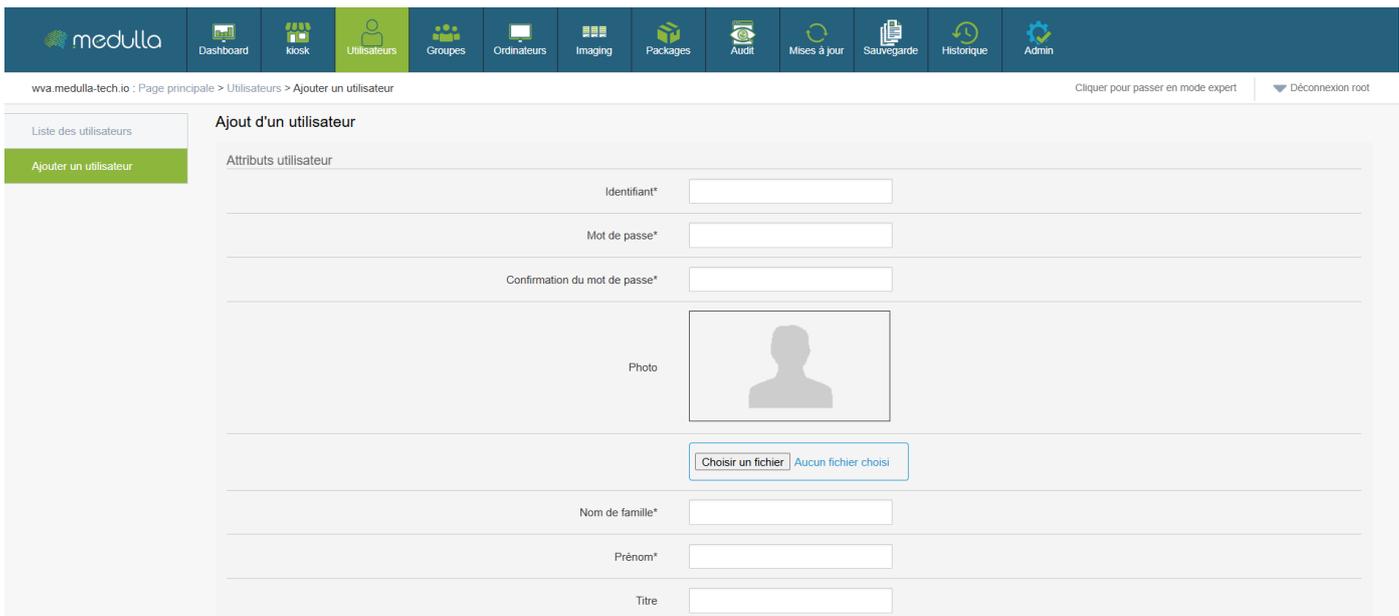


# Add User



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 the group selection, 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.

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