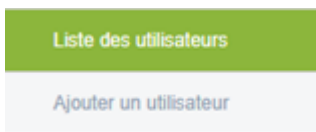
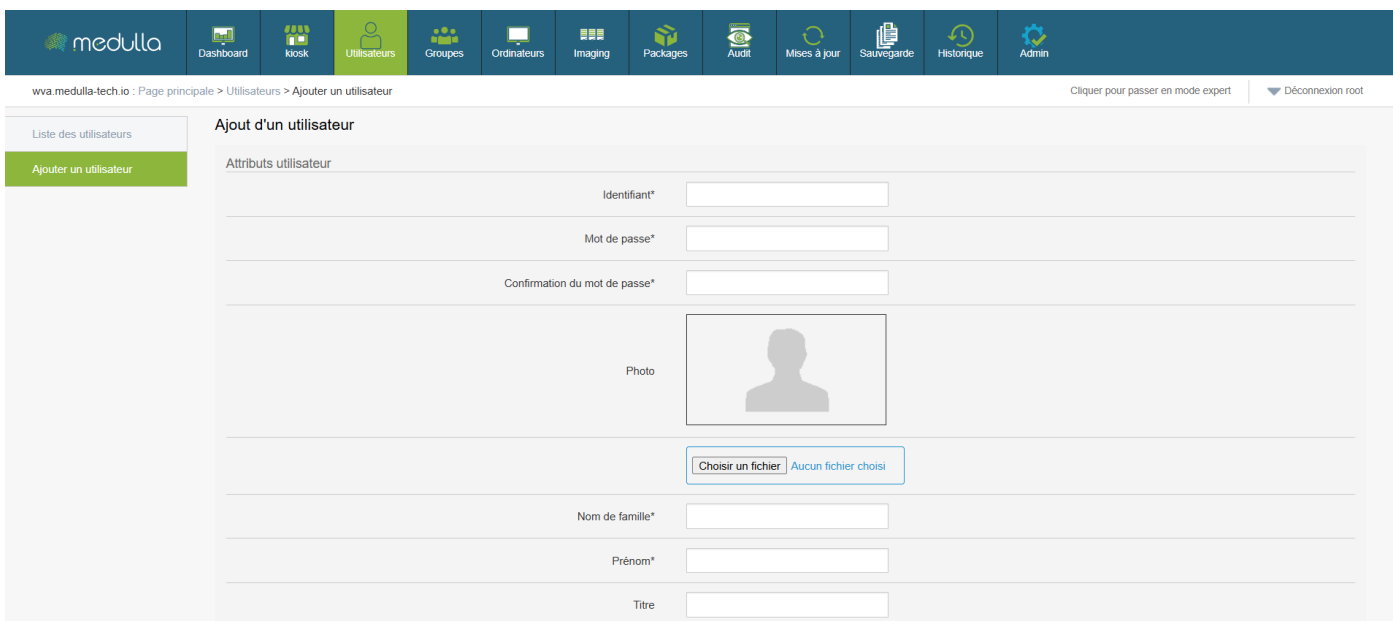


Add User



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



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

The screenshot shows a web interface for managing user access rights. At the top, there is a dropdown menu for 'Groupe primaire' with 'MedullaUsers' selected. Below this, there are two main sections: 'Tous les groupes' (All groups) and 'Groupes de l'utilisateur' (User groups). The 'Tous les groupes' section contains a list of groups: 'GroupeTest1' and 'MedullaUsers'. The 'Groupes de l'utilisateur' section is currently empty. Between these two sections are green right-pointing and left-pointing arrows. Below these sections, there are three dropdown menus for 'Droit d'entité' (Entity rights): 'Public', 'Super-Admin', and 'Recursive'. There is also a 'Statique' dropdown and a 'Supprimer' button. At the bottom, there is an 'Add entity right' button and two buttons: 'Valider' (Validate) and 'Annuler' (Cancel).

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, Imagining, 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.

Revision #2

Created 2025-05-12 14:15:59 UTC by DocsAdmin

Updated 2025-05-28 09:43:38 UTC by DocsAdmin