Section 103

Tina5s Admin Guide – User Management

Creating a New User (Account Controlled by Tina)

Creating a New User (Account Controlled by Active Directory

Adding a Role to a User

Locking a User

Unlocking a User

Activating an Inactive User

Inactivating a User

Resetting a User's Password

Setting a User's Password

Changing Account Control

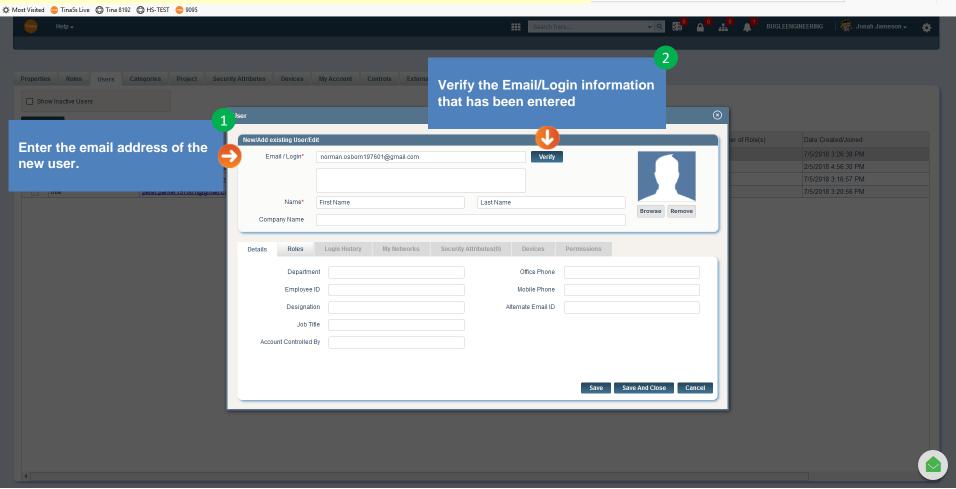
TINA

Build Version: 1.0.0.44461

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

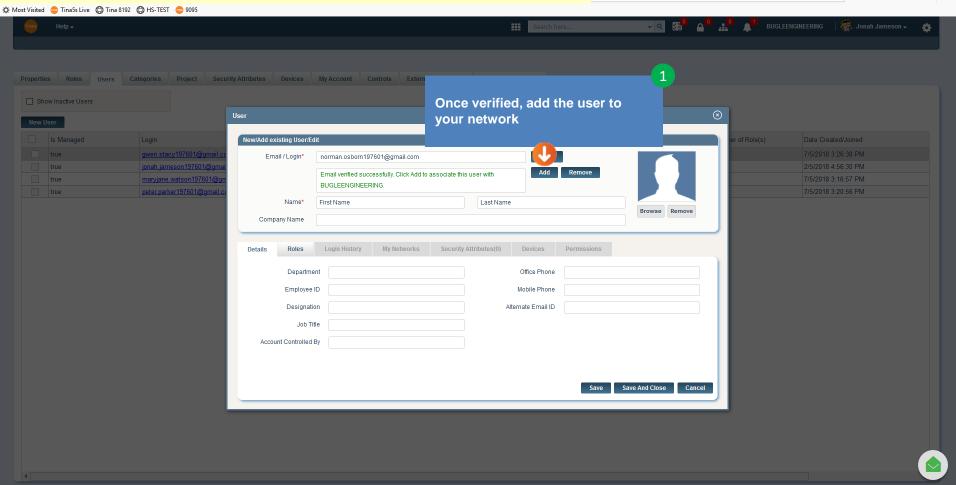
Database Version: 2013_02_01_44461

Creating a New User (Account Controlled by Tina)



