



# User Management

Getting Started Guide

Version 1.1

# User Management

## Invite Users to join your Yadle Organization:

### Step 1:

Click on **Invite Users** in the Admin section of the left menu (only Admin users can invite users).

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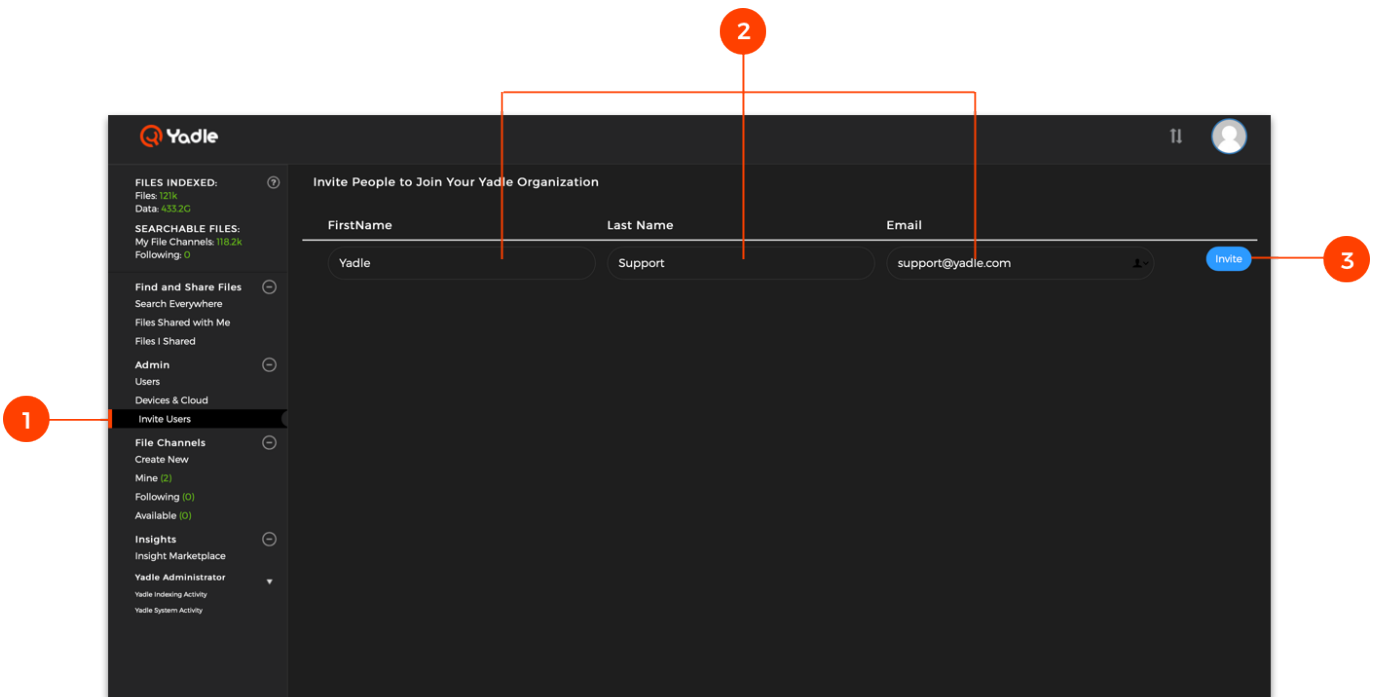
### Step 2:

Add user **First Name**, **Last Name**, and **Email**.

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### Step 3:

Click **Invite**. Invited user will receive email with instructions for activating and setting up password for login.



## Create an Admin User

Yadle admin users are able to promote other users to admin status, manage devices, and invite additional users.

### Step 1:

As an existing Yadle admin, navigate to the **Users** page under the Admin menu.

### Step 2:

**Select** the Admin box for the particular user you wish to promote to Yadle admin.

The screenshot shows the Yadle interface with the 'Users' page selected. The left sidebar contains a navigation menu with the following items: FILES INDEXED (Files: 154K, Data: 434.6G), SEARCHABLE FILES (My File Channels: 129K, Following: 0), Find and Share Files (Search Everywhere, Files Shared with Me, Files I Shared), Admin (Users), Devices & Cloud (Invite Users), File Channels (Create New, Mine (2), Following (0), Available (1)), Insights (Insight Marketplace), and Yadle Administrator (Yadle Indexing Activity, Yadle System Activity). The 'Admin' menu is highlighted with a red circle '1'. The main content area shows a table of users with the following columns: Status, Email, First Name, Last Name, Admin, and Last Login. The table contains five rows of user data. The second row, for 'David Lundberg', has the 'Admin' checkbox checked, indicated by a red circle '2'.

