

Accessing Users

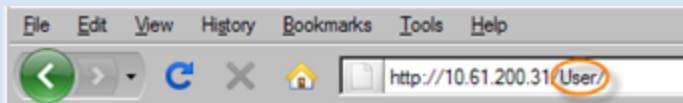
Follow the instructions below to access Users via the CDP Interface.

Click on "Users" in the Main Menu.



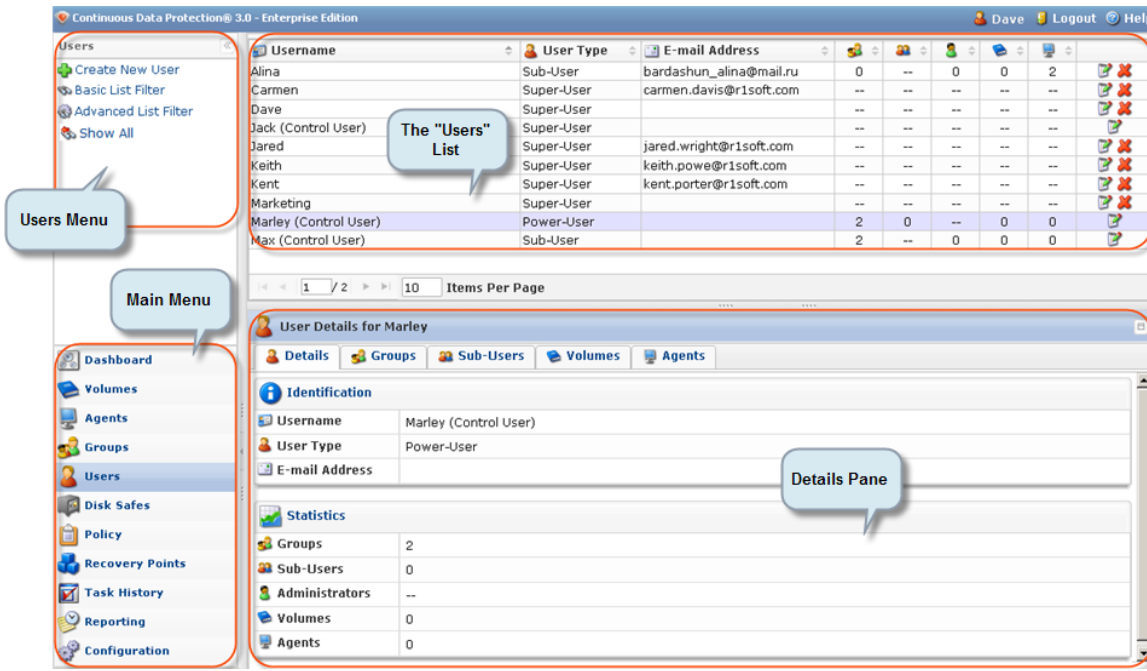
Note

You can access the "Users" window by manually appending the /User/ folder to the CDP Server address in the browser address bar. Example: <http://10.61.200.31/User/>. Note that the address is case sensitive.



The "Users" window is divided into the following areas:

- Users Menu - Provides access to the actions which relate to customizing the "Users" list.
- Users List - The Users added to the system are displayed in this area.
- Details Pane - After you select an item in the list, its details are displayed in this area.



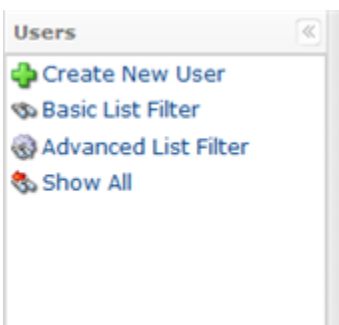
You can also access the "Users" list associated with the selected Agent, using the Users Tab of the Agent "Details" Pane. See more information in [Accessing Agents](#).

Users Menu | The "Users" List | Details Pane

Users Menu

The following "Users" menu buttons are available:

- **Create New User** - Allows you to add a new User to the system. After clicking on this button, you will be able to define the new User properties. See [Adding Users](#).
- **Basic List Filter** - Allows you to customize the view of the "Users" list. You will be able to apply the minimum range (most commonly used) of filter criteria. See [Customizing the Users List](#).
- **Advanced List Filter** - Allows you to customize the view of the "Users" list. You will be able to apply all possible filter criteria. See [Customizing the Users List](#).
- **Show All** - Visible only when a filter is applied. Cancels filter settings and shows all records in the "Users" list. See [Customizing the Users List](#).



The "Users" List

The "Users" list provides information about Users in the grid.