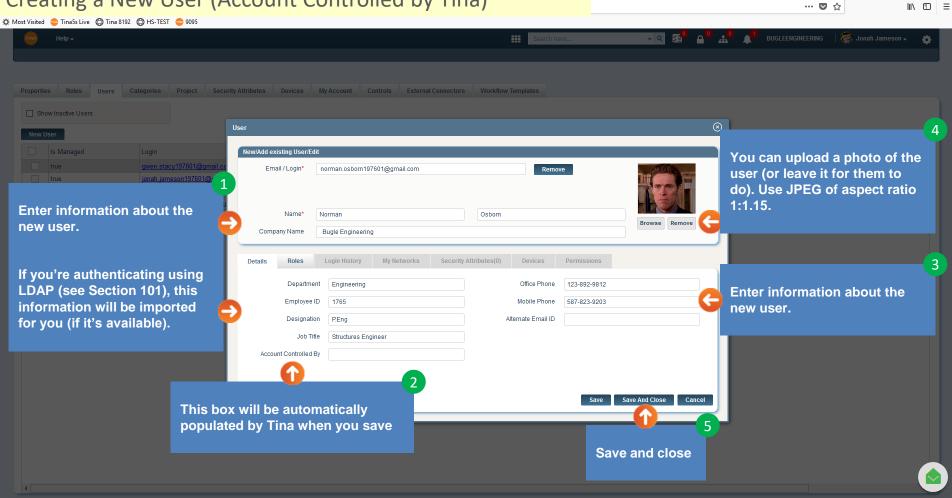
... ♥ ☆

Creating a New User (Account Controlled by Tina)



... ♥ ☆

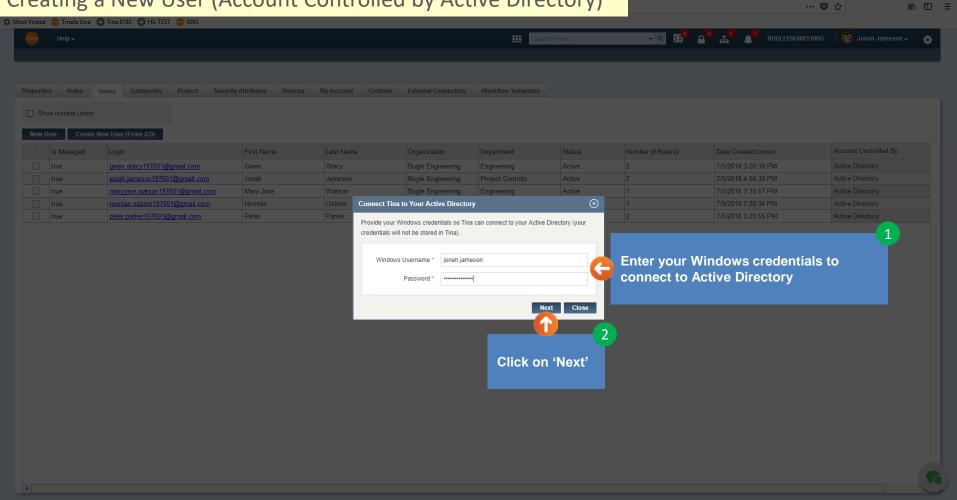
Creating a New User (Account Controlled by Tina)



