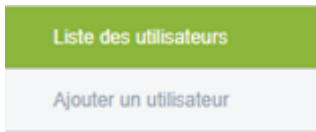


Add User



To create a new user in Medulla, everything happens in the left side column.

A screenshot of the 'Ajout d'un utilisateur' (Add user) form in the Medulla application. The form is located in the left sidebar, which is highlighted in green. The main content area shows the form fields for creating a new user. The fields are: 'Identifiant*' (Identifier), 'Mot de passe*' (Password), 'Confirmation du mot de passe*' (Confirm password), 'Photo' (with a placeholder image and a file upload button labeled 'Choisir un fichier' and 'Aucun fichier choisi'), 'Nom de famille*' (Surname), 'Prénom*' (First name), and 'Titre' (Title). The form is titled 'Ajout d'un utilisateur' and 'Attributs utilisateur'.

Accessing Creation

Click the link **Add User** to open the creation page.
The form will be displayed in the centre of the screen.

Complete the Creation Form

Here are the fields

- **Identifiant** : a unique identifier for this new user.
- **Password** and **confirmation** The password that will allow the user to log in.
- **Photo** (*optional*) : possibility to upload a profile photo.
- **Surname / First name**
- **Email**
- **Phone** and **Mobile**

User groups

Groupe primaire: MedullaUsers

Tous les groupes

GroupeTest1
MedullaUsers

Groupe(s) de l'utilisateur

Groupe(s) secondaires

Droit d'entité: Public, Statique, Super-Admin, Recursive

Supprimer

Add entity right

Valider Annuler

Group organisation makes it easy to manage access rights.

- **Primary group** : the main group to which the user belongs.
- **Secondary groups** : other groups to which you can add to extend its rights.

Define access rights (Entity rights)

At the bottom of the form you can set user access rights through several options:

- **Public**
- **Super administrator**
- **Recursive**
- **Statistics**





These options define the scope of actions that the user can perform in Medulla.

Finalizing the creation

Once all the fields are completed, click on .

The user will then be automatically added to the **List of Users**, visible in the centre of the main page

Edit an existing user

Identifiant	Nom	Courriel	Téléphone	Actions
 01202154	Jean DUPONT			   

At any time, you can change the information of an existing user.

- Go to the **List of Users** (centre of page).
- Locate the user concerned.

- Click **Modify** in the column "Actions"
- Update the required fields (name, email, groups, roles, etc.).
- Save the changes.

Modify MMC Rights

To adjust a user's access rights in Medulla, you can change its **MMC rights (also called ACLs - Access Control Lists)**.

Quick access to MMC rights

since **List of users**, click on the small **Key**  located to the right of the user line.

You will be redirected to the page .

You will see **a complete list of modules and pages** de Medulla, sorted by categories Users, Groups, Computers, Logs, Imaging, etc.

- **Medulla's global logs**, grouped by Kiosk module, Imaging, Remote Desktop, Backup, etc.
- **Past actions by all users** according to its level of access
- **The date, user, and nature of each action** Profile creation, group modification, machine removal
- **Technical details** related to each action (IP, targeted machine, state, etc.)

If no **not rights** on a module (e.g. **not see logs** associated with this module in history, even if access to history is allowed.

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