Note

You have the ability to organize information, such as filtering out the items you do not need to see. You can also sort items, limit the number of items displayed per page, and specify which columns you want to display. See [Customizing the Users List](#).

Username	User Type	E-mail Address	Groups	Sub-Users	Administrators	Volumes	Agents	
Alina	Sub-User	bardashun_alina@mail.ru	0	--	0	2		
Carmen	Super-User	carmen.davis@r1soft.com	--	--	--	--		
Dave	Super-User		--	--	--	--		
Jack (Control User)	Super-User		--	--	--	--		
Jared	Super-User	jared.wright@r1soft.com	--	--	--	--		
Keith	Super-User	keith.powe@r1soft.com	--	--	--	--		
Kent	Super-User	kent.porter@r1soft.com	--	--	--	--		
Marketing	Super-User		--	--	--	--		
Marley (Control User)	Power-User		2	0	--	0	0	
Max (Control User)	Sub-User		2	--	0	0	0	

Columns

Pages Navigation

1 / 2 10 Items Per Page

Columns:

Column Name	Icon	Description
Username		Displays User login name
User Type		Shows the user type: Super-User, Sub-User or Power-User
E-mail Address		Shows User's email
Groups		Shows a number of Groups the Power-User is assigned to
Sub-Users		Displays a number of User's Sub-Users
Administrators		Shows a number of User's administrators
Volumes		Shows a number of assigned Volumes
Agents		Shows a Number of assigned CDP Agents

Actions	<p>This column contains icons which provide access to actions over the corresponding User.</p> <p>Two options are available:</p> <ul style="list-style-type: none"> -Delete - Permanently removes the user. See Deleting Users. -Edit - Allows you to access the User properties window in order to change the properties. See Editing User Properties.
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See the description of the columns in the [Details Pane](#) below.

Pages Navigation

The Pages Navigation pane allows you to divide the Users into pages by specifying the desired number of items per page. The Pages Navigation pane provides buttons to navigate from one page to another.

- Arrows - Turns over pages.
 - First - Opens the first page.
 - Previous - Opens the previous page.
 - Next - Opens the next page.
 - Last - Opens the last page.
- Page Number - You can type in the page number and press <Enter> to go to a page. The total number of existing pages is shown on the pane.
- Items Per Page - Used to define how many items to display per page in the "Users" list. The system remembers your settings. Unless you change this setting, you see 10 items per page. If you want to see more/less items per page, you can change the number and press <Enter>. The maximum number of items per page is 25.

Details Pane

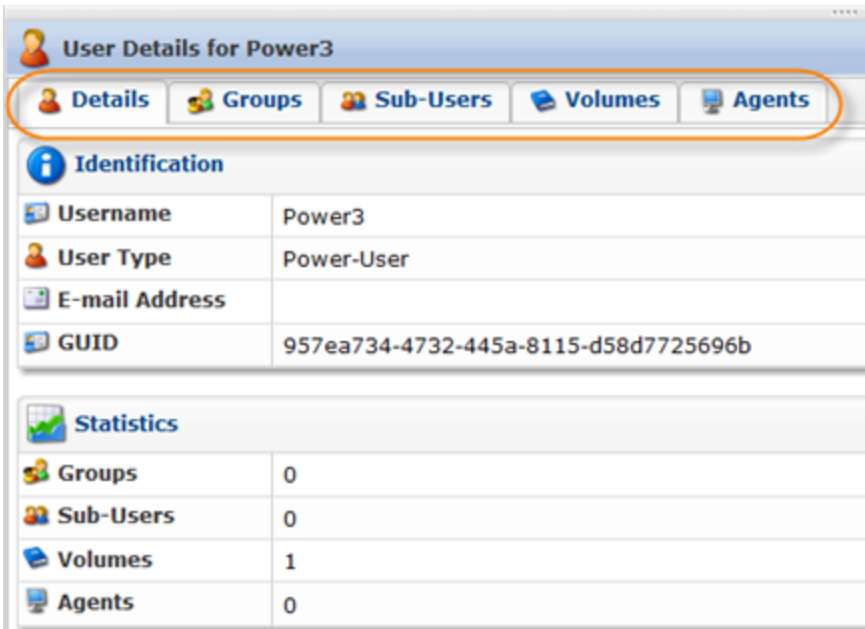
This pane provides detailed information about the User selected in the list. There can be six (6) tabs:

- Details
- Groups
- Administrators
- Sub-Users
- Volumes
- Agents



Note

The tabs can be shown/hidden depending on the user properties.



