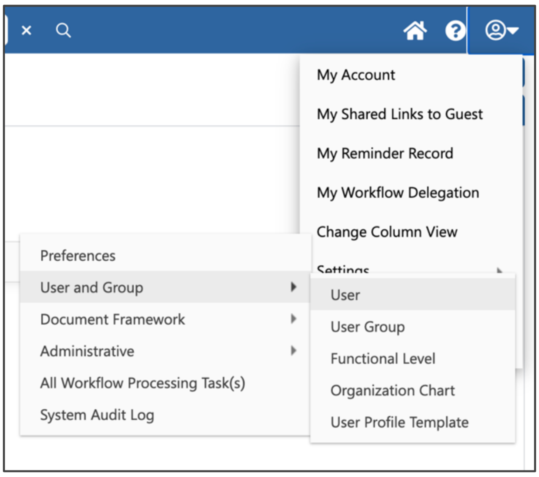
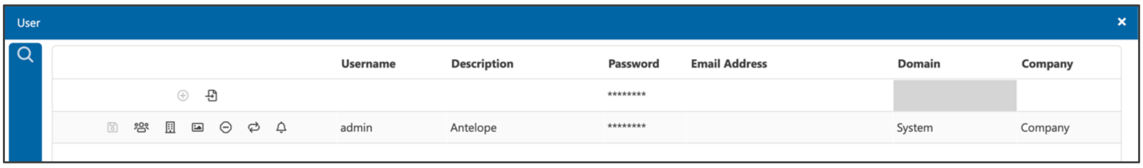
C. User and Group

I. Create new User Account

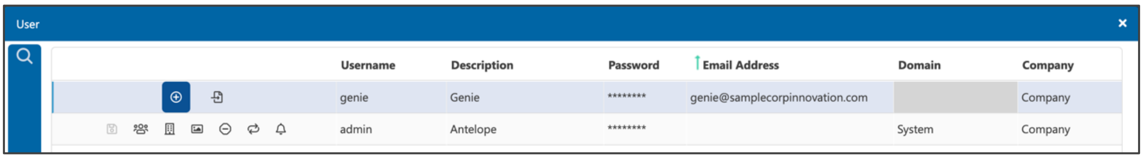
1. Click the icon with the login name in right top corner from the top bar from bring up the context menu, then select “Settings” > “User and Group” > “User”.



2. The User window will appear.



3. Fill in the information on the top row.



Field	Description	Default Value
Username*	Login username of this user.	
Description	User’s full name.	
Password*	Password of the user, with minimum 1 upper case, 1 lower case, 1 symbol and at least 10 characters.	********
Email*	Email assigned to the user.	
Domain*	Domain of creating user.	
Company*	Assign Company for this user.	
Default Group	Group which is assign to this user.	
Mobile	Mobile phone number of user account	
Pwd Never Expire	Password never expire or not for the user.	⊘
Locked	The user is locked.	⊘
Disabled	The user is disabled.	⊘

Device Password	Used with specific control on MEAP	********
Quota Schema	The limited quota assign to the user.	
User Profile Template		
Modified Date	The latest modified date and time of the user.	
Created Date	The created date of the user.	

(would be the necessary column when create user.)*

4. Click the add button on the first column to add a new user.

II. Modify Existing User Account

1. Open the User window.
2. Click the value which is required to change.
3. After modifying the user information. The save button on the left-hand side will be available.
4. Click save button to commit changes.

III. Delete User Account

1. Open the User window.
2. Looking for the existing user which is required to delete.
3. Click the delete icon on the second column.
4. A confirmation message “Are you sure?” will appear.
5. Click “OK” button to confirm deleting.

IV. System User Accounts

There are several system user accounts which cannot be deleted.

