Wizards Storage Portal (WSP)

User Management

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1. Introduction

Document regarding "User Management" in Wizards Storage Portal (WSP). This guide will cover all you need to know regarding user management.

2. User Management

The following chapters covers topics in the category User Management.

2.1 User Admin

You must have the "User Admin" role in WSP before being able to manage users. User Admin role has been given to the primary contact person as written in the Operations Handbook.

Later, we cover how to change the admin role.

2.2 Employee List

Employee List is where you'll be able to manage users in WSP. Follow below steps to get to Employee List.

1) Log into WSP as normal.
2) Chose "Settings" in the menu bar in the top section.

Figure 1 – Menu bar in the top section

3) Chose "Employee List" in the category "Employees" in the menu bar in the left section.

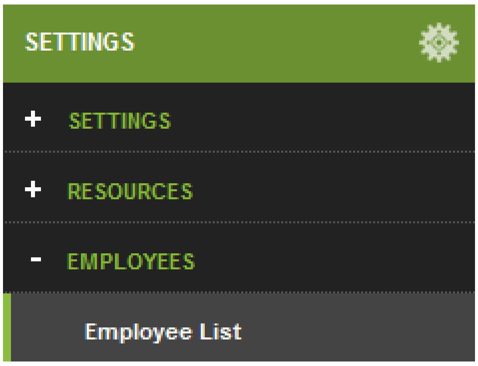

Figure 2 – Menu bar in the left section

4) A list containing all employees with WSP access will now appear.

2.3 User creation

If you want to add a new user, simply use the "Quick Add" function at the bottom of the employee's overview. As a start just type in a name and press "Save".

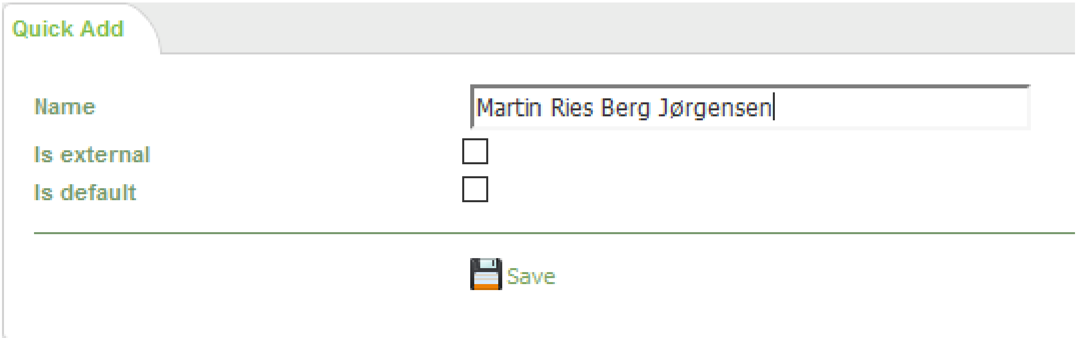

Figure 3 – Quick Add function

2.3.1 Employee Details

Under Employee Details you can fill in information such as address, ZIP code, country etc. about the user. E-mail address is mandatory, and the rest is optional. Remember to press "Save" when done.

