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FORMVERSE WEBADMIN: LOGIN & SINGLE USER ADDITION

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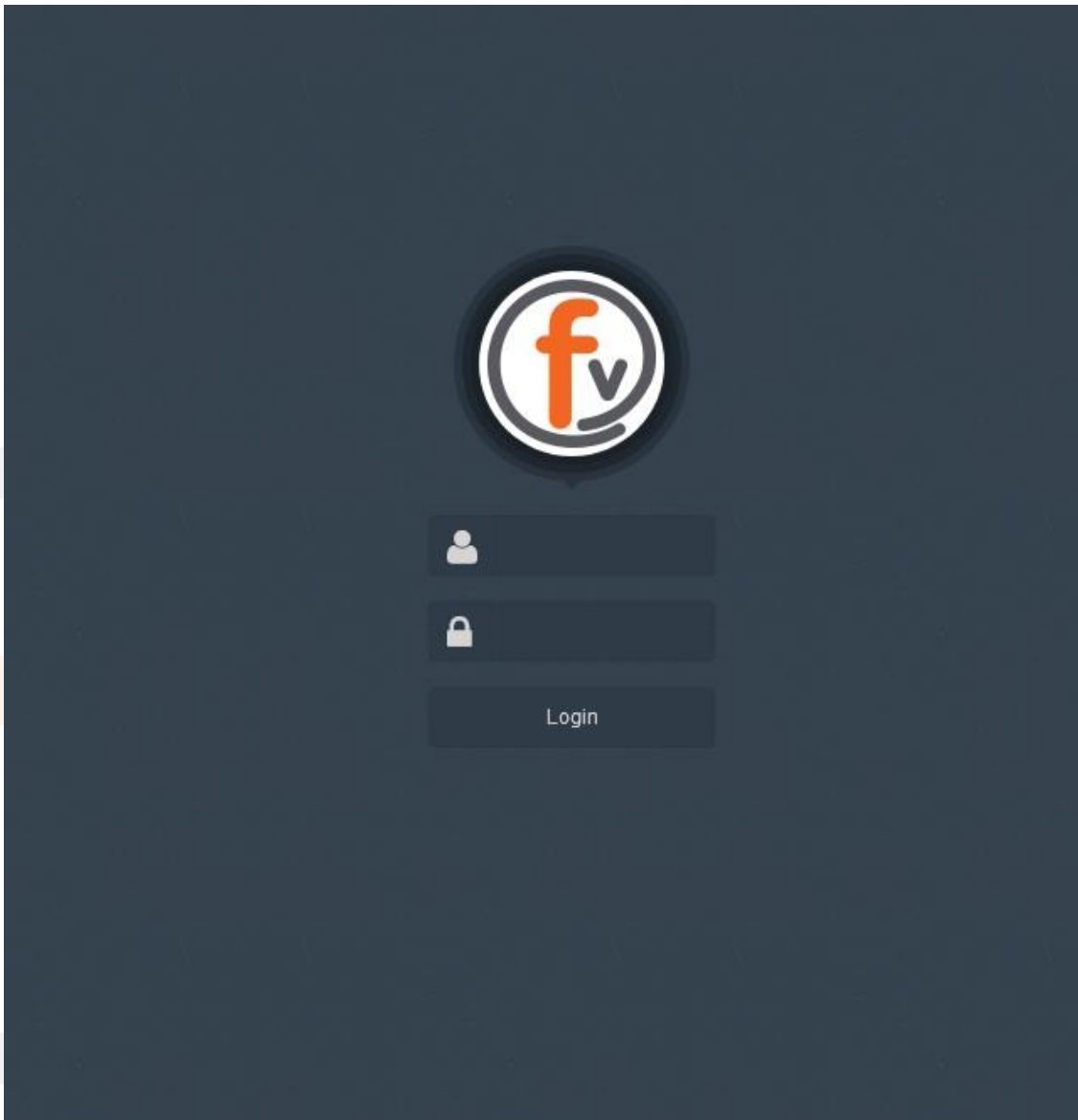
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FORMVERSE WebAdmin: Login & Single User Addition

If you are logging into the **FORMVERSE WebAdmin**, open your company's **WebAdmin** landing page:

- <https://formverse.yourcompany.com/FORMVERSEWEBADMIN/Account/Login>

When the page has loaded, please enter your **FORMVERSE Web Login**, and **Password**.



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Once you have logged into the main landing page, you will be redirected to the main **dashboard** of the **FORMVERSE WebAdmin**. From here, you can select the **Accounts Drop Down [1]**, which will expand a menu of different user related functions.

For the purpose of this document we will look at the first category, the: **Users Tab [2]**.