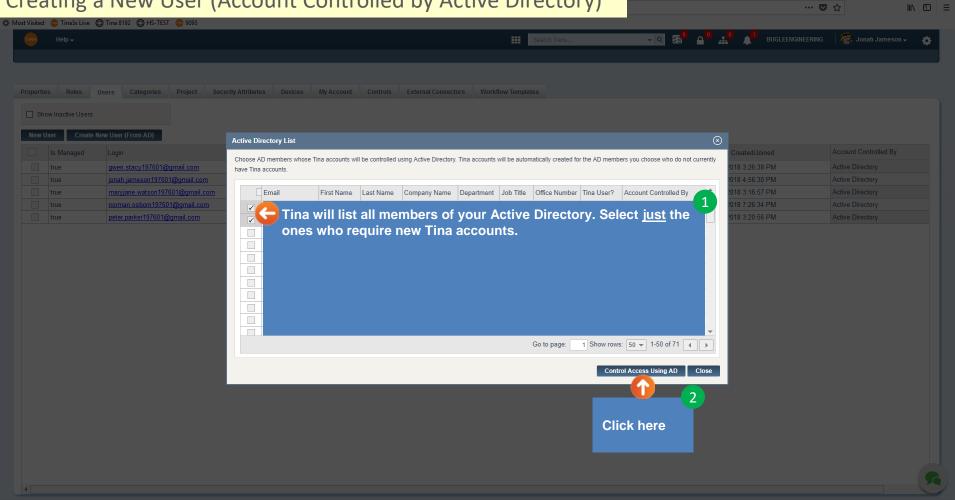
Creating a New User (Account Controlled by Tina) ... ♥ ☆ Search here.. Help → Categories Security Attributes Devices My Account Controls **External Connectors** Workflow Templates Show Inactive Users New User Is Managed Login First Name Last Name Organization Department Status Number of Role(s) Date Created/Joined true gwen.stacy197601@gmail.com Gwen Stacy **Bugle Engineering** Engineering Active 7/5/2018 3:26:38 PM true jonah.jameson197601@gmail.com Jonah Jameson **Bugle Engineering** Project Controls Active 2/5/2018 4:56:30 PM true maryjane.watson197601@gmail.com Mary Jane Watson **Bugle Engineering** Engineering Active 7/5/2018 3:16:57 PM norman.osborn197601@gmail.com Norman Osborn **Bugle Engineering** Engineering Pendina 7/9/2018 7:26:34 PM peter.parker197601@gmail.com Peter Parker **Bugle Engineering** Engineering Active 7/5/2018 3:20:56 PM The new user account will not become active until the user has accepted your invitation to join M The Tina5s BUGLEENGINE X https://tina5s.com/GMAIL X C Secure https://tina5s.com/GMAIL/bugleengineering/yourbusiness/join/MfVInK6yEqsf3mP8Y5otF-GJ2stbpxsVU_D5yfpFnFS0_AGq055fVsOH_ded6Kxn3-Q-joaf5h0y990v... ☆ 🔀 The Tina5s BUGLEENGINEERING Network Admin Has Invited You to Sign Up COMPOSE Inbox x Inbox (1) Email Address The new user will setup tina.5s@awarebase.com ago) 🦙 Starred First Name to me Sent Mail their password and Last Name Your invitation will Drafts Hello Norman Osborn. security question. After Security Question What is your mother's maiden name? show up in the new I'm inviting you to Security Answer clicking on 'Next' they will More labels 3 To join, click or tap here user's email inbox be logged in and their Norman Strong https://tina5s.com/GMAII GJ2stbpxsVU_D5yfpFnF account will be active Thanks. Go back to Table of Contents or continue. The Tina5s BUGLEENGINEERING Network Admin