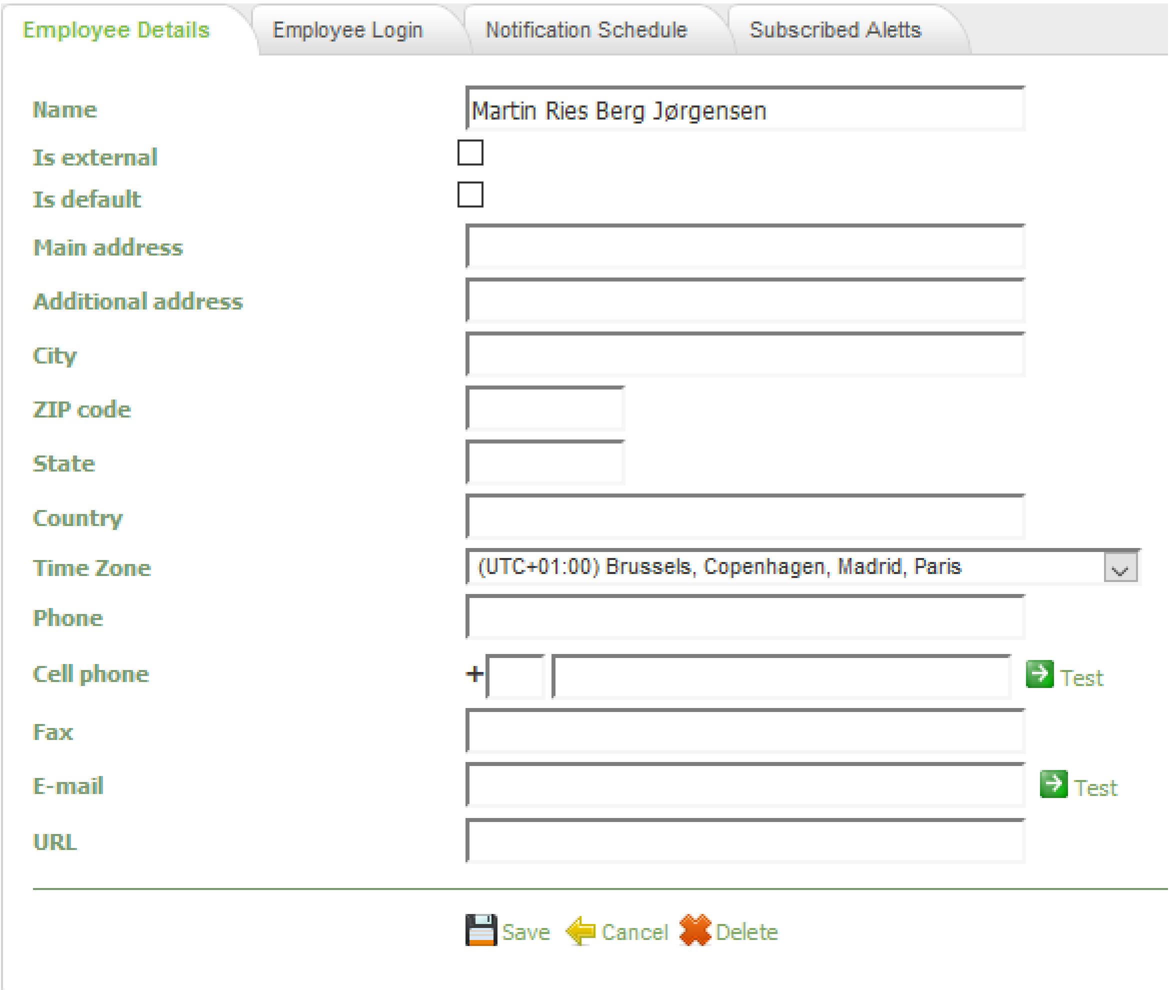

Figure 4 – Employee Details section when adding a new user

2.3.2 Employee Login

Next up navigate to the “Employee Login” tab. You will probably see that login name is already filled with your own details, but do not worry, you can change everything without it having any impact whatsoever on your account.

Type in a login name for the new user and a password. Remember to press “Save” when done.