User Details for Power3

Details Groups Sub-Users Volumes Agents

Identification

Username	Power3
User Type	Power-User
E-mail Address	
GUID	957ea734-4732-445a-8115-d58d7725696b

Statistics

Groups	0
Sub-Users	0
Volumes	1
Agents	0

Note
You can collapse/expand the details of a block by clicking on the header of the corresponding block.

Note
For Normal User you see all blocks. For Super-User you see only the "Identification" block. It makes no sense to show the Super-User's rights, because the Super User has all rights. See [Users and Groups](#).

Details Tab

Identification

- Username - User login name.
- User Type - Shows the user type: Super-User, Sub-User or Power-User. See [Users and Groups](#).
- E-mail Address - User's email.
- GUID

Statistics

- Groups - Number of Groups the Power-User is assigned to.
- Sub-Users - Number of User's Sub-Users.
- Volumes - Number of assigned Volumes.
- Agents - Number of assigned CDP Agents.

User Details for Power3

Details Groups Sub-Users Volumes Agents

Identification

Username	Power3
User Type	Power-User
E-mail Address	
GUID	957ea734-4732-445a-8115-d58d7725696b

Statistics

Groups	0
Sub-Users	0
Volumes	1
Agents	0

Groups Tab

Shows the list of groups assigned to the User. See [Users and Groups](#).

User Details for alex

Details Groups Sub-Users Volumes Agents

Groups 1

<< 1 / 1 >> [1 - 1 / 1]

Sub-Users Tab

Shows the list of Sub-Users assigned to the selected User.

Note
The Normal User can edit properties and the rights of their Sub-Users. See [Users and Groups](#).

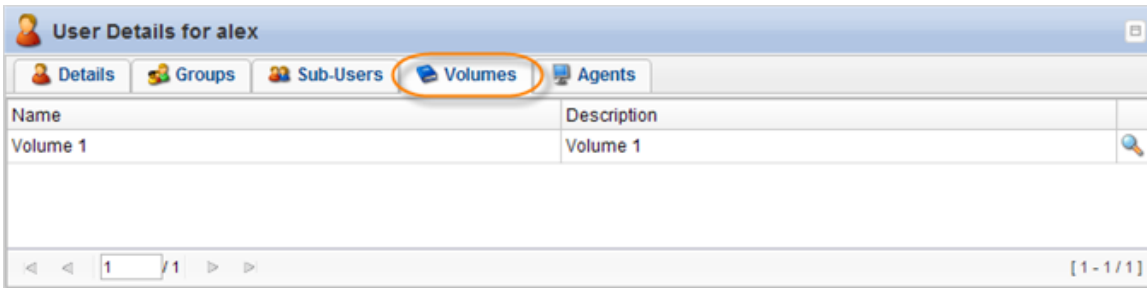
User Details for alex

Details Groups Sub-Users Volumes Agents


⚠ No Sub-users

Volumes Tab

Shows the list of Volumes assigned to the User. See [Volumes](#).

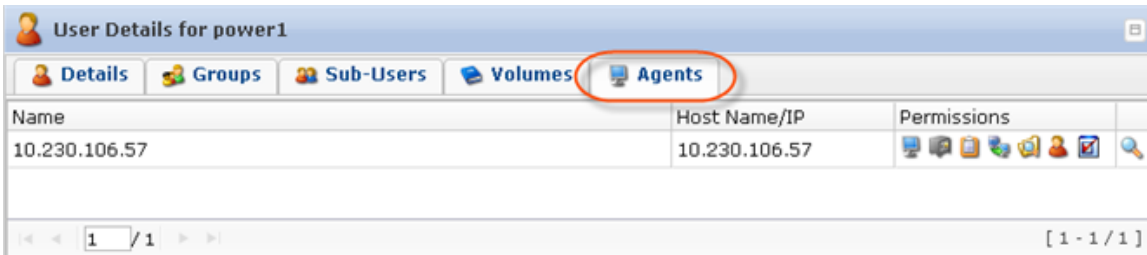


Note








Clicking on the "Detail" icon  opens the details window for the selected object.

Agents Tab

Shows the list of Agents assigned to the selected User. See [CDP Agents](#).



User's permissions are displayed for every Agent. Each permission is presented as an icon. All possible permissions are listed in the following table.

Icon	Description
	Can edit the agent's settings
	Can manipulate disk safes for agent
	Can manipulate policies for agent
	Can restore files from agent's recovery points
	Can browse agent's recovery points (read-only)
	Can edit agent's users
	Can view agent's tasks in task history console