Managed	Login
<input type="checkbox"/>	true	gwen.stacy197601@gmail.com
<input type="checkbox"/>	true	jonah.jameson197601@gmail.com
<input type="checkbox"/>	true	maryjane.watson197601@gmail.com
<input type="checkbox"/>	true	norman.osbom197601@gmail.com
<input type="checkbox"/>	true	peter.parker197601@gmail.com

Active Directory List

Choose AD members whose Tina accounts will be controlled using Active Directory. Tina accounts will be automatically created for the AD members you choose who do not currently have Tina accounts.

<input type="checkbox"/>	Email	First Name	Last Name	Company Name	Department	Job Title	Office Number	Tina User?	Account Controlled By
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

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Control Access Using AD Close

← Tina will list all members of your Active Directory. Select just the ones who require new Tina accounts. 1

↑ 2
Click here

Created/Joined	Account Controlled By
2018 3:26:38 PM	Active Directory
2018 4:56:30 PM	Active Directory
2018 3:16:57 PM	Active Directory
2018 7:26:34 PM	Active Directory
2018 3:20:56 PM	Active Directory

Creating a New User (Account Controlled by Active Directory)

Click on 'Activate'

3



New User Create New User (From AD) Unlock User **Activate** Change Account Control Inactivate

	Is Managed	Login	First Name	Last Name	Organization	Department	Status	Number of Role(s)	Date Created/Joined	Account Controlled By
<input type="checkbox"/>	true	gwen_stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM	Active Directory
<input type="checkbox"/>	true	jonah_jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM	Active Directory
<input checked="" type="checkbox"/>	true	kraven_hunter197601@gmail.com	Kraven	Hunter	Bugle Engineering	Engineering	Pending	1	7/10/2018 1:09:15 AM	Active Directory
<input type="checkbox"/>	true	maryjane_watson197601@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM	Active Directory
<input type="checkbox"/>	true	norman_osborn197601@gmail.com	Norman	Osborn	Bugle Engineering	Engineering	Active	2	7/6/2018 7:26:34 PM	Active Directory
<input type="checkbox"/>	true	peter_parker197601@gmail.com	Peter	Parker	Bugle Engineering	Engineering	Active	2	7/6/2018 7:20:56 PM	Active Directory



Check the new user

2

1



The new user account is set to pending until you activate it

Adding a Role to a User

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users


New User

	Is Managed	Login
<input type="checkbox"/>	true	gwen_stacy197601@gmail.com
<input type="checkbox"/>	true	jonah_jameson197601@gmail.com
<input type="checkbox"/>	true	kraven_hunter197601@gmail.com
<input type="checkbox"/>	true	maryjane_watson197601@gmail.com
<input type="checkbox"/>	true	norman_osborn197601@gmail.com
<input type="checkbox"/>	true	peter_parker197601@gmail.com

User

New/Add existing User/Edit

Email / Login*



Details Roles Login History My Networks Security Attributes(0) Devices Permissions

Add Roles

Role Name	Role Status	Remove
AllUser	Active	<input type="button" value="X"/>

Section 102 shows how you can add many (or one) users to a role. You can also add a role to a user as shown here.

1
Click on the 'Roles' tab

2
Click on the '+' icon to add a role to the user

New users are automatically added to the 'AllUser' role.
Remove users from any role listed by clicking on the 'X'.



Adding a Role to a User

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User	
<input type="checkbox"/>	Login
<input type="checkbox"/>	gwen_stacy197601@gmail.com
<input type="checkbox"/>	jonah_jameson197601@gmail.com
<input type="checkbox"/>	kraven_hunter197601@gmail.com
<input type="checkbox"/>	maryjane_watson197601@gmail.com
<input type="checkbox"/>	
<input type="checkbox"/>	

User

New/Add existing User/Edit

Email / Login*

Select Roles

- Design & Drafting
- Document Control
- Engineering
- HR

Role Name
AllUser

2 Select the role(s) you would like to add the user to

1 If you have many roles, type and find the role you are looking for in this box

3 Click on 'Add'



Adding a Role to a User

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Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User

	Is Managed	Login
<input type="checkbox"/>	true	gwen_stacy197601@gmail.com
<input type="checkbox"/>	true	jonah_jameson197601@gmail.com
<input type="checkbox"/>	true	kraven_hunter197601@gmail.com
<input type="checkbox"/>	true	maryjane_watson197601@gmail.com
<input type="checkbox"/>	true	norman_osborn197601@gmail.com
<input type="checkbox"/>	true	peter_parker197601@gmail.com

