

# Creating Users and Roles

In SchoolAdmin Standard EVD you can create users with respect to their role. By creating users, the staff in your school can login to SchoolAdmin Standard EVD. They will be given login with respect to their role.

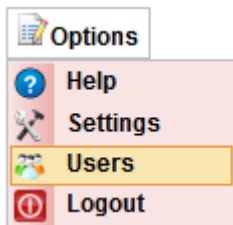
Only the ADMIN will have complete access over SchoolAdmin Standard EVD. Other users with other roles will have limited access of SchoolAdmin Standard EVD depending on the authority given to the user.

Logins with respect to the authority given to the users will be explained later.

Authority provided in SchoolAdmin Standard EVD are


- ADMIN
- TEACHER
- CASHIER
- READONLY
- SUPERUSER
- MANAGER

Click on Users as shown below,



You can see the User master as shown in the below window.

| User Master  |             |             |                |        |
|--|-------------|-------------|----------------|--------|
| Sl.No.   | User Name ▾ | Role Type ▾ | Teacher Name ▾ | Action |
| <div><div><div><div><div></div></div></div><div><div></div></div></div><div>Add</div><div><div>&lt;&lt;&lt;</div><div>&lt;</div><div></div><div></div><div>&gt;</div><div>&gt;&gt;&gt;</div></div></div> |             |             |                |        |

Click on  Add button to add the user, on click you will see the below window.

#### Steps to add user

1. Enter the user name.
2. Enter the password in such a fashion that it contains first letter Upper Case , one lower case letter, One Special Character, One Integer and it should be minimum of 6 character Length. Example Abc\*1d.
3. Selecting Enabled means you are activating the login for the respective user. If it is not selected, the user even though added they cannot login to SchoolAdmin Lite.
4. Select the authority depending on the user role in your school.
5. Finally click on add.

#### **Info**

In case if you add wrong password pattern which is not as said above, you will get an error message. therefore you need to enter the password in the pattern as said above.

In case if you enter wrong password in Retype new password column, you will get an error message saying you have re-typed wrong password. Therefore you need to retype correct password again.

You can even add the user without assigning the staff.

Example as shown in below window: Your school chairman may not be considered as staff in that case you need not select the staff as staff is not mandatory.

Add / Edit User

User Details

User Name\*

Chairman

Password\*

.....

Retype New Password\*

.....

Staff\*

--Select--

Enabled

☒

Authority\*

SUPERUSER

Add

Cancel

You can see the user added as shown below.

| User Master |           |                |              |        |
|-------------|-----------|----------------|--------------|--------|
| Sl.No.      | User Name | Role Type      | Teacher Name | Action |
| 1           | admin     | ROLE_ADMIN     | Ranganath    |        |
| 2           | shreya    | ROLE_CASHIER   | Shreya       |        |
| 3           | avinash   | ROLE_TEACHER   | Avinash      |        |
| 4           | Ragini    | ROLE_MANAGER   | Ragini       |        |
| 5           | Chairman  | ROLE_READONLY  |              |        |
| 6           | Rajesh    | ROLE_SUPERUSER |              |        |

Add

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Admin has the rights to change (edit) user details. An example of changing the role is shown below.

#### Case 1 : To Change ADMIN's own password

- Click on Edit icon .
- Select to Change User Password must be selected (enabled) only then admin can type the new password
- Type the old password. If the password matches with the old password only then admin can enter the new password.
- Retype new password.
- Finally click on update. You will get the **Updated Successfully** message.

**Add / Edit User**

User Details

User Name\* admin

Select to Change User Password ☒

Old Password\* .....

New Password\* .....

Retype New Password\* .....


Staff\* Ranganath ▼

Enabled ☒

Authority\* ADMIN ▼

Update Cancel

#### Case 2 : To change other user password

1. Click on Edit icon .
2. Enable Select to Change User Password only then admin can type the new password.
3. Click on update button. You will get the **Updated Successfully** message.

**Add / Edit User**

User Details

User Name\* shreya

Select to Change User Password ☒

New Password\* .....

Retype New Password\* .....


Staff\* Shreya ▼

Enabled ☒

Authority\* CASHIER ▼

Update Cancel

Case 3 : **To change other details of admin or other user** : Only Admin has the authority to change the details of the users added. Users other than admin can only change their password by logging into SchoolAdmin Lite with their user name and password. Admin can change any details of the user, can even disable the user login. In the below example you can see changing of user authority.

1. Click on Edit .
2. If admin do not wants to change password, uncheck Select to Change User Password.
3. Make the required changes. In below figure authority is changed from CASHIER to MANAGER.
4. Click on update button. You will get the **Updated Successfully** message.

Add / Edit User

User Details

User Name\*

shreya

Select to Change User Password

☐

New Password\*

Retype New Password\*

Staff\*

Shreya

Enabled

☒

Authority\*

MANAGER

Update

Cancel

The table with the changed authority , user with and without staff assigned is shown below.

| User Master |             |                |                |        |
|-------------|-------------|----------------|----------------|--------|
| Sl.No.      | User Name ↕ | Role Type ↕    | Teacher Name ↕ | Action |
| 1           | admin       | ROLE_ADMIN     | Ranganath      |        |
| 2           | shreya      | ROLE_MANAGER   | Shreya         |        |
| 3           | avinash     | ROLE_TEACHER   | Avinash        |        |
| 4           | Ragini      | ROLE_MANAGER   | Ragini         |        |
| 5           | Chairman    | ROLE_READONLY  |                |        |
| 6           | Rajesh      | ROLE_SUPERUSER |                |        |

Add

<< < > >>

#### User Logins with Role

- [Teacher login](#)
- [Cashier Login](#)
- [Readonly Login](#)
- [Superuser Login](#)
- [Manager Login](#)

The page How to Edit or Delete a record does not exist.