

Create or Modify User

Objective

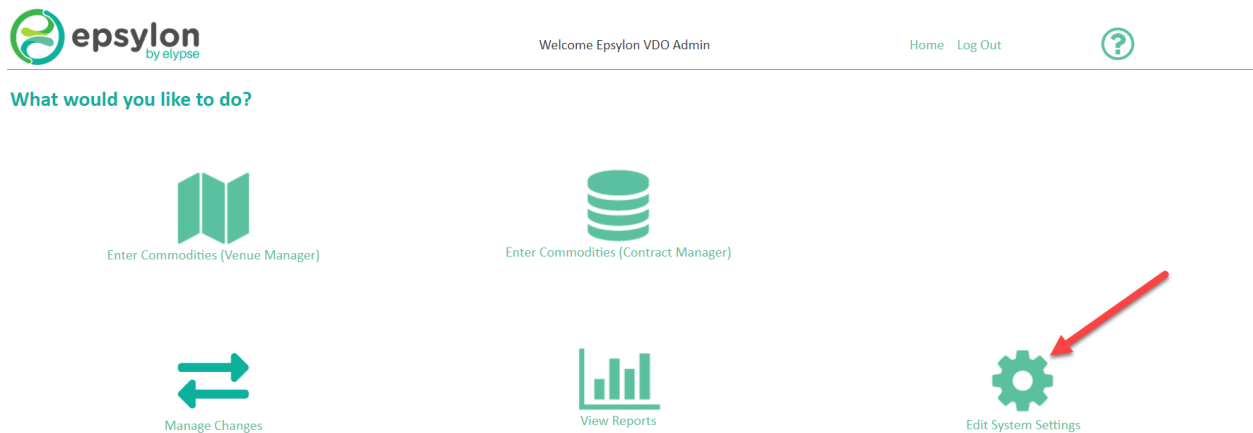
Create or modify a user that will be able to access Epsilon, and provide name, email, as well as multiple user's rights: role, enabled venues and commodity categories.

This task is to be executed by the System Administrator.

Procedure

Follow these steps to create or modify a user:

- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)



➤ Go to Users

epsylon
by elypse

Welcome Epsilon VDO Admin

Home Log Out ?

Administration
Click on the desired area to administer.

Contracts Contract Assignment Commodity Categories Commodity Types Space Templates

Users Venues

Exit

➤ Click on Add New User or Edit

epsylon
by elypse

Welcome Herve Rey

User Listing
View system users.

[Add New User](#)

User Id	Login	Name	Email	Role	Last Login	Failed Attempts	Enabled?	Actions
259	herve.rey@elypse.co	Herve Rey	herve.rey@elypse.co	System Admin	03/07/2020 23:04:26	0	True	Edit

- Type the User Name, User Email and enable this user
- Choose the appropriate Role from the dropdown menu

User Edit

Edit a system user.

User Login:	<input type="text"/>
User Name:	<input type="text" value="John Smith"/> <small>(e.g. John Smith)</small>
User Email:	<input type="text" value="john.smith@elypse.co"/> <small>(e.g. jsmith@company.com)</small>
Enabled:	<input checked="" type="checkbox"/>
Password:	<input type="password"/>
Role:	<input type="text" value="(Select)"/>

Note:

- If not enabled, the users will not be able to access the Epsilon system
 - Role are of various types:
 - Administrator: has all system administrator right and can alter system source data and access all allowed Venues and Commodity Categories (see below)
 - Venue Manager: Has full control and data entry capability on allowed Venues
 - Technical Manager: Has full control and data entry capability on allowed Commodity Categories defined as Priced commodities
 - Viewer: Can view all data entered in Epsilon via reports but cannot alter anything on the system
- Click on Save to save the user.
- Click on Issue New Password to generate email to the user with login details.
- In section Allowed Venues and Allowed Categories, click on Manage to access the Venues and Commodity Categories

Allowed Venues: Manage Refresh	<hr/>
Allowed Categories: Manage Refresh	<hr/>

➤ Choose the Venues that will be accessible to the User and click on “Save Changes”

Venue View/Edit

Select the appropriate venues to associate with this User and click the Save button.