User

New/Add existing User/Edit

Email / Login*

Name*

Company Name

Details Roles Login History My Networks Security Attributes(0) Devices Permissions

Add Roles

Role Name	Role Status	Remove
AllUser	Active	<input type="button" value="✕"/>
Engineering		<input type="button" value="✕"/>



1

After saving and closing, the user will be added to the role

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Locking a User

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TINA Help

Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates

Show Inactive Users

New User

<input type="checkbox"/>	Is Managed	Login
<input type="checkbox"/>	true	gwen_stacy197601@gmail.com
<input type="checkbox"/>	true	jonah_jameson197601@gmail.com
<input type="checkbox"/>	true	kraven_hunter197601@gmail.com
<input type="checkbox"/>	true	marvjan197601@gmail.com
<input type="checkbox"/>	true	197601@gmail.com
<input type="checkbox"/>	true	01@gmail.com

1

Open the user account that you would like to lock by clicking on the user name



User

New/Add existing User/Edit

Email / Login*

Name*

Company Name

Details Roles Login History My Networks Security Attributes(0) Devices Permissions

Department Office Phone

Employee ID Mobile Phone

Designation Alternate Email ID

Job Title

Account Controlled By



2

Click on 'Lock'



3

Click on 'Save and Close' (the Status on the grid behind the pop up will change from 'Active' to 'Locked')

Notes

Administrators can lock active users out of Tina. When this is done, the user:

1. May continue working in Tina until their session expires.
2. Will not be able to login again (after their session expires).
3. Will receive an advisory email.

Unlocking a User

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Click on 'Unlock User'

Note: if LDAP is enabled (see Section 101) more buttons will be available than are shown here.

Properties Roles My Account Controls External Connectors

Show Inactive Users

New User Unlock User Activate Inactivate

<input type="checkbox"/>	Is Managed	Login	First Name	Last Name	Organization	Department	Status	Number of Role(s)	Date Created/Joined
<input type="checkbox"/>	true	gowen.stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM
<input type="checkbox"/>	true	jonah.jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM
<input checked="" type="checkbox"/>	true	kraven.hunter197601@gmail.com	Kraven	Hunter	Bugle Engineering	Engineering	Locked	1	7/10/2018 1:09:15 AM
<input type="checkbox"/>	true	maryjane.watson197601@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM
<input type="checkbox"/>			Norman	Osborn	Bugle Engineering	Engineering	Active	1	7/9/2018 7:26:34 PM
<input type="checkbox"/>			Peter	Parker	Bugle Engineering	Engineering	Active	2	7/5/2018 3:20:56 PM

1

Check the user(s) to be unlocked

Notes

1. Administrators can unlock users from the main grid (as shown here) as well as from individual user pop ups.
2. When unlocked, the user will receive an advisory email and may login to Tina once again.

Activating an Inactive User

The screenshot shows the Tina user management interface. At the top, there is a navigation bar with the Tina logo, a search bar, and several notification icons. Below the navigation bar, there are two tabs: "External Connectors" and "Workflow Templates". A blue callout box with a downward arrow and the number "1" points to a checkbox labeled "Show Inactive Users", which is currently checked. Below this, there are three buttons: "New User", "Unlock User", and "Activate". A blue callout box with a leftward arrow and the number "2" points to the "Activate" button. Below the buttons is a table of users. A blue callout box with a leftward arrow and the number "3" points to the "Activate" button in the table's header row. The table has columns for "Is Managed", "Login", "First Name", "Last Name", "Organization", "Department", "Status", "Number of Role(s)", and "Date Created/Joined". The user "Kraven Hunter" is highlighted in blue, indicating they are the user being activated. At the bottom right, there is a "Notes" section with two numbered steps.

1 Check this box to show all active AND inactive users

2 Check the user(s) to be reactivated

3 Click on 'Activate'

Notes

1. Administrators can also activate inactive users from individual user pop ups.
2. Once activated, the user will receive an email providing them with their account ID and a link that leads to the Tina login splash page.

