



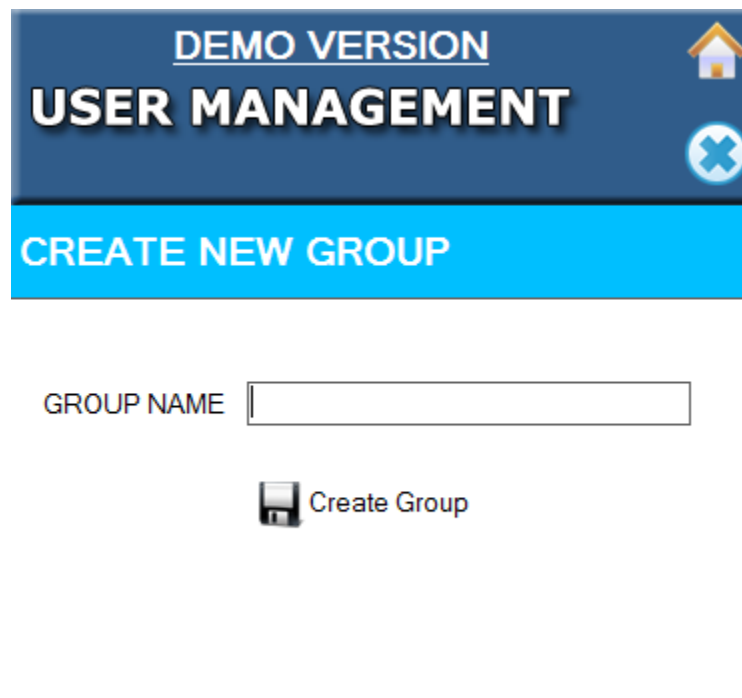
USER MANAGEMENT





CREATE GROUPS

1. Click on Create New Group and following window will appear.




The screenshot shows a software window titled "DEMO VERSION" and "USER MANAGEMENT". The window has a dark blue header bar with a home icon and a close button. Below the header is a bright blue bar with the text "CREATE NEW GROUP". The main area of the window is white and contains a label "GROUP NAME" followed by a text input field. Below the input field is a button with a floppy disk icon and the text "Create Group".

DEMO VERSION
USER MANAGEMENT

CREATE NEW GROUP

GROUP NAME

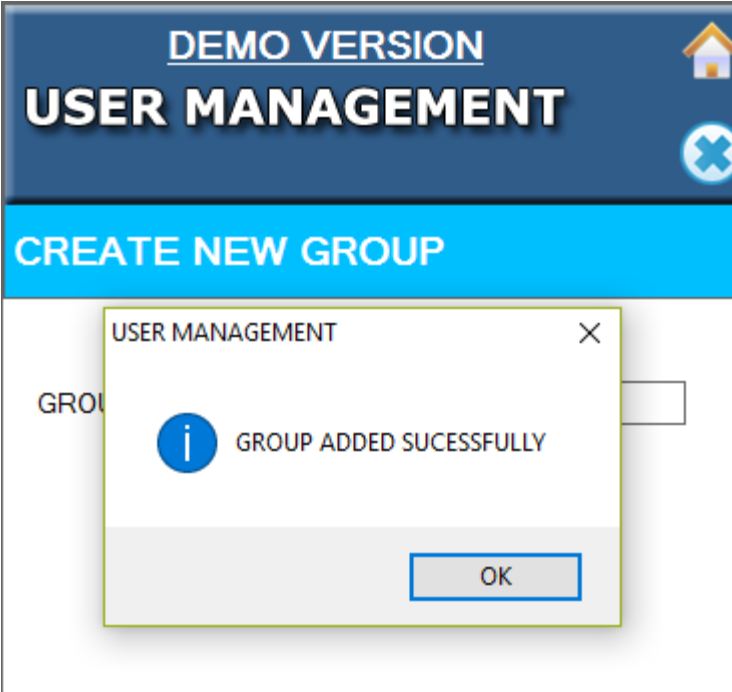
 Create Group

2. Enter Group Name.



The screenshot shows the 'CREATE NEW GROUP' form. At the top, there is a dark blue header with the text 'DEMO VERSION' and 'USER MANAGEMENT'. To the right of the header are a home icon and a close icon. Below the header is a light blue bar with the text 'CREATE NEW GROUP'. The main area of the form has a label 'GROUP NAME' followed by a text input field containing the text 'Operator'. Below the input field is a button with a floppy disk icon and the text 'Create Group'.

