## User Management

As an administrator or facilitor, it may be necessary to invite a user that may not have a) signed up to COSMOS or b) may bot 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:

| CoSMoS | တ္တံ Users | දිාි Settings | Admin | Log out |
|--------|------------|---------------|-------|---------|
|        |            |               |       |         |

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

## User accounts

| Invite new user |                   |       |       |      |      |        |
|-----------------|-------------------|-------|-------|------|------|--------|
| Status          | Email             | Name  | Admin | Edit | View | Delete |
| ~               | admin@example.com | Admin | ~     | ~    | ~    | Ū      |

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

## Invite new user

| Account details   |  |  |  |  |  |
|---|--|--|--|--|--|
| Name  |  |  |  |  |  |
| Example Account   |  |  |  |  |  |
| Email address   |  |  |  |  |  |
| test@example.com  |  |  |  |  |  |
| Roles   |  |  |  |  |  |
| Admin   |  |  |  |  |  |
| Edit  |  |  |  |  |  |
| View  |  |  |  |  |  |
| Clicking 'Invite new user' will send an email, which they must verify by clicking a link. |  |  |  |  |  |
| Invite new user   |  |  |  |  |  |

4) Provide the user with the correct role.

| Admin | The user will be able to see all other projects - including their own - as well as administer COSMOS |
|-------|--|
| Edit  | The user will be able to edit any project that they create or have access to.                        |
| View  | The user will be only able to view any project that they have access to.                             |

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.

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