Status	Email	First Name	Last Name	Admin	Last Login
enabled		Erik	Brodnick	<input type="checkbox"/>	4/02/2019 9:06:22 AM
enabled		David	Lundberg	<input checked="" type="checkbox"/>	4/02/2019 8:53:39 AM
enabled		Patricia	Jusuf	<input type="checkbox"/>	3/25/2019 2:08:37 PM
enabled		Riley	Flynn	<input type="checkbox"/>	4/01/2019 6:15:16 PM
enabled		Yadle	Support	<input type="checkbox"/>	4/01/2019 6:02:22 PM

## Disable User

Yadle admins can disable users from logging into Yadle.

### Step 1:

As an existing Yadle admin, navigate to the **Users** page under the Admin menu.

### Step 2:

Under “Status” column, Click on the dropdown for the User you intend and select **Disabled**.

The screenshot shows the Yadle interface. On the left, the 'Admin' menu is highlighted with a red circle '1'. The main content area is titled 'Users' and displays a table of users. The table has columns for Status, Email, First Name, Last Name, Admin, and Last Login. The user 'Erik Brodnick' is selected, and a dropdown menu is open for the 'Status' column, showing 'enabled' and 'disabled' options. A red circle '2' points to the 'disabled' option.

Status	Email	First Name	Last Name	Admin	Last Login
enabled		Yadle	Administrator	<input checked="" type="checkbox"/>	4/18/2019 5:05:27 PM
enabled disabled		Erik	Brodnick	<input type="checkbox"/>	4/18/2019 5:03:54 PM
enabled		David	Lundberg	<input checked="" type="checkbox"/>	4/18/2019 4:38:00 PM
enabled		Riley	Flynn	<input type="checkbox"/>	4/01/2019 6:15:16 PM
enabled		Patricia	Jusuf	<input type="checkbox"/>	3/25/2019 2:08:37 PM
enabled		Yadle	Support	<input type="checkbox"/>	4/01/2019 6:02:22 PM

## Add Delegate to Device

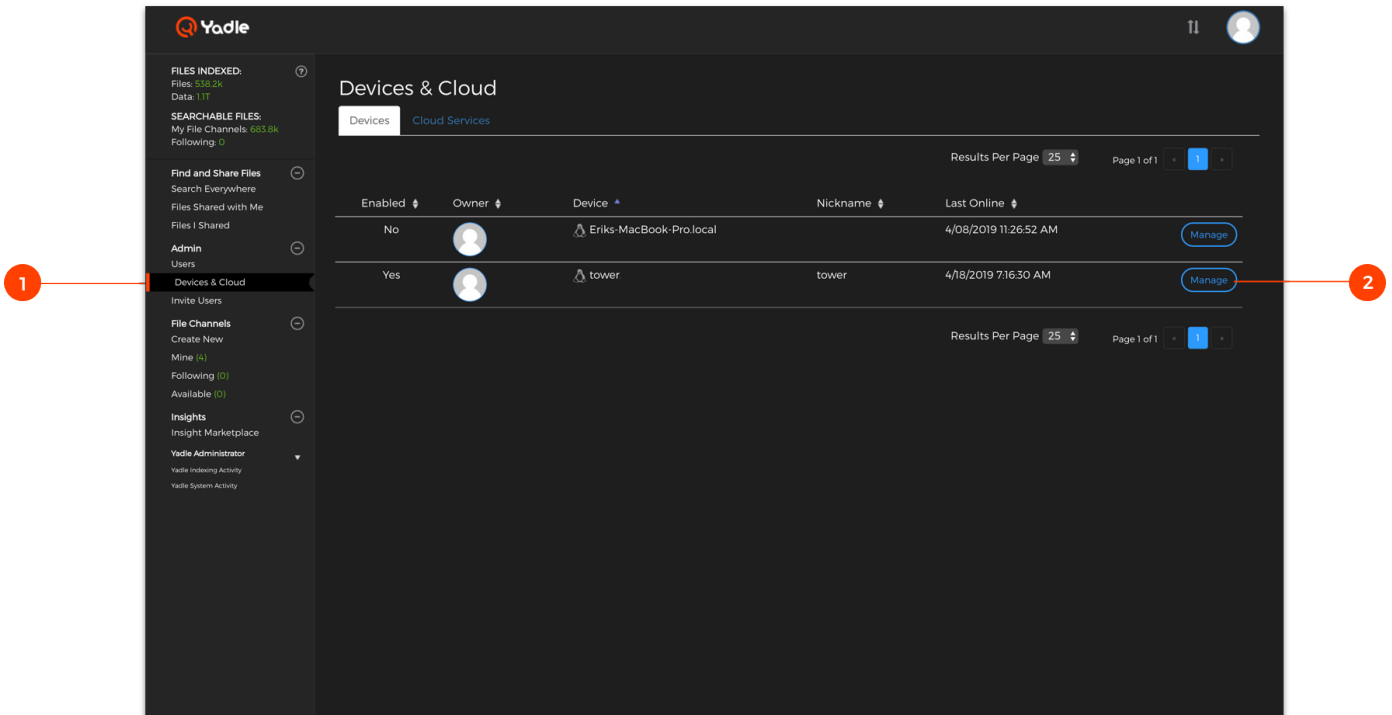
Delegates are allowed to create File Channels for any devices not owned by them. Once added as a Delegate, that user will be able to create File Channels.