The screenshot displays the FORMVERSE WebAdmin dashboard. On the left is a dark navigation sidebar with the 'FORMVERSE' logo at the top. The sidebar contains a 'Navigation' section with the following items: Dashboard, General Settings, Accounts (highlighted with a green box and labeled '1'), Users (highlighted with a green box and labeled '2'), System Users, External Users, Roles, Structure, Notification Calendar, Templates, Logs, Reports, and Passport. The main content area has a 'Home' header. It features two summary cards: 'ROLES: 2' and '300 PENDING WORKFLOWS'. Below these are two data tables. The first table, 'Most recent processing errors', has a 'SHOW 10 ENTRIES' control and columns for 'TEMPLATE NAME' and 'PROCESSING RULE NAME'. It shows 'No data avail' and 'Showing 0 to 0 of 0 entries'. The second table, 'Most recent workflows', also has a 'SHOW 10 ENTRIES' control and columns for 'TEMPLATE NAME' and 'INITIATED BY'. It lists three entries, all labeled 'Breach Submission'.

When you have selected the Users tab you will be directed to the **Users management page**.

From this page you can:

- **Add** Standalone Users
- **Edit** Existing Users
- **Delete** Existing Users

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Home > Accounts > Users

Add
Add stand alone user

Import
Import users form XML file

Users

SHOW 10 ENTRIES

		USER NAME	FIRST NAME
Edit		admin	
Edit	Delete	K.	
Edit	Delete	C.	

Showing 1 to 3 of 3 entries

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When selecting the **Add** stand-alone user you will be directed to the **User Creation** page.

The **General Settings** Tab (At the top left) is where you will enter the new user's credentials.

1. User Name
 - a. The display name used in **FORMVERSE Applications**
2. First Name
3. Last Name
4. Department
5. Address
 - a. Add single or multiple emails
 - b. Select the **[+]** sign to add the default email used within the **FORMVERSE Application**
6. WEBAPP Login
 - a. This designates the **Users Login name** to be used by them when using the **FORMVERSE WebApp**.
7. System User
 - a. Indicates that this user is an Admin (has access to **FORMVERSE WebAdmin**)
8. External User
 - a. If applicable, will force this user through the DMZ server (shadow server)

Once all fields are complete, select the **Save Changes** button in the bottom right hand side of the screen.

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Home > Accounts > Users > Edit user

General Settings User roles

User Name This field is required.

First Name This field is required.

Last Name This field is required.

Department

Addresses + This field is required.

WEBAPP Login This field is required.

System User

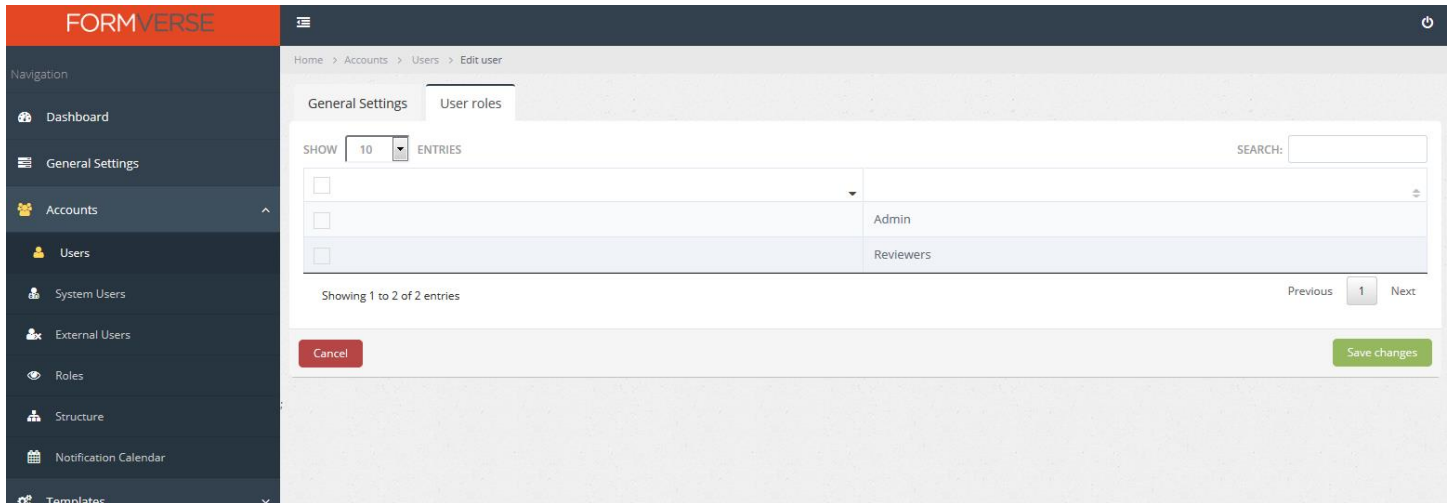
External User

Cancel Save changes

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The **User Roles** Tab (At the top left):

If you wish to **add this user to select groups** within the **FORMVERSE Application**, checkbox the appropriate existing groups that the user should belong to and select the **Save Changes** button in the bottom right hand side of the screen.



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