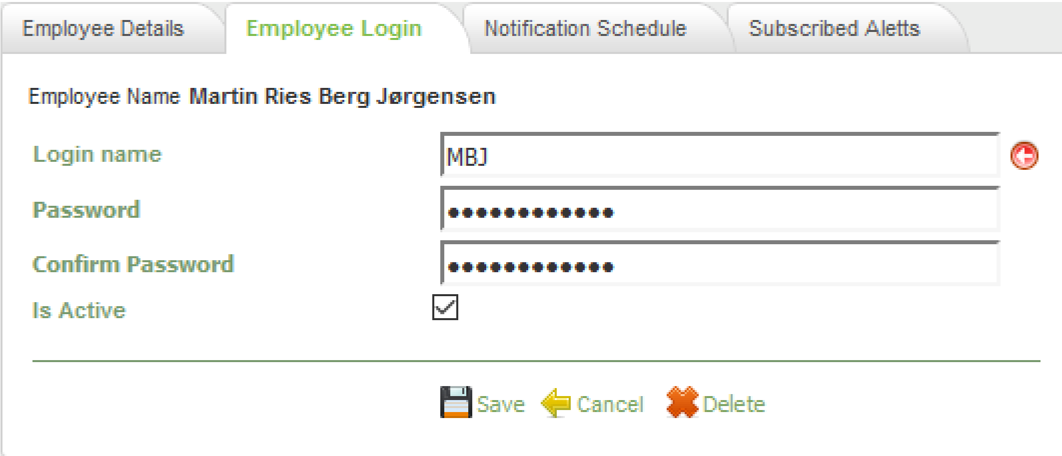

Figure 5 – Employee Login section when adding a new user

You’ll automatically get prompted to a new page if login name and password are accepted. On the new page select the servers/instances (known here as RBC Contracts) the new user should be able to see. Note that it’s not necessary to select target/failover servers but it can still be done.

Multiroles gives the option to assign User Admin roles to the new user as well. Remember to press “Save” when done.

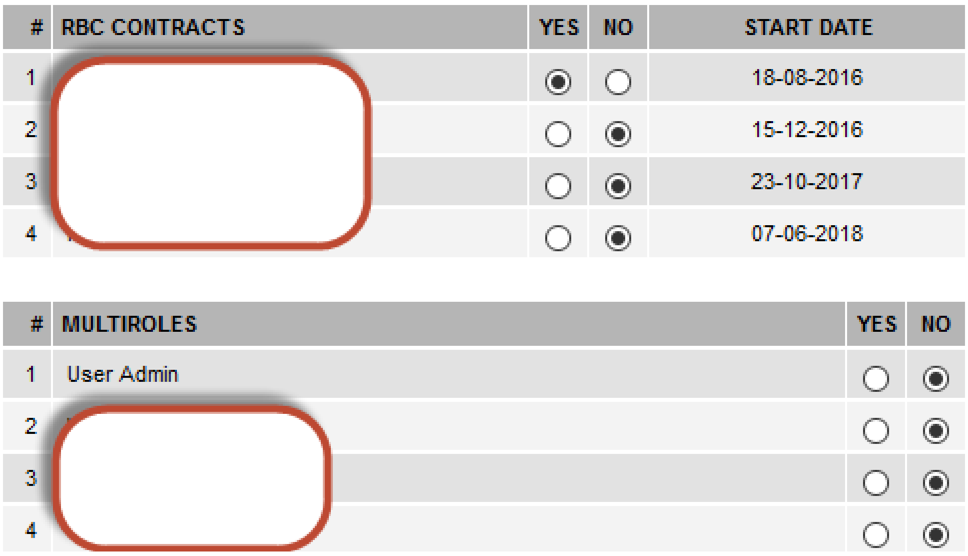

Figure 6 – Employee Login section when adding a new user

The tabs “Notification Schedule” and “Subscribed Alerts” (see figure 4 or 5) should not be used.

2.4 Changes to user

If you want to change or update a user navigate to the “Employees List” page (see chapter 2.2) and simply click on the name of the user that needs changes/updates. The same tabs as when creating a new user will now become visible. Useful if e.g. passwords need to be changed.

2.5 Deleting a user

Deleting a user can be done by picking the user from the “Employees List” page (see chapter 2.2) and pressing “Delete” at the bottom of the “Employee Details” tab.

