OPENTRACKER

User management manual

Background

Using Opentracker, you can share your statistics with other people by adding and managing users. You can do this by creating extra users for your account. This allows you to give temporary or permanent access to colleagues, potential clients, consultants, tele-commuters, etc. After you add new users, you can manage them by giving every user unique privileges.

User types

Three types of users are defined:

1. **Standard user**: a person that can view statistics
2. **Super user**: a person that can view statistics and manage / create new users
3. **Admin** (administrator): the person who creates, and technically "owns" the account. Admin can view statistics, create/delete new users, create super users, and add sites

How to access user management

If you are logged-in and you are an admin (administrator) or a super user, then you will see the "user management" link in your "preferences" box.

User management explained

This is an example of a "User Management" page:

Notice the following:
- A **search term** field for finding all users
- An [**add user**] option for adding users
- A [**previous**] and [**next**] button to scroll through existing users

On the list of existing users you can search for users or scroll through the list.
For each user the following options are available:

- **[info]:** user profile is displayed in the lower box
- **[permissions]:** opens a window in which you can set the permissions for the user
- **[disable/enable]:** disables a user, the user cannot view statistics until s/he is re-enabled
- **[delete]:** deletes a user from the system

When you click on **info**, you will see a profile for the user with the following details:

- **user**   username
- **password**   user's password
- **administered by**   person who created the user
- **date added**   when she or he was added
- **status**   enabled or disabled
- **(site) permissions**   which site(s) the user can view, and respective privileges
- **owner of sites**   which site(s) the user administers/ will be billed for if applicable

Creating/adding new users

To create a new user, click on "Add user". A pop-up window will appear and you will be asked to fill in the necessary information:

- **Email:** the email address of your new user (this must be a valid unique address)
- **Password:** the password for this new user so s/he can login
- **Confirmed:** confirm the password for type errors
- **Mail me details:** (checkbox) check to email the yourself details
- **Mail new user details:** (checkbox) check to email the new user details

After filling in the requested information click Submit.

An **add permission** pop-up window will appear. You be asked to set the new user's status as a standard or super user. The administrator account functions as the billing account, therefore it is only possible to have one administrator.

Permissions

There are three aspects to permission:

1. **User**   the email address of the user
2. **Permission**   the level of permission
3. **Site**   which sites' stats the user may access

An **admin(istrator)** can set two types of permissions:

1. **Standard user:**   a person that can view statistics and does not have the privilege to create new users
2. **Super user:**   a person that can view statistics and create new users

To complete the creation of a new user select the options you want and click "Apply Permissions"
.
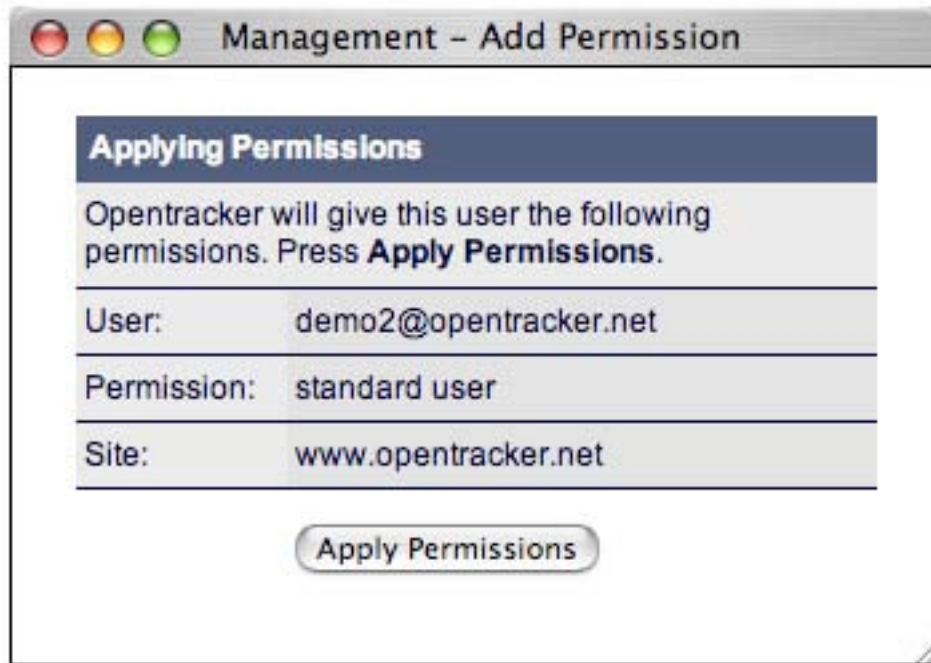
The window closes and the user permission page will show the new permissions.

Permission management

When you have created a new user, and set the permissions, you can access an overview on the "**Permission management"** page:

On this page you will see the following options:

* **[Back to user management]:** takes you back to the "user management" page
* **[previous]**: button to navigate through permissions site-by-site
* **[next]:** button to navigate through permissions site-by-site
* **[add permission]:** add a permission by site

A pop-up window will be displayed when adding or editing permissions. This window allows you to set permissions for additional sites if needed.

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