

# **INCLUDEME portal HOWTO**

## **User management**

## Logging into the portal

As soon as you have opened your Internet Browser and entered the address of the **INCLUDEME** portal, you should be taken to the portal.

In the top right hand corner you can find a **log in** button that should be used for logging into the system with your username and password.



Image 1

As soon as you have clicked a **log in** button a form will be shown to you. You can now enter the username and password and log in.

### Please log in

To access this part of the site, you need to log in with your user name and password.

If you have forgotten your password, [click here to retrieve it.](#)

Account details

**Login Name**  
Login names are case sensitive, make sure the caps lock key is not enabled.

  
**Password**  
Case sensitive, make sure caps lock is not enabled.  
  
Please log out or exit your browser when you're done.

Image 2

Enter your username and password and click the **log in** button. This should complete the login procedure and now you can start using the portal as a member.

## Managing users

After you have logged in there should be some new choices at the top right hand corner menu. One of these should be **preferences**.



Image 3

This button should take you to the **portal management** section. There should be a different menu on the left now.

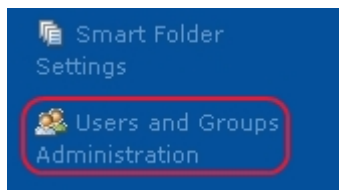


Image 4

You should select the **Users and Groups Administration** from the menu by clicking it. This should take you to the place where new users can be created and already existing ones can be given additional roles.

### Creating a new user

User administration form should look something like this at first.