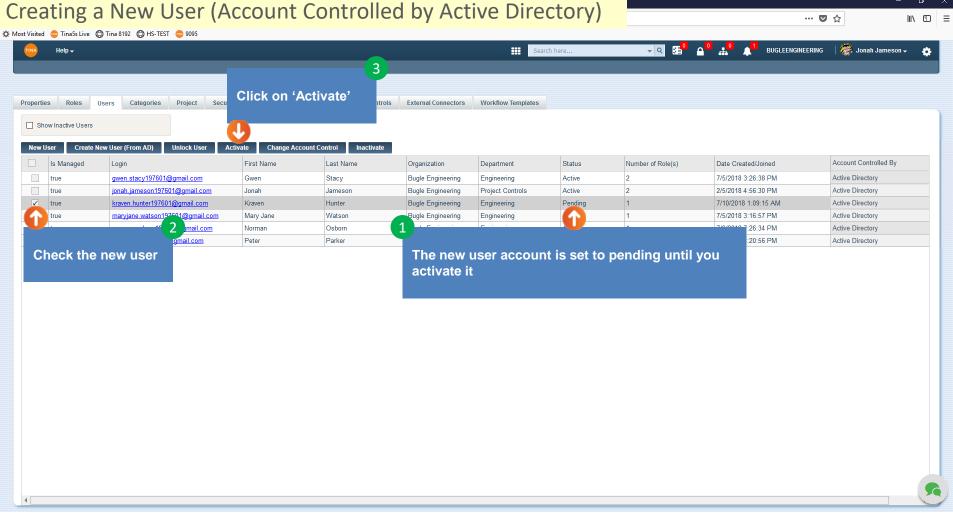
Creating a New User (Account Controlled by Active Directory) ... ♥ ☆ ☆ Most Visited Tina5s Live Tina 8192 HS-TEST 9095 Jonah Jameson → Help → Search here.. Roles Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates Show Inactive Users Choose 'Create New User (From AD)' Create New User (From AD) Account Controlled By Is Managed Login Status Number of Role(s) Date Created/Joined Active Directory gwen.stacy197601@gmail.com Stacy Bugle Engineering Engineering Active 7/5/2018 3:26:38 PM jonah.jameson197601@gmail.com Jonah Jameson Bugle Engineering Project Controls Active 2/5/2018 4:56:30 PM Active Directory Bugle Engineering 7/5/2018 3:16:57 PM Active Directory maryjane.watson197601@gmail.com Mary Jane Watson Engineering Active norman.osborn197601@gmail.com Norman Osborn Bugle Engineering Engineering Active 7/9/2018 7:26:34 PM Active Directory peter.parker197601@gmail.com Peter Parker Bugle Engineering Engineering Active 7/5/2018 3:20:56 PM Active Directory NOTE The Network Admin can only create a new account from Active Directory is the following two conditions have been met: 'Enable Active Directory Integration' must be set up on the Properties tab (see Section 101) The Network Admin's account must be controlled by Active Directory

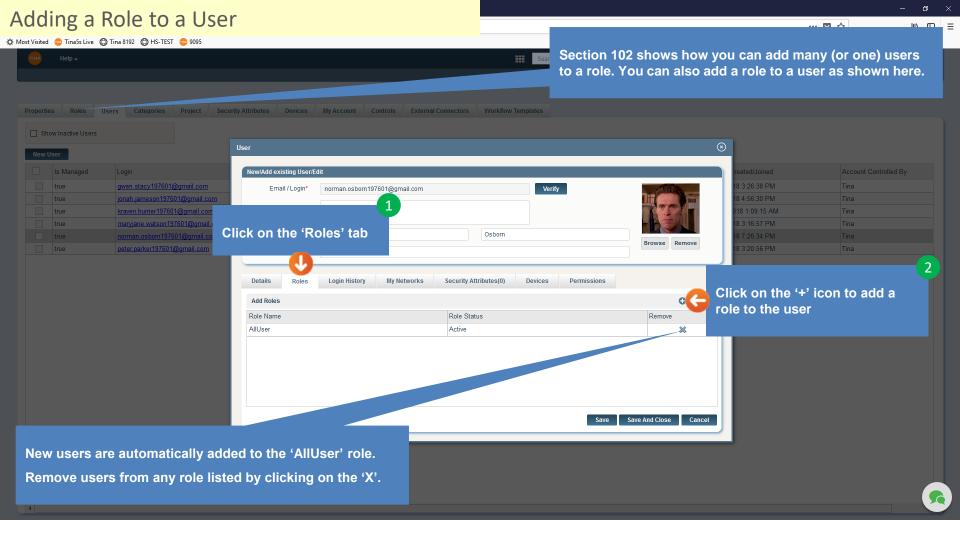
Creating a New User (Account Controlled by Active Directory)