User Account	Description	Purpose
ceoperator	CE Service Account	Handle collaborate edit document
dsoperator	Document Service Account	Generate upload document thumbnail and OCR
idxoperator	Indexing Service Account	Create index of document for searching
osoperator	Operation Service Account	Handle backend operation like Sync AD User… etc
Wfoperator	Workflow Service Account	Process Workflows in DMS
scanoperator	Scanning Service Account	Upload Document to DMS
cloudsyncoperator	CloudSync Service Account	Sync documents between Antelope and CloudSync servers

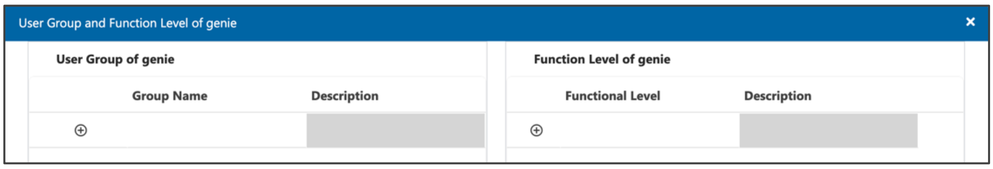
V. Assign User Account to User Group

1. Open the User window.

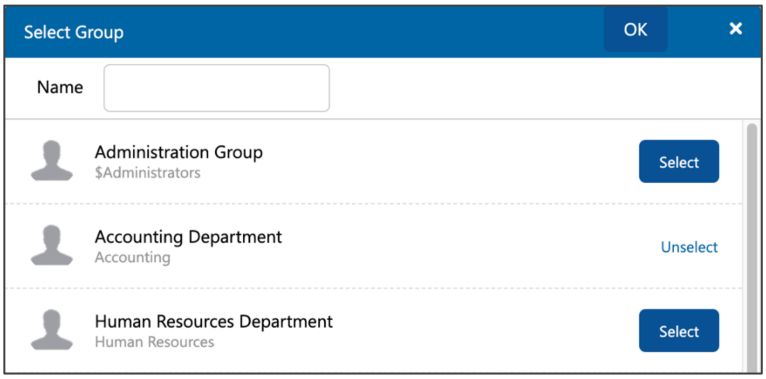
2. Looking for the user record which is required to assign the user group and function level.

3. Click the button on the third column beside the selected user.

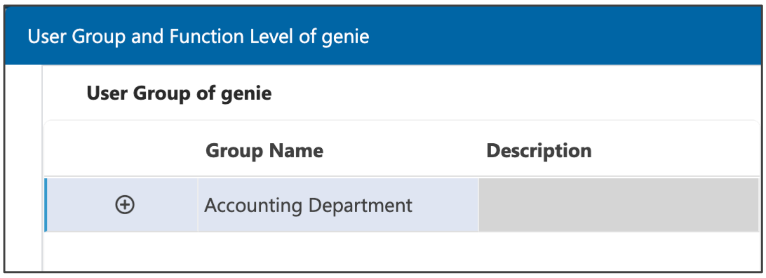
4. User Group and Function Level of [Selected Username] window will appear.

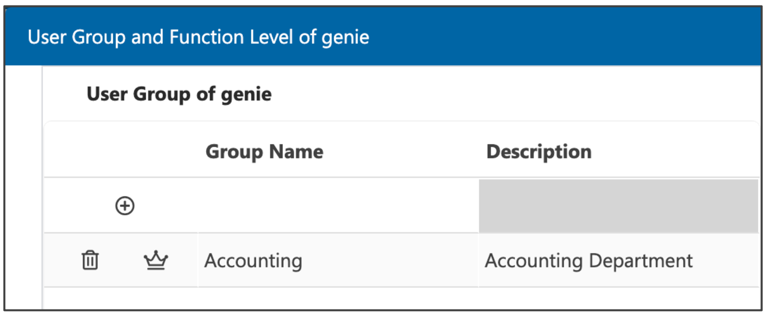


5. Click the top empty column to select the “User Group” and “Function Level”.



6. After the selection, click add button on the first column.

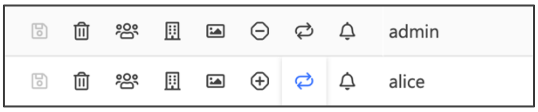




Note:
User could have more than one user group and function level when required.
The default user group button will appear when each user have more than one user group.
Click default group button beside which group to be default group for that user.

