

Settings

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Account Details

By clicking on your email address from within in the [COSMOS Toolbar](#), it is possible to change your details including your name and email address. Also, from this section of COSMOS, it is also possible to update your [password](#):

Your account

[Account](#) Password

Account details

Name

Email address

To change your name and email address, simply change the details and click 'Update'.

Changing your Password

In order to maintain security, or in the event of a need to change a user password, this is completed here. Arriving from the COSMOS Toolbar, clicking on the 'Password' tab asks the End User for the following information:

Current password: the password used by the user to login to COSMOS

New password: the new password required for access to COSMOS. This is required twice.

Once a new password has been supplied, click 'Change Password' to store it.

The new password must be 8 characters or more.

Your account

Account [Password](#)

Change password

Current password

New password

New password

Change password

General

General Settings are only available to users with the Admin role within COSMOS. If you are unsure as to the impact of the changes, it is recommended that these settings remain unchanged.

The General Settings area of COSMOS enable several options within COSMOS. These are:

Enable new user self-registration: This provides new users for COSMOS to [sign-up](#) using their email address. When this option is disabled, an End-User must be given their username and password from a COSMOS administrator or the Living Lab Team. As of [v3.4.0](#), this option is enabled by default.

Auto-save projects: Auto-save ensures that projects are automatically saved after every action is performed by the End-User. This ensures that any responses or updates to a project are saved without the need to constantly click 'Save'. As of [v3.4.0](#), this option is enabled by default. More information regarding auto-save and saving is found within the [COSMOS Toolbar](#) section.

Fathom tracking Site ID: COSMOS uses Fathom Analytics (<https://usefathom.com/>) for its site-based analytics. The Site ID can be generated from Fathom and inserted here. To do so, an account with Fathom is required and the Site ID, once created in Fathom, should be entered here.

Settings

[General](#) [Email](#)

General settings

Enable new user self-registration

Yes

Auto-save projects

Yes

Fathom tracking Site ID

Save all settings

Export

Import

Email

Email settings are only available to users with the Admin role within COSMOS. If you are unsure as to the impact of the changes, it is recommended that these settings remain unchanged.

In order for COSMOS to send emails to new users, it is necessary to configure specific email settings. Whilst these settings are now set as default in COSMOS, some users may need their own settings to enable the sending of email. As of [v3.4.0](#), these settings are provided by default, however customised email settings may be required for some instances.

Settings

General [Email](#)

SMTP Server

Server / hostname

Port

Secure

Yes

Username

Password

Email sender

Email address

Email address

Save all settings

Export

Import

SMTP Server

Within this section, the known details of an email server which is enabled to send emails must be added. Please contact your ISP or email service provider for these details.

Email Sender

Email Address (#1): This is the actual email address of the sending email account. The format must be that of of an email e.g. *someone@test.com*.

Email Address (#2): This is the name of the email sender. This can be any value.

Export / Import Email Settings

Export

Should it be necessary to Export a complete set of email settings (for example to another instance or for backup), it is possible to do this using COSMOS. By clicking 'Export', the following box appears:

Export settings

×

```
{
  "users.enable_registration": true,
  "cosmos.auto_save": true,
  "cosmos.fathom_site_id": null,
  "smtp.from_name": "Living Lab CoSMoS Robot",
  "smtp.from_email": "robot@hosted.livinglab.org.uk",
  "smtp.auth_user": "AKIAIWQOLYIPUXPYUNPQ",
  "smtp.auth_pass": "Aq9KZFUfikt44b86PLKCSHGrvbiuL4g0S2yIED2I7rJ8",
  "smtp.secure": true,
  "smtp.port": 465,
```

Close

Select all the text from inside the box and copy it to the clipboard. Then click 'Close'.

Import

To Import the settings from another instance, click the 'Import' button. The following box will appear:

Import settings

×

Paste the settings into the box below and click Import.



Import

Close

Paste the copied text from the 'Export' process above into the box and click 'Import'. The email settings will now be imported.

User Management

As an administrator or facilitator, it may be necessary to invite a user that may not have a) signed up to COSMOS or b) may not be a part of COSMOS that has new user registration enabled.

As such, it may be necessary to invite users to COSMOS. This achieved using the following steps:

In order to perform these steps, a user must have the 'Admin' role within COSMOS

1) Click on the username / email address within the [COSMOS Toolbar](#). The following toolbar will now appear:



2) Click 'Users'. The following screen will appear:

User accounts

Invite new user

Status	Email	Name	Admin	Edit	View	Delete
✓	admin@example.com	Admin	✓	✓	✓	🗑️

3) Click 'Invite new user'. Enter a name and email address of the new users.

Invite new user

Account details

Name

Email address

Roles

- Admin
- Edit
- View

Clicking 'Invite new user' will send an email, which they must verify by clicking a link.

4) Provide the user with the correct role.

Edit

The user will be able to edit any project that they

5) Once completed, click 'Invite new user'. This will send an email to the new user, whereby they have to click on a link to commence the [signup](#) process.

6) The list of users - and their status and permissions - will then appear in the user account list.