User: John Smith

[Check All](#) | [Uncheck All](#)

- | | | |
|--|---|---|
| <input type="checkbox"/> AAA Test | <input checked="" type="checkbox"/> Beach West | <input type="checkbox"/> Tennis Stadium |
| <input type="checkbox"/> AAA Test#2 | <input checked="" type="checkbox"/> Expo Center | <input type="checkbox"/> Track and Field Stadium |
| <input type="checkbox"/> AAA Test#3 | <input checked="" type="checkbox"/> Golf Venue | <input type="checkbox"/> Training Venues |
| <input type="checkbox"/> AAA Test#4 | <input checked="" type="checkbox"/> Hockey Arena | <input type="checkbox"/> Transport venues |
| <input type="checkbox"/> All venues catch up | <input checked="" type="checkbox"/> International Airport | <input type="checkbox"/> Uniform Accreditation Centre |
| <input checked="" type="checkbox"/> Badminton Center | <input type="checkbox"/> National Arena | <input type="checkbox"/> Weightlifting Venue |
| <input type="checkbox"/> Basket 3x3 | <input type="checkbox"/> National Cycling Venue | <input type="checkbox"/> Whitewater Venue |
| <input checked="" type="checkbox"/> Beach East | <input type="checkbox"/> Olympic Village | |

[Save Changes](#) | [Close](#)

➤ Choose the Commodity Categories that will be accessible to the User and click on Save Changes

Category View/Edit

Select the appropriate Categories to associate with this User and click the Save button.

User: John Smith

[Check All](#) | [Uncheck All](#) OR

[Select and Save All Overlay](#) | [Select and Save All Technology](#) | [Select and Save All Logistics](#)

Please Note: For Check All and Uncheck All, you must save your changes.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Black out (Overlay) | <input checked="" type="checkbox"/> FOP lighting outdoor (Overlay) | <input checked="" type="checkbox"/> Special projects (Overlay) |
| <input checked="" type="checkbox"/> Building alteration (Overlay) | <input checked="" type="checkbox"/> Fuel (Overlay) | <input checked="" type="checkbox"/> Stages (Overlay) |
| <input checked="" type="checkbox"/> Cabins (Overlay) | <input checked="" type="checkbox"/> Mechanical - Miscellaneous works (Overlay) | <input checked="" type="checkbox"/> Support structures (Overlay) |
| <input checked="" type="checkbox"/> Carpentry work (Overlay) | <input checked="" type="checkbox"/> Miscellaneous cost (Overlay) | <input checked="" type="checkbox"/> Temporary Seating (Overlay) |
| <input checked="" type="checkbox"/> Civil works/landscaping (Overlay) | <input checked="" type="checkbox"/> Polyclinic structure (Overlay) | <input checked="" type="checkbox"/> Tents (Overlay) |
| <input checked="" type="checkbox"/> Containment installation (Overlay) | <input checked="" type="checkbox"/> Portable toilets (Overlay) | <input checked="" type="checkbox"/> Test commodity #2 (Overlay) |
| <input checked="" type="checkbox"/> Delivery Partner / Construction Management (Overlay) | <input checked="" type="checkbox"/> Power - Miscellaneous work (Overlay) | <input checked="" type="checkbox"/> Test commodity #3 (Overlay) |
| <input checked="" type="checkbox"/> Dining Hall structure (Overlay) | <input checked="" type="checkbox"/> Power - Temporary Power (Overlay) | <input checked="" type="checkbox"/> Test commodity #5 (Overlay) |
| <input checked="" type="checkbox"/> Engineering design fees (Overlay) | <input checked="" type="checkbox"/> Power - Utility Connection (Overlay) | <input checked="" type="checkbox"/> Test commodity (Overlay) |
| <input checked="" type="checkbox"/> Exhibition equipment (Overlay) | <input checked="" type="checkbox"/> Rigging indoor (Overlay) | <input checked="" type="checkbox"/> Toilet/Shower Cabins/Modular Buildings (Overlay) |
| <input checked="" type="checkbox"/> Fences (Overlay) | <input checked="" type="checkbox"/> Rigging outdoor (Overlay) | <input checked="" type="checkbox"/> Trackway (Overlay) |
| <input checked="" type="checkbox"/> Fire alarm / Fire detection system (Overlay) | <input checked="" type="checkbox"/> Scaffoldings (Overlay) | <input checked="" type="checkbox"/> UPS major (Overlay) |
| <input checked="" type="checkbox"/> Fire extinguishers (Overlay) | <input checked="" type="checkbox"/> Sea containers (Overlay) | <input checked="" type="checkbox"/> UPS minor (Overlay) |
| <input checked="" type="checkbox"/> Flagpoles (Overlay) | <input checked="" type="checkbox"/> Site lighting/elec installation (Overlay) | <input checked="" type="checkbox"/> Utility consumption (Overlay) |
| <input checked="" type="checkbox"/> FOP lighting indoor (Overlay) | <input checked="" type="checkbox"/> Site lighting/tower (Overlay) | <input checked="" type="checkbox"/> Water infrastructures (Overlay) |