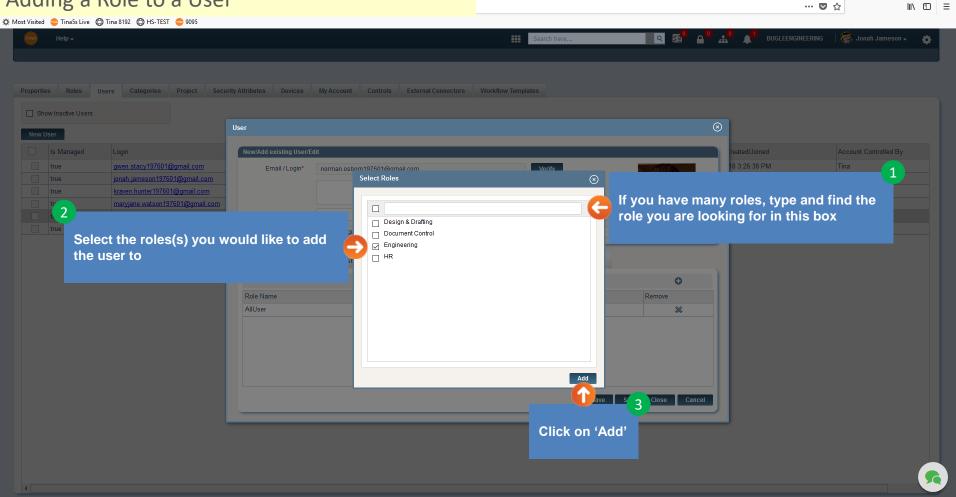
Creating a New User (Account Controlled by Active Directory)





