

# Managing Users – Adding, Setting Permissions, Moving, Removing

## PURPOSE:

- To add, set edit or view permissions, move groups and remove users.

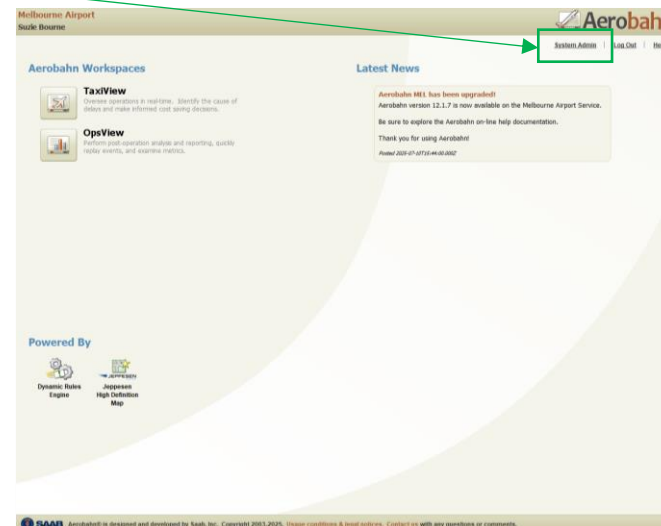
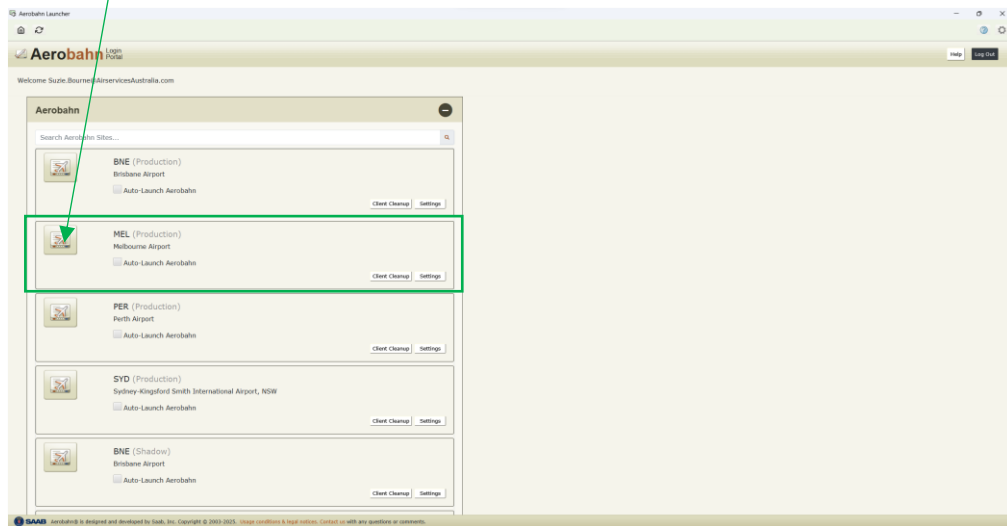
## WHO CAN DO THIS:

- A-CDM champion or super user – will need to have super user permissions. You will know if you are a ‘super user’ if you are in the first group of people under your organisation.

## WHEN CAN THIS BE DONE