### Step 1:

As an existing Yadle admin, navigate to the **Devices & Cloud** page under the Admin menu.

### Step 2:

Click **Manage** for the Device you wish to add a Delegate to.

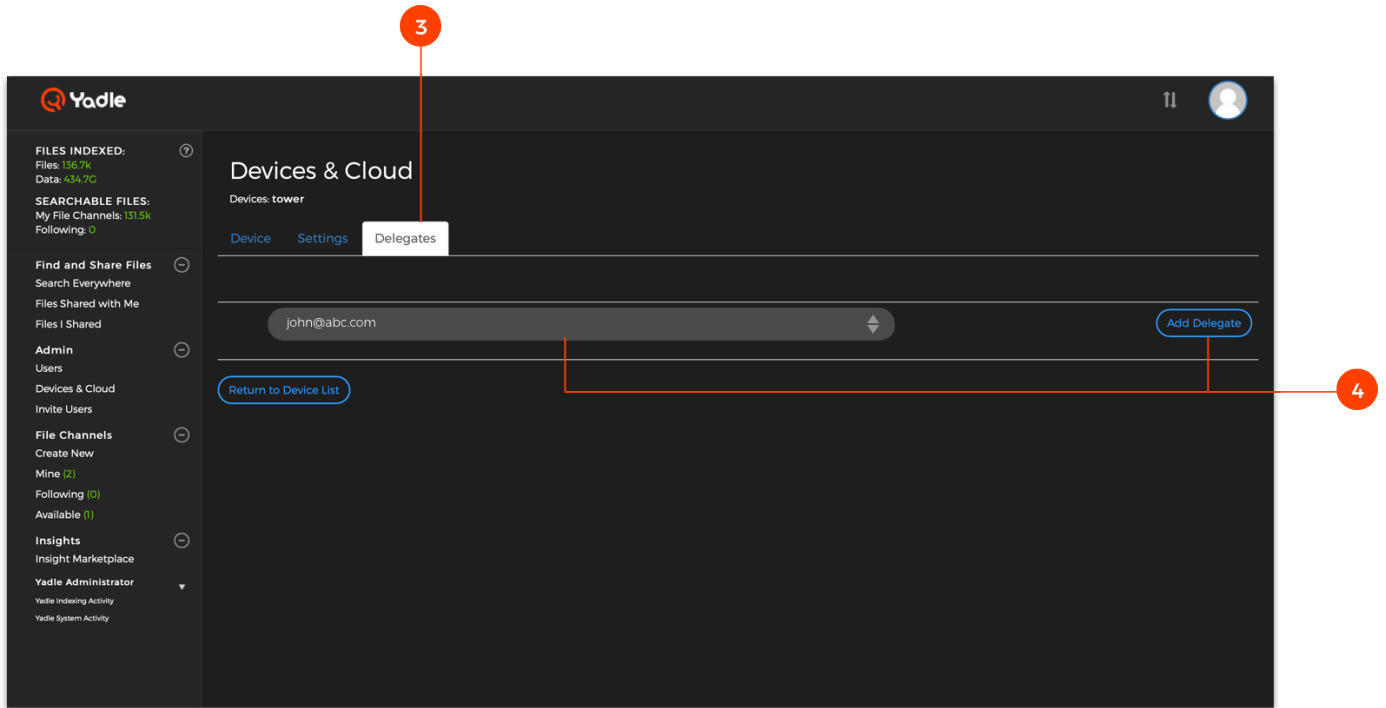


### Step 3:

Select the **Delegates** tab at the top.

### Step 4:

Select desired user from dropdown of available users and click **Add Delegate**.



### Step 5:

Newly added Delegate will be added to list. You can **Remove** any current delegates or **Add Additional Delegates** from here.