3. Click on Create Group to Create Group.





The screenshot shows the 'CREATE NEW GROUP' form with a success message dialog box. The dialog box is titled 'USER MANAGEMENT' and has a close button. It contains an information icon and the text 'GROUP ADDED SUCESSFULLY'. At the bottom of the dialog box is an 'OK' button. The background form is partially visible, showing the 'GROUP NAME' label and the 'Create Group' button.


MANAGE GROUPS

1. When you Click on “**Manage Group**”, It will show whatever Group you have created from application.

DEMO VERSION

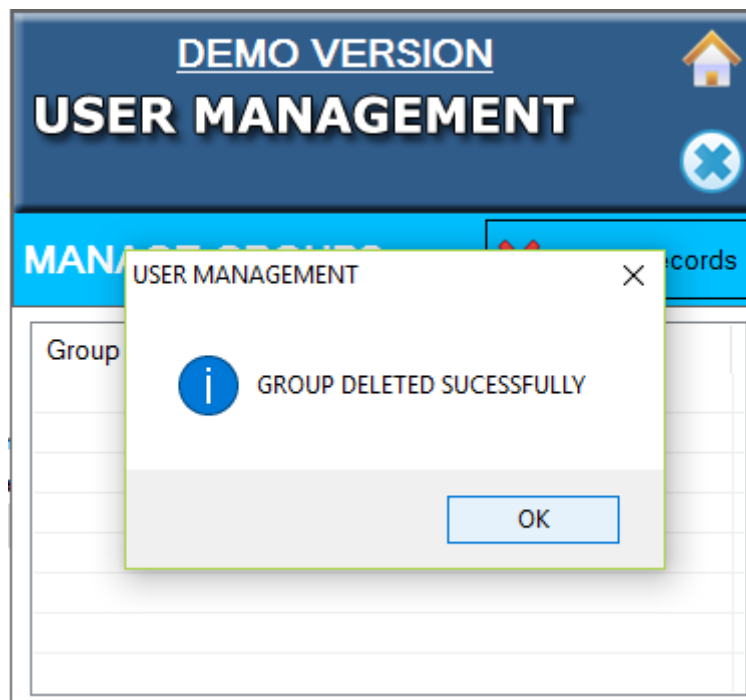
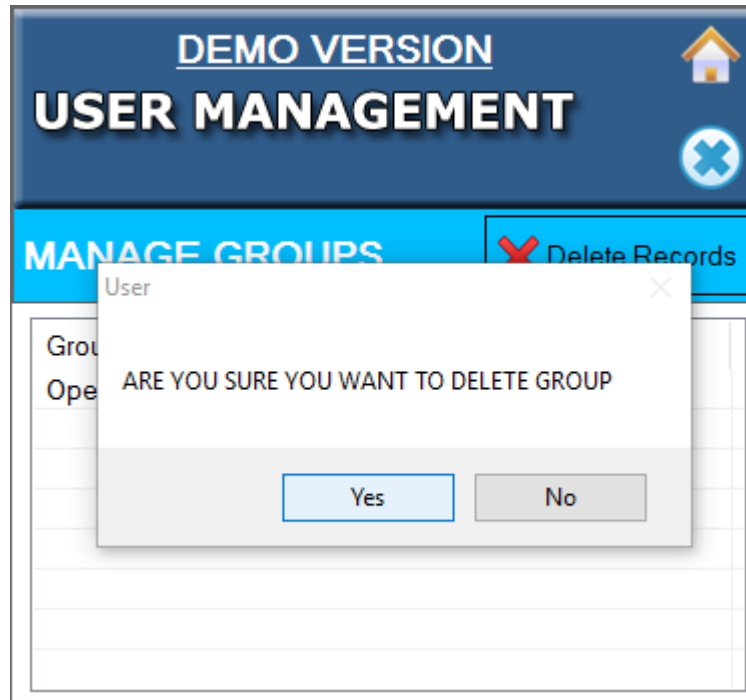
USER MANAGEMENT

MANAGE GROUPS  Delete Records

Group
Operator

2. If you want to **"Delete Group"**, click on **"Delete Record"** it will ask for confirmation click on **"Yes"** so it will delete the Group.