Is Managed	Login	First Name	Last Name	Organization	Department	Status	Number of Role(s)	Date Created/Joined
<input type="checkbox"/>	true gwen_stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM
<input type="checkbox"/>	true jonah_jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM
<input checked="" type="checkbox"/>	kraven_hunter197601@gmail.com	Kraven	Hunter	Bugle Engineering	Engineering	Inactive	1	7/10/2018 1:09:15 AM
<input type="checkbox"/>	...@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM
<input type="checkbox"/>	...@gmail.com	...	Osborn	Bugle Engineering	Engineering	Active	1	7/9/2018 7:26:34 PM
<input type="checkbox"/>	...@l.com	Peter	Parker	Bugle Engineering	Engineering	Active	2	7/5/2018 3:20:56 PM

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Inactivating an Active User

Properties Roles Users Categories Project Security Mail System Maintenance Configuration External Connectors Workflow Templates

Show Inactive Users

Click on 'Inactivate'

New User Unlock User Activate Inactivate

<input type="checkbox"/>	Is Managed	Login	First Name	Last Name	Organization	Department	Status	Number of Role(s)	Date Created/Joined
<input type="checkbox"/>	true	gwen_stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering	Active	2	7/5/2018 3:26:38 PM
<input type="checkbox"/>	true	jonah_jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2	2/5/2018 4:56:30 PM
<input checked="" type="checkbox"/>	true	kraven_hunter197601@gmail.com	Kraven	Hunter	Bugle Engineering	Engineering	Active	1	7/10/2018 1:09:15 AM
<input type="checkbox"/>	true	maryjane_watson197601@gmail.com	Mary Jane	Watson	Bugle Engineering	Engineering	Active	1	7/5/2018 3:16:57 PM
<input type="checkbox"/>	true	norman_osborn@gmail.com	Norman	Osborn	Bugle Engineering	Engineering	Active	1	7/9/2018 7:26:34 PM
<input type="checkbox"/>	true	peter_parker@gmail.com	Peter	Parker	Bugle Engineering	Engineering	Active	2	7/5/2018 3:20:56 PM

Check the user(s) to be inactivated

Notes

1. After clicking on 'Inactivate' the user will receive an email advisory. After logging out, or if the session has expired, they will not be able to login to Tina again.
2. Administrators can also inactive users from individual user pop ups.
3. Use locking to block Tina access temporarily. Inactivate the account if access is to be blocked permanently.

Resetting a User's Password

The screenshot shows a user management interface with a 'User' modal open. The modal contains a 'Reset Password' dialog box. Annotations include: 1. Click on the user (arrow pointing to a user in a table), 2. Click on 'Reset Password' (arrow pointing to the button), 3. Click on 'OK' to confirm (arrow pointing to the OK button in the dialog), and 4. Close the pop up (arrow pointing to the close button in the modal).

Is Managed	Login
<input type="checkbox"/>	gwen_stacy197601@gmail.com
<input type="checkbox"/>	jonah_jameson197601@gmail.com
<input type="checkbox"/>	kraven_hunter197601@gmail.com
<input type="checkbox"/>	maryjane197601@gmail.com
<input type="checkbox"/>	stacy197601@gmail.com
<input type="checkbox"/>	1@gmail.com

Role(s)	Date Created/Joined
	7/5/2018 3:26:38 PM
	2/5/2018 4:56:30 PM
	7/10/2018 1:09:15 AM
	7/5/2018 3:16:57 PM
	7/9/2018 7:26:34 PM
	7/5/2018 3:20:56 PM

Details	Roles	Login Hist
Department: Engine		
Employee ID: 1627		
Designation: P.Eng		

Phone Numbers
876-2381
781-9216

Reset Password for this user ?

Ok Cancel

Reset Password Lock Inactivate Set Password Save Save

- Notes**
1. After clicking on OK, Tina will send an advisory email to the user
 2. The user will follow the instructions provided and create a new password

Setting a User's Password

1 Click on the user

2 Click on 'Set Password'

3 Copy password (if required)

4 Click on 'Set Password'

5 Close the User Pop Up

Note
Tina automatically generates a new password that the Admin will provide to the user.

Change Account Control

Click on 'Change Account Control'

Click on the user

Choose either Active Directory or Tina

Provide your Windows Username and password

Click on 'Change Account Control'

Close the Pop Up

Is Managed	Login	First Name	Last Name	Organization	Department	Role(s)	Date Created/Joined	Account Controlled By
<input type="checkbox"/>	gwen_stacy197601@gmail.com	Gwen	Stacy	Bugle Engineering	Engineering		7/5/2018 3:26:38 PM	Active Directory
<input type="checkbox"/>	jonah_jameson197601@gmail.com	Jonah	Jameson	Bugle Engineering	Project Controls	Active	2/5/2018 4:56:30 PM	Active Directory
<input checked="" type="checkbox"/>	maryjane_watson197601@gmail.com	Mary Jane	Watson					
<input type="checkbox"/>	norman_osborn197601@gmail.com	Norman	Osborn					
<input type="checkbox"/>	peter_parker197601@gmail.com	Peter	Parker					