

Add an entity and create users



The button above opens the menu for creating a sub-entity of the root entity.

To create a new entity in Medulla, simply fill in the following field and then click the **Create Entity** button

- **Entity Name**

Ajouter sous-entité à [Avon]

Nom de l'entité

Entité parent: Avon

Créer entité

Go to the user creation page for an entity.

In the side menu bar on the left side of the screen, click the button

Ajout d'un utilisateur

Click the **"Add a user"** link to open the creation page.

The form will appear in the center of the screen.

Fill out the Creation Form

Here are the fields to fill out

- **User Profile:** Select the user profile you want to associate with the user.
- **Entity:** Select the entity you want to map to the user.
- **Apply to Sub-entities:** Whether you want the profile and user to apply to sub-entities recursively or not.

- **Authentication:** Either a local user based on GLPI or ITSM, or a user mapped from AD or OIDC.
- **Email:** An email address associated with the user.
- **Password** and **confirmation:** The password that will allow the user to log in.
- **Last Name / First Name**
- **Phone** and/or **Mobile**

Then click the "Create New User" button to confirm the user's creation.

Create User

AFFECTATION

Profil utilisateur

Entité

Appliquer aux sous-entités (récursif)

AUTHENTIFICATION

Méthode d'authentification

Courriel*

Password Password

Confirm password Confirm password

INFORMATIONS PERSONNELLES

Prénom Prénom

Last name Last name

Téléphone Téléphone

[Créer un nouvel utilisateur](#)

Edit an existing user

NOM D'UTILISATEUR	PRÉNOM	NOM	TÉLÉPHONE	ÉTAT	DERNIÈRE CONNEXION	PROFIL	ACTIONS
xxxx@gmail.com	xxx	xxxx	0186953190	Actif		Super-Admin	✎ 🔗 🗑️

You can edit an existing user's information at any time by clicking the button in Entity Management:



- Go to the **User List** (center of the page).
- Locate the relevant user.
- Click "**Edit**" in the "Actions" column.
- Update the necessary fields (name, email, etc.).

- Save the changes.

Modify MMC Permissions

To adjust a user's access rights in Medulla, you can modify their **MMC rights (also known as ACLs— Access Control Lists)**.

Currently being redesigned.

If they **do not** have **permissions** for a module (for example, "Imaging"), they will **not** be **able to view the logs** associated with that module in the history, even if access to the history is authorized.

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