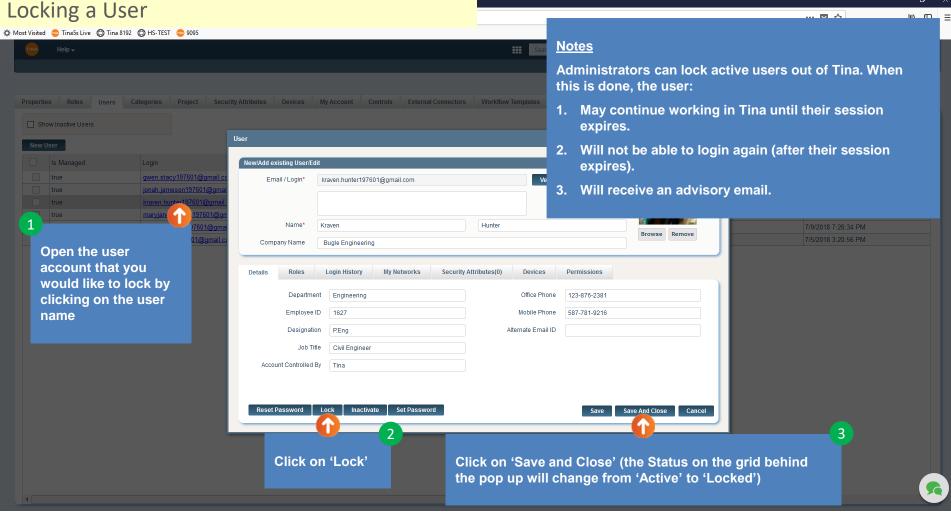


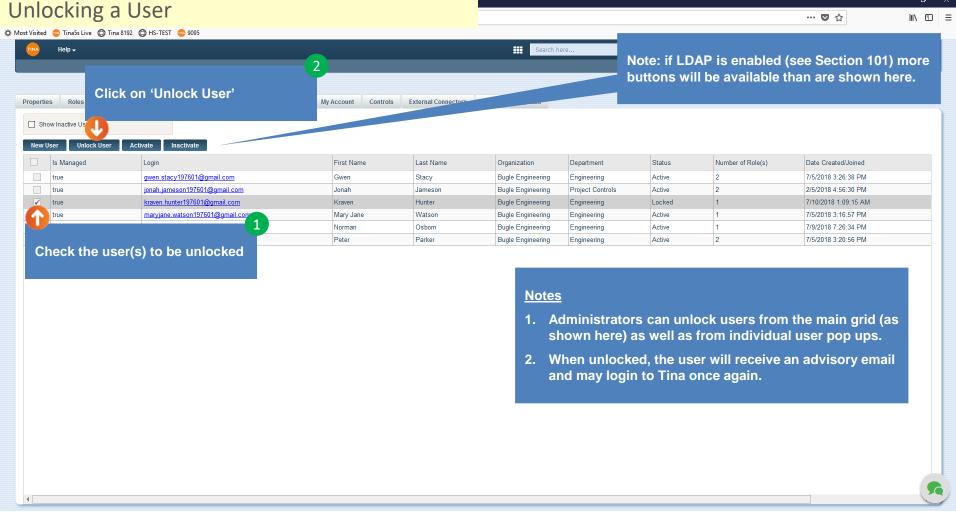
Adding a Role to a User ... ♥ ☆

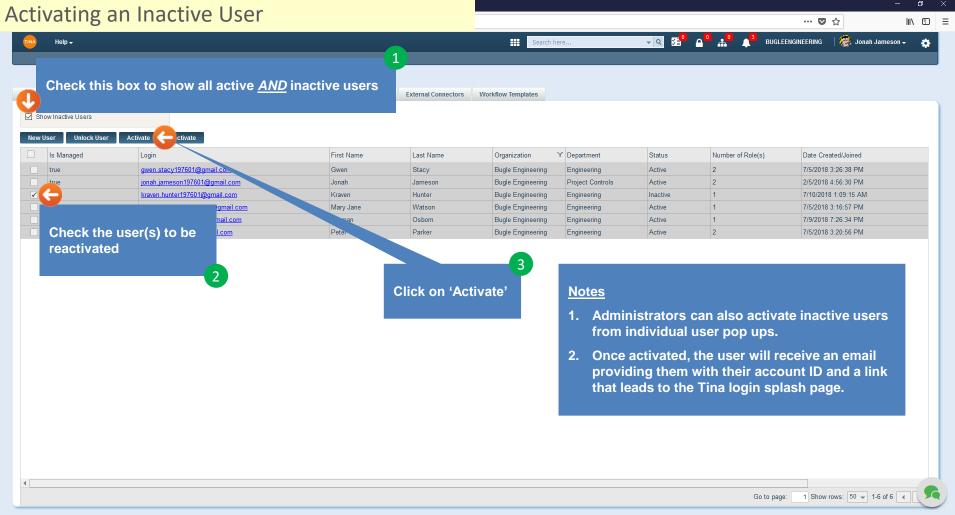


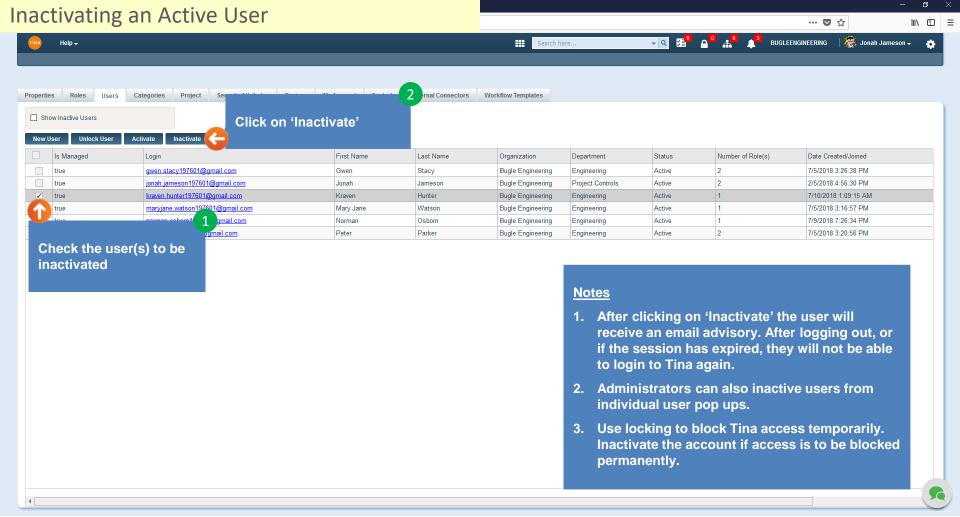
Adding a Role to a User ... ♥ ☆ ☆ Most Visited Tina5s Live Tina 8192 HS-TEST 9095 User New/Add existing User/Edit gwen.stacy197601@gmail.com Email / Login* Verify norman.osborn197601@gmail.com maryjane.watson197601@gmail.com Osborn Name* Norman Browse Remove peter.parker197601@gmail.com Company Name **Bugle Engineering** Login History My Networks Security Attributes(0) Devices Permissions Details 0 Add Roles Role Name Role Status Remove AllUser Active × * Engineering Save And Close Cancel Save After saving and closing, the user will be added to the role