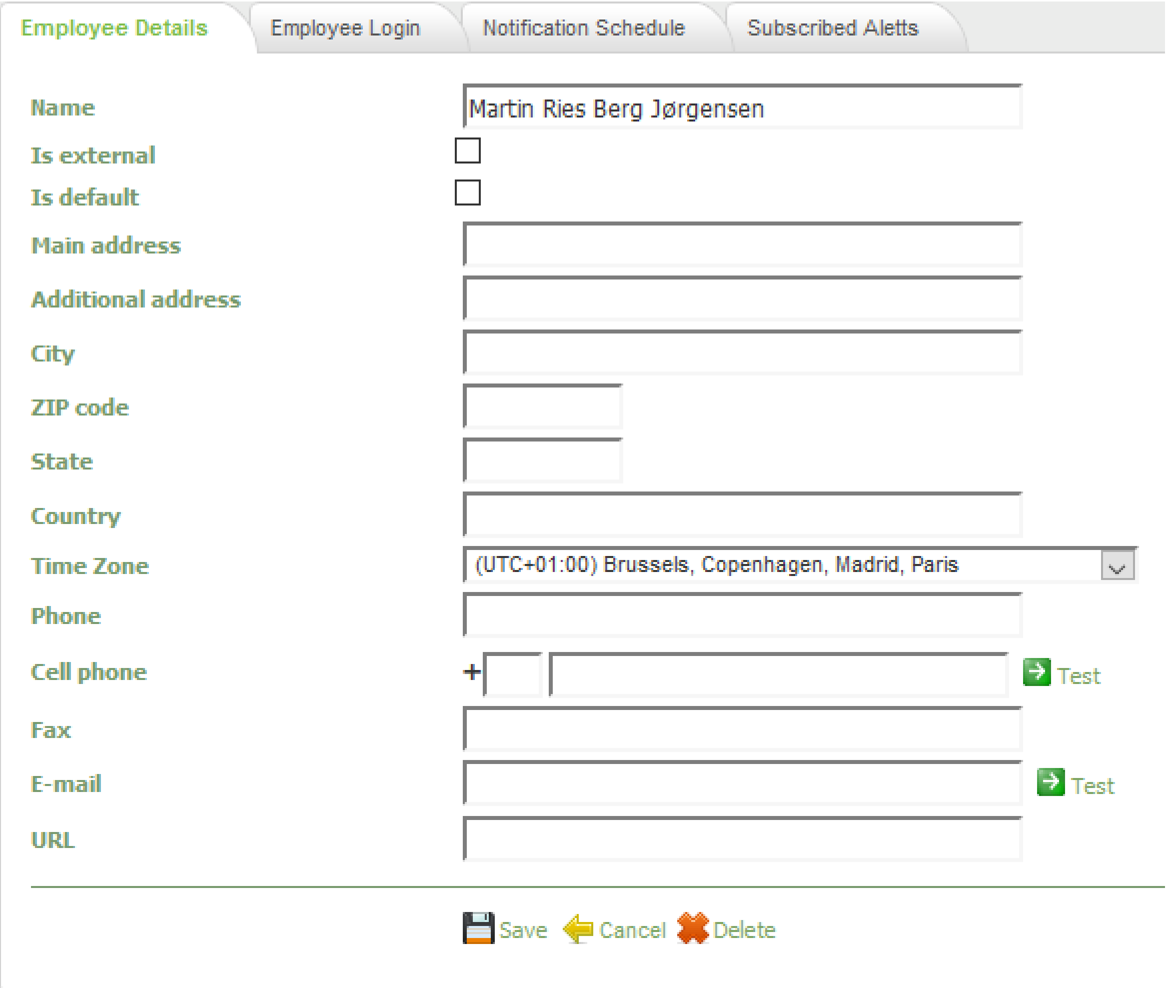

Figure 7 – Employee Details

A pop-up window requiring delete confirmation appears. Type in “delete” and press “OK”.

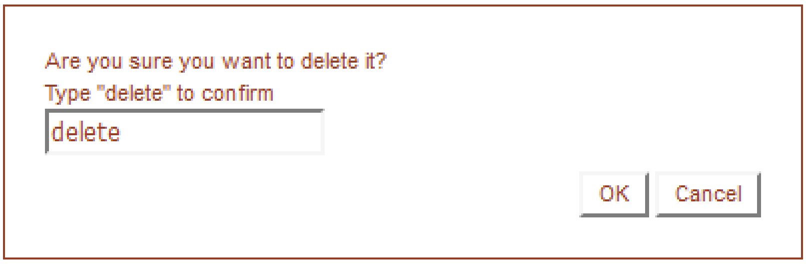

Figure 8 – Delete confirmation pop-up