ADD USERS

When you Click on **“Add User”**, Following Screen will appear.

- a. **Group Name:** Select Group Name from drop down. It will show whatever Group you have created from application.
- b. **User Name:** Enter User Name.
- c. **Login Name:** Enter Login Name.
- d. **Password:** Enter Password.
- e. **User Must Change Password on Next Logon:** it means whenever user will login first time it will ask for password change.
- f. **User Can Not Change Password:** it means that User will not change the password once he login first time.
- g. **Password Never Expire:** It means that Password will never expire for that user. User will user that password for n number of years.
- h. **Account is Disable:** it means that User will not able to login with the given username and password. (Ex: If employee will leave the company, an administrator can Disable his account so that no one can login with his/her account.)

Once you have feed up all the details you can click on **“Create User”** button **to create the user.**

DEMO VERSION
USER MANAGEMENT



CREATE NEW USER

GROUP NAME

USER NAME

LOGIN NAME

PASSWORD



- ☐ User must change password on next logon
- ☐ User cannot change password
- ☐ Password Never Expires
- ☐ Account is disabled



Create User

DEMO VERSION

USER MANAGEMENT



CREATE NEW USER

GROUP NAME

Administrators

USER NAME

Ashish Raghav

LOGIN NAME

Ashish


PASSWORD

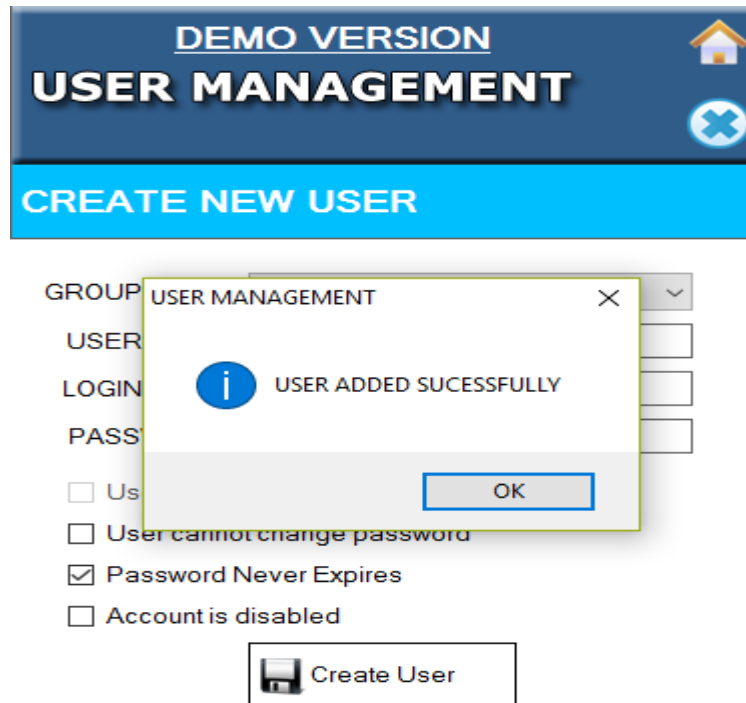
☐ User must change password on next logon