[Save Changes](#) | [Close](#)

- Click on Save and Return to go back to the main menu



Welcome Herve Rey

User Edit

Edit a system user.

The user was saved successfully.

User Login:

User Name:

User Email:

Enabled:

Password: [Issue New Password](#)

Role:

Allowed Venues: Hockey Arena Expo Center Beach West Beach East Golf Venue
International Airport Badminton Center

Allowed Categories:

Black out (VDO)	Building alteration (VDO)	Cabins (VDO)	Carpentry work (VDO)	Civil works/landscaping (VDO)
Containment installation (VDO)	Delivery Partner / Construction Management (VDO)	Dining Hall structure (VDO)	Engineering design fees (VDO)	Exhibition equipment (VDO)
Fences (VDO)	Fire alarm / Fire detection system (VDO)	Fire extinguishers (VDO)	Flagpoles (VDO)	FOP lighting indoor (VDO)
FOP lighting outdoor (VDO)	Fuel (VDO)	Mechanical - Miscellaneous works (VDO)	Miscellaneous cost (VDO)	Polyclinic structure (VDO)
Portable toilets (VDO)	Power - Miscellaneous work (VDO)	Power - Temporary Power (VDO)	Power - Utility Connection (VDO)	Rigging indoor (VDO)
Rigging outdoor (VDO)	Scaffoldings (VDO)	Sea containers (VDO)	Site lighting/elec installation (VDO)	Site lighting/tower (VDO)
Special projects (VDO)	Stages (VDO)	Support structures (VDO)	Temporary Seating (VDO)	Tents (VDO)
Test commodity #2 (VDO)	Test commodity #3 (VDO)	Test commodity #5 (VDO)	Test commodity (VDO)	Toilet/Shower Cabins/Modular Buildings (VDO)
Trackway (VDO)	UPS major (VDO)	UPS minor (VDO)	Utility consumption (VDO)	Water infrastructures (VDO)

Last Login: 01/01/1900 00:00

Failed Attempts: 0

[Save](#) | [Save and Return](#) | [Cancel and Return](#) | [Delete this User](#)

- You can always click on Edit to make modifications to the User if required



Welcome Herve Rey

User Listing

View system users.

[Add New User](#)

User Id	Login	Name	Email	Role	Last Login	Failed Attempts	Enabled?	Actions
259	herve.rey@elypse.co	Herve Rey	herve.rey@elypse.co	System Admin	04/07/2020 09:14:07	0	True	Edit
289	John.Smith@elypse.co	John Smith	John.Smith@elypse.co	System Admin	01/01/1900 00:00:00	0	True	Edit
286	jordan.hoff@elypse.co	Jordan Hoff	jordan.hoff@elypse.co	System Admin	03/07/2020 01:33:49	0	True	Edit
285	marco.viviano@elypse.co	Marco Viviano	marco.viviano@elypse.co	FA Venue Manager	28/06/2020 10:52:45	0	True	Edit

[Done](#)