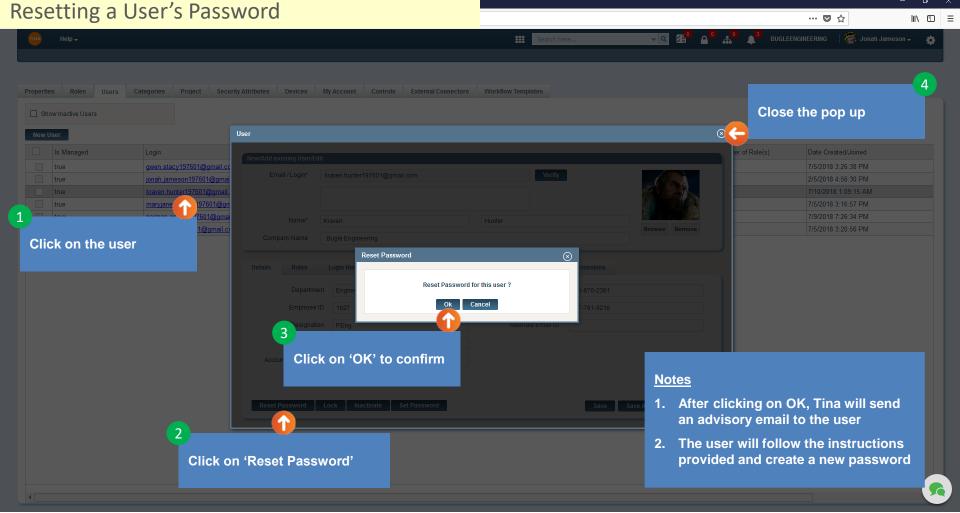
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Setting a User's Password ... ♥ ☆ **Close the User Pop Up** Properties Roles Users Categories Project Security Attributes Devices My Account Controls External Connectors Workflow Templates User Note gwen.stacy197601@gmail.e Email / Login* Tina automatically generates kraven.hunter197601@gmail.com a new password that the Admin will provide to the Name* Hunter user. Company Name Bugle Engineering Click on the user Set Password: kraven.hunter197601@gmail.com Roles Login His Set password to - music#r0Ck1 Department Engine Click on 'Set Password' Copy Password Set Password Designation P.Eng Job Title Civil Engineer Account Controlled By Tina **Copy password (if required)** Click on 'Set Password'

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Change Account Control ... ♥ ☆ III\ 🗊 🗏 Most Visited Tina5s Live Tina 8192 HS-TEST 9095 **Click on 'Change Account Control'** Close the Pop Up Change Account Control norman.osborn197601@gmail.com Select **Choose either Active Directory or Tina** Active Directory Change Account Control To Provide your Windows credentials and Tina will check to confirm that user emails Click on the user exist in the Active Directory (if user emails don't exist, account control will not be changed). Provide your Windows Username and Windows Username * jonah.jameson password Password * ********** Change Account Control **Click on 'Change Account Control'**