☐ User cannot change password

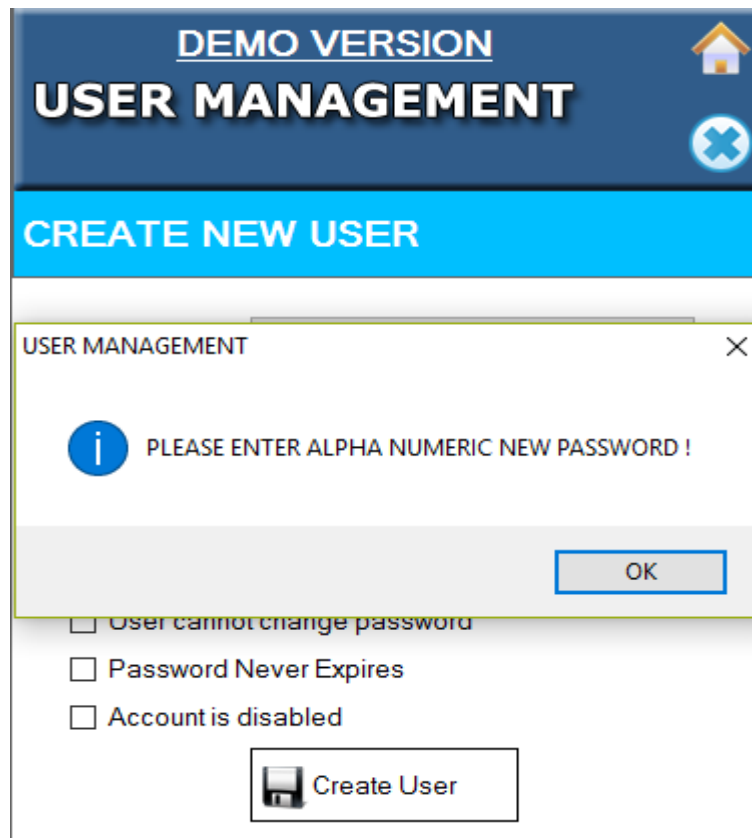
☒ Password Never Expires

☐ Account is disabled

 Create User

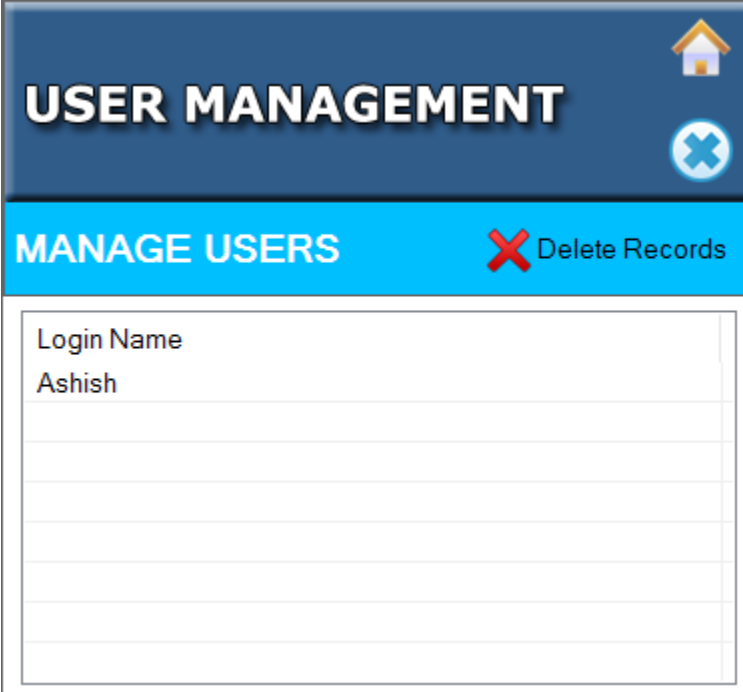


3. If your password is not Alpha numeric it will show below popup.



MANAGE USERS

1. When you Click on **“Manage Users”**, It will show whatever Users you have created from application. Thee user Which are Lock will be shown in **“light Gray”** Color.