VI. Replace User Account

1. From the User Account Management panel, click the “Replace” button on the left for user account which is required to be replace by another user.



2. The Select User(s) window will appear. Select an user account.

3. A confirmation message “Confirm to replace user?”, will appear.

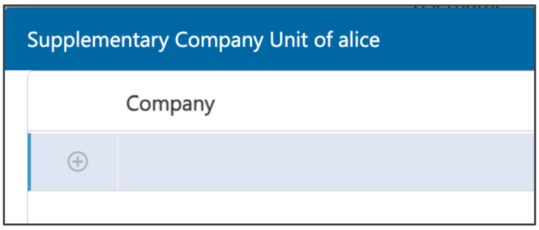
4. Click the OK button to confirm replacing user account.

5. A notice message “Success!”, will appear. The “Disable” column of replaced account will auto change to icon.

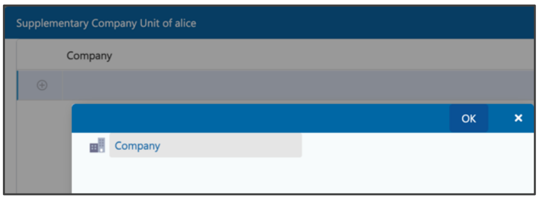
VII. Supplementary Company (Not available on Antelope 6 Cloud Version)

1. From the User Account Management, select a user account, click the icon to bring up the Access Supplementary Unit window.

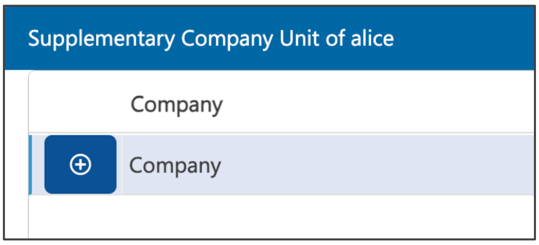
2. Click the first empty row.



3. Select a Company, click the OK button to save your changes.



4. Click the Add button to add the Supplementary Company Unit.



VIII. Assign Concurrent User Account to Named User Account

1. Select a user account.

2. Click the assign ticket button in the fifth column to assign name license.

3. The user account is changed into named one.

IX. Assign User Account with Secretary (Not available on Antelope 6 Cloud Version)

1. From the User Account Management, select a user account > Secretary.

2. The “Select User(s)” window will appear.

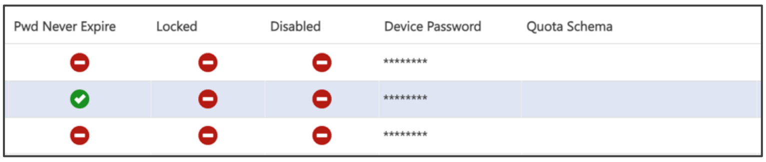
3. Select the user(s) to be the secretary of the selected user record.

4. The save button on the left-hand side will be available.

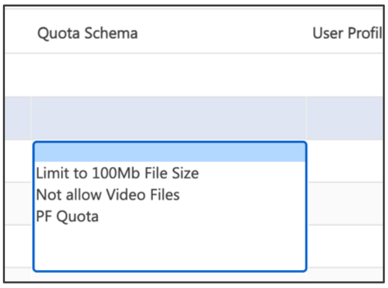
5. Click save button to commit changes.

X. Assign User Account with Quota Schema

1. From the User Account Management, select a user account > Quota Schema.



2. Select an option from the Quota Scheme pull-down list.



3. Click save button to commit changes.