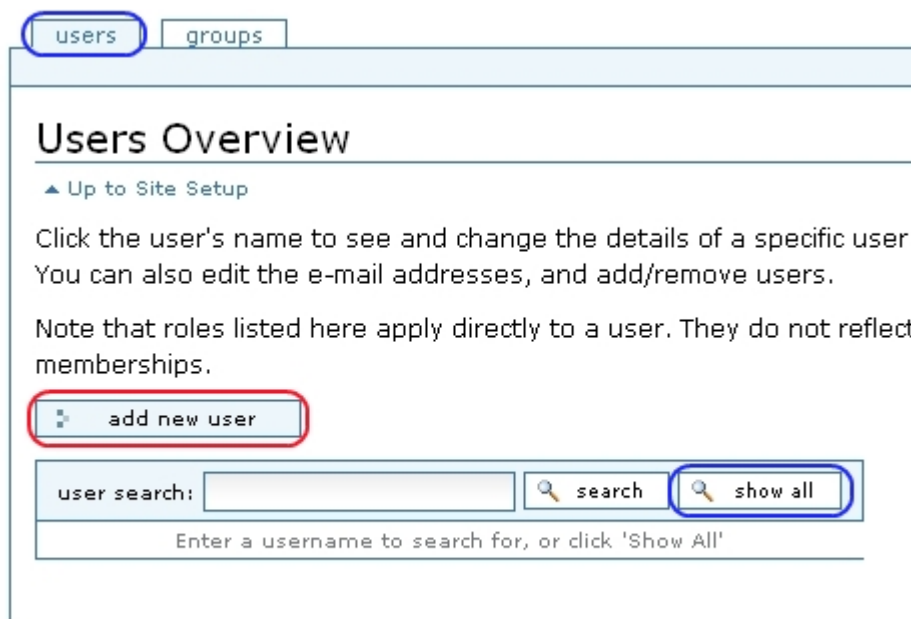


Image 5

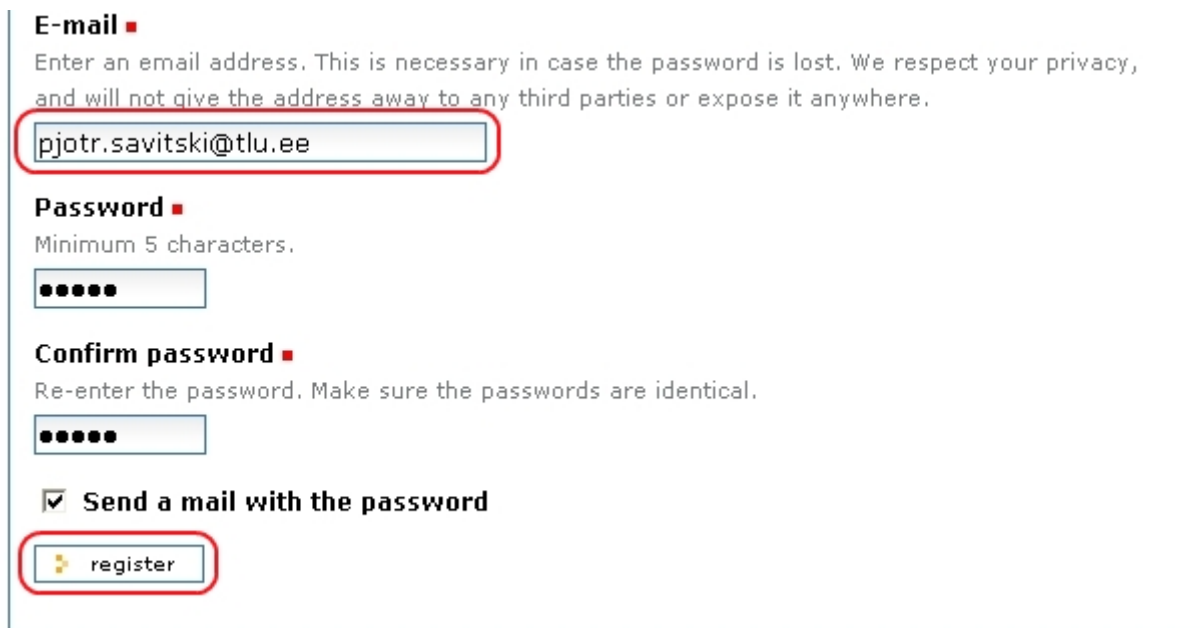
You should see the **add new user** button – it should be used for creating new users into the portal.

In addition you should see, that the **users** tab is active. This means that you are administrating users the other tab might be used for group administration.

The second element is a **show all** button. By clicking it you can see the table with all users and their roles.

Let us add a new user first. Click the **add new user** button for that.

Clicking the button should give you the **Registration form**.



**E-mail** ■  
Enter an email address. This is necessary in case the password is lost. We respect your privacy, and will not give the address away to any third parties or expose it anywhere.

**Password** ■  
Minimum 5 characters.

**Confirm password** ■  
Re-enter the password. Make sure the passwords are identical.

**Send a mail with the password**

Image 6

Here you should fill the forms and click the **register** button.

**Note:** Fields marked with red square are required.

**Note:** You should probably enter the e-mail of the future user and select the **Send a mail with the password** option. This way the user will receive the e-mail with all the needed information from the system.

As soon as you have clicked the register button the user should be registered (if you have made no mistakes). And you should be back to the **Administration form**.

## Assigning permissions

For that you should probably use the **show all** button to get the list of all users.

user search: <input type="text"/>		<input type="button" value="search"/> <input type="button" value="show all"/>					reset password	remove user
user name	e-mail address	member	reviewer	trainee	mentor	manager		
hmittelmann (Helmut Mittelmann)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
kala (Kala Kalakas)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
PortalManager (Portal Manager)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
virve (Virve Maemets)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
juku (Juku Juurikas)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
mentor (Mentor Mentorikas)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
john (Johm Smith)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>

Image 7

Here you can see the newly created user – **John Smith**. He has one role – **member**.

At the same time you should be able to see yourself. For example: **Portal Manager**. This user has one more role in addition to **member**. This user is also **manager** and in addition to the privileges of the **member role** there are also given additional privileges of **manager**.

With the help of the same form you can also: **reset password** and **remove user**. Just select the options needed and click the **apply changes** button.

Just for testing let us give **John Smith** one additional role – **trainee**. For that you should check the square under **roles** >> **trainee** and use the **apply changes** button.

john (Johm Smith)	<input type="text" value="pjotr.savitski@tlu."/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
-------------------	--	-------------------------------------	--------------------------	-------------------------------------	--------------------------	--------------------------	--------------------------	---------------------------------

Image 8

Now **John Smith** has both **member** and **trainee** roles and privileges given by these.

This way you can make all the needed user management: **create new users**, **assign or take away roles**, **reset user passwords** and **even remove users**.