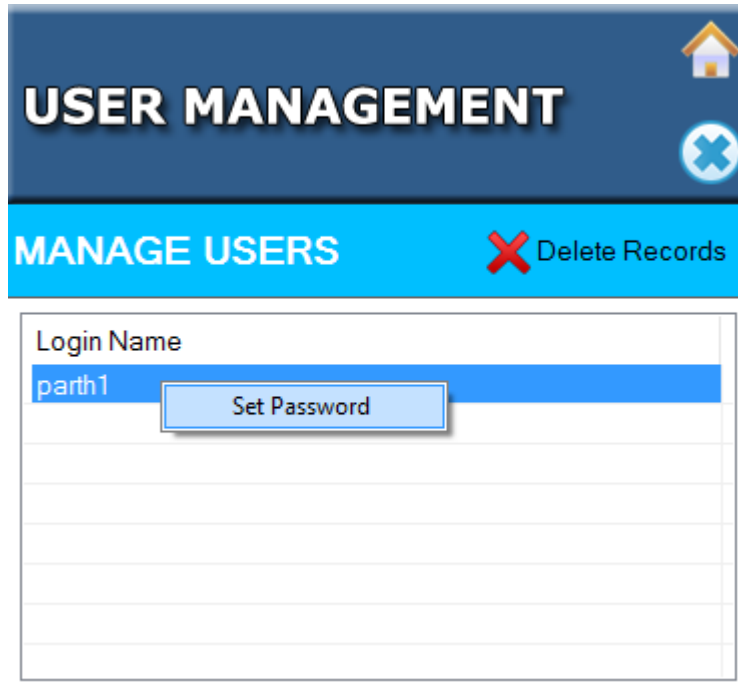


The screenshot displays a web application interface for user management. At the top, there is a dark blue header with the text "USER MANAGEMENT" in white, bold, uppercase letters. To the right of the header are two icons: a house icon and a blue circular icon with a white 'X'. Below the header is a light blue bar with the text "MANAGE USERS" in white, bold, uppercase letters. To the right of this bar is a red 'X' icon followed by the text "Delete Records". Below this bar is a table with a white background and a thin gray border. The table has a header row with the text "Login Name" in a light gray font. The first row of data contains the name "Ashish" in a light gray font. There are five more empty rows in the table, all with a light gray background.

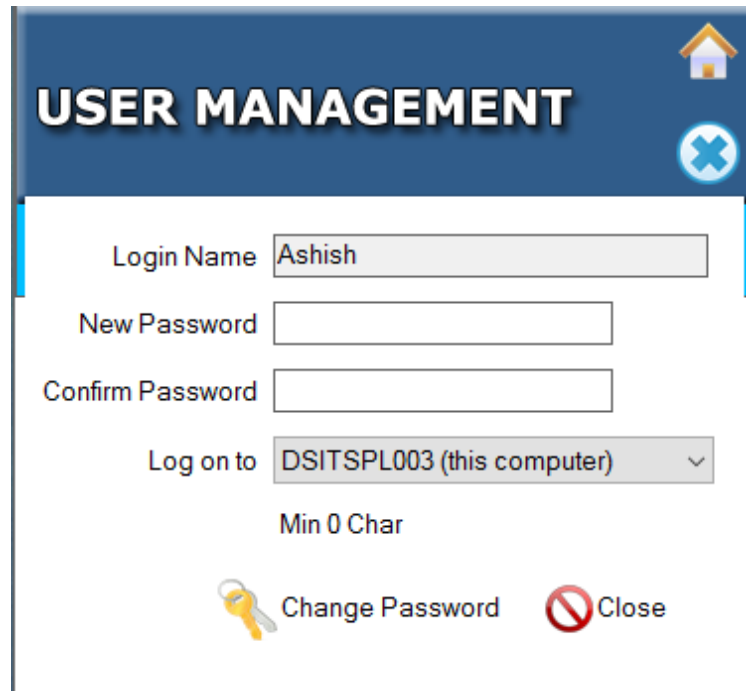
Login Name
Ashish

SET PASSWORD

1. You can “Set Password” and “Unlock the User” By right clicking on User.



2. When you click on Set Password below screen will appear.
 - a. **Login Name:** Log in Name will appear automatically.
 - b. **New Password:** Enter New Password which you want to set.
 - c. **Confirm Password:** Enter Confirm Password.
 - d. **Log on to:** Select Log on to from drop down. (If you have log on through local user select **PC Name (This Computer)** option and if you have log on through Domain then select another option).
 - e. **Min Character:** it will appear automatically depend upon the minimum character policy you have set for password.



The screenshot shows a window titled "USER MANAGEMENT" with a blue header bar containing a home icon and a close button. The main content area has a white background. It contains the following fields and controls:

- Login Name:** A text box containing the value "Ashish".
- New Password:** An empty text box.
- Confirm Password:** An empty text box.
- Log on to:** A dropdown menu showing "DSITSPL003 (this computer)".
- Min 0 Char:** A label indicating the minimum password length.
- Buttons:** At the bottom, there are two buttons: "Change Password" (with a key icon) and "Close" (with a red prohibition icon).



3. After filling all the detail click on "change Password" Button to change the Password.




UNLOCK USER

DEMO VERSION

USER MANAGEMENT





MANAGE USERS  Delete Records


Login Name

parth1

DEMO VERSION

USER MANAGEMENT



MANAGE USERS  Delete Records

Login Name

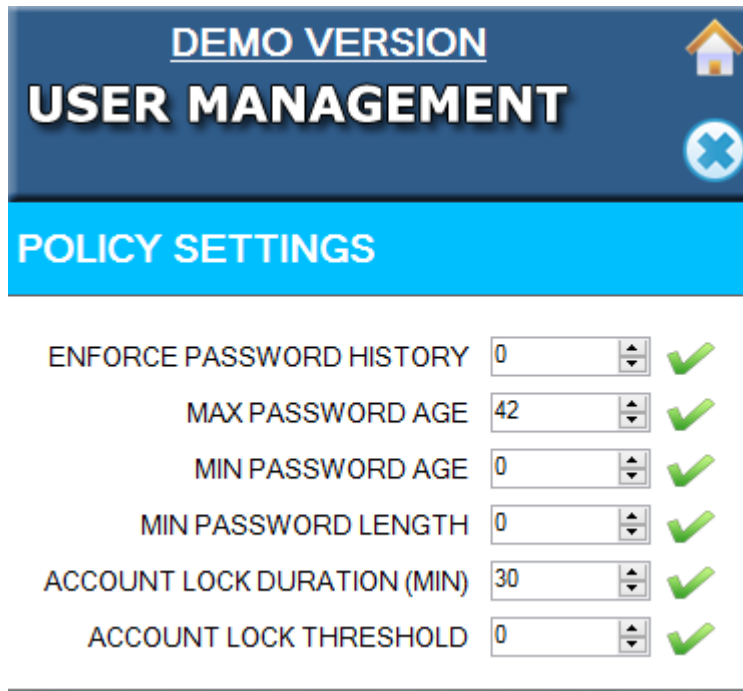
parth1

Set Password

Unlock User

1. User will be able to unlock the User Which is locked.
2. Locked User will be Appear in Light Gray Color.

POLICY SETTINGS



DEMO VERSION	
USER MANAGEMENT	
POLICY SETTINGS	
ENFORCE PASSWORD HISTORY	0 ✓
MAX PASSWORD AGE	42 ✓
MIN PASSWORD AGE	0 ✓
MIN PASSWORD LENGTH	0 ✓
ACCOUNT LOCK DURATION (MIN)	30 ✓
ACCOUNT LOCK THRESHOLD	0 ✓

1. **ENFORCE PASSWORD HISTORY:** The **Enforce password history** policy setting determines the number of unique new **passwords** that must be associated with a user account before an old **password can** be reused. **Password** reuse is an important concern in any organization.
2. **MAX PASSWORD AGE:** The **Maximum password age** policy setting determines the period (in days) that a password can be used before the system requires the user to change it. You can set passwords to expire after a number of days between 1 and 999, or you can specify that passwords never expire by setting the number of days to 0.
3. **MIN PASSWORD AGE:** The **Minimum password age** policy setting determines the period (in days) that a password can be used before the system requires the user to change it. You can set passwords to expire after a number of days between 1 and 999, or you can specify that passwords never expire by setting the number of days to 0.
4. **MIN PASSWORD LENGTH:** The **Minimum password length** policy setting determines the least number of characters that can make up a password for a user account. You can set a value of between 1 and 14 characters, or you can establish that no password is required by setting the number of characters to 0.
5. **ACCOUNT LOCKED DURATION (MIN):** The **Account lockout duration** policy setting determines the number of minutes that a locked-out account remains locked out before automatically



becoming unlocked. The available range is from 1 through 99,999 minutes. A value of 0 specifies that the account will be locked out until an administrator explicitly unlocks it.

6. **ACCOUNT LOCK THRESHOLD:** The **Account lockout threshold** policy setting determines the number of failed sign-in attempts that will cause a user account to be locked. A locked account cannot be used until it is reset by an administrator or until the number of minutes specified by the **Account lockout duration** policy setting expires. You can set a value from 1 through 999 failed sign-in attempts, or you can specify that the account will never be locked by setting the value to 0.

APPLICATION SETTINGS

- a. **Company Name:** Enter Company Name which will appear in Report header.
- b. **Header Note:** Enter Header Note which will appear in Report header.
- c. **Footer Note:** Enter Footer Note which will appear in Report header.
- d. **System Date Time:** This will change the System(PC) date time.

USER MANAGEMENT



APPLICATION SETTINGS

COMPANY NAME

Company Name will appear here


HEADER NOTE


Header Note will appear here

FOOTER NOTE

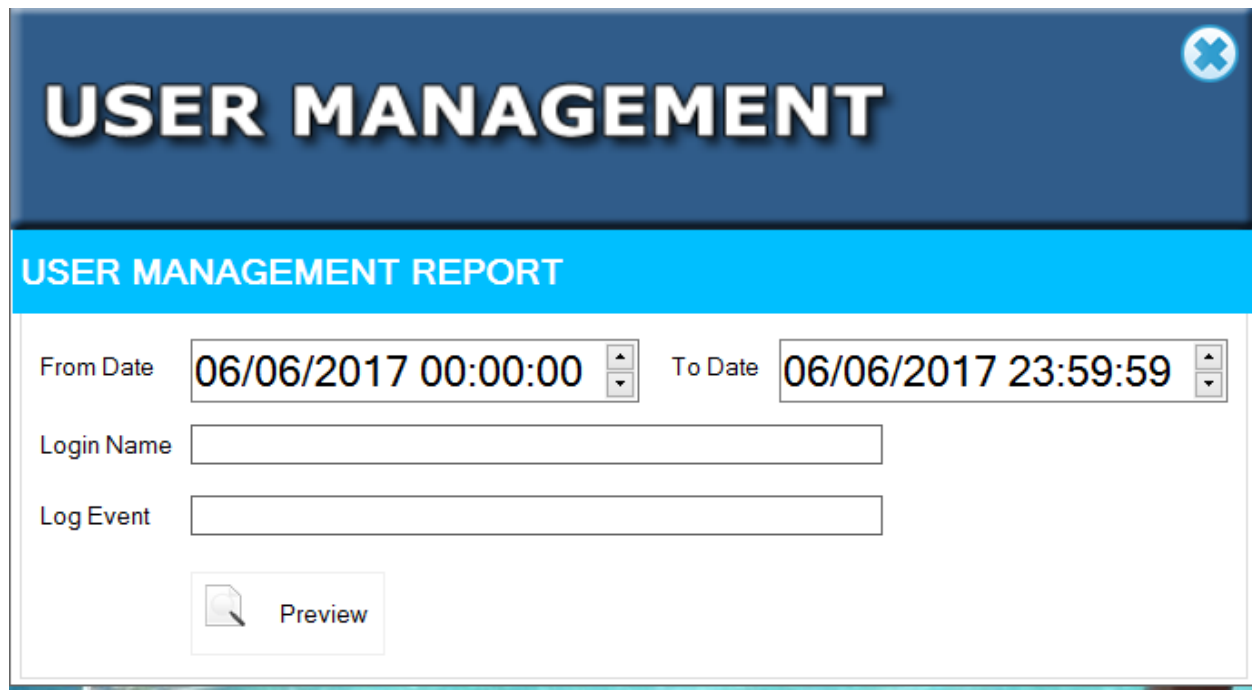
Footer Note will appear here

SYSTEM DATE & TIME

06/06/17 14:36:47 

 Update Settings

REPORTING APPLICATION



The screenshot shows a web application interface for user management reporting. At the top, there is a dark blue header bar with the text "USER MANAGEMENT" in large, white, bold, sans-serif capital letters. To the right of this text is a small, light blue circular icon containing a white 'X'. Below the header bar is a light blue horizontal bar with the text "USER MANAGEMENT REPORT" in white, bold, sans-serif capital letters. The main content area has a white background and contains the following elements: "From Date" followed by a date-time input field showing "06/06/2017 00:00:00" with up and down arrow icons; "To Date" followed by a date-time input field showing "06/06/2017 23:59:59" with up and down arrow icons; "Login Name" followed by a text input field; "Log Event" followed by a text input field; and a "Preview" button with a document icon and the word "Preview" in a light gray box.

- a. **From Date:** Select from Date.
- b. **To Date:** Select to Date.
- c. **Login Name:** Enter Log in Name in textbox if you want to see audit trail for a Particular login user.
- d. **Log Events:** Enter Log Event in textbox if you want to see audit trail for a Particular log Event.

After Filling all the detail Click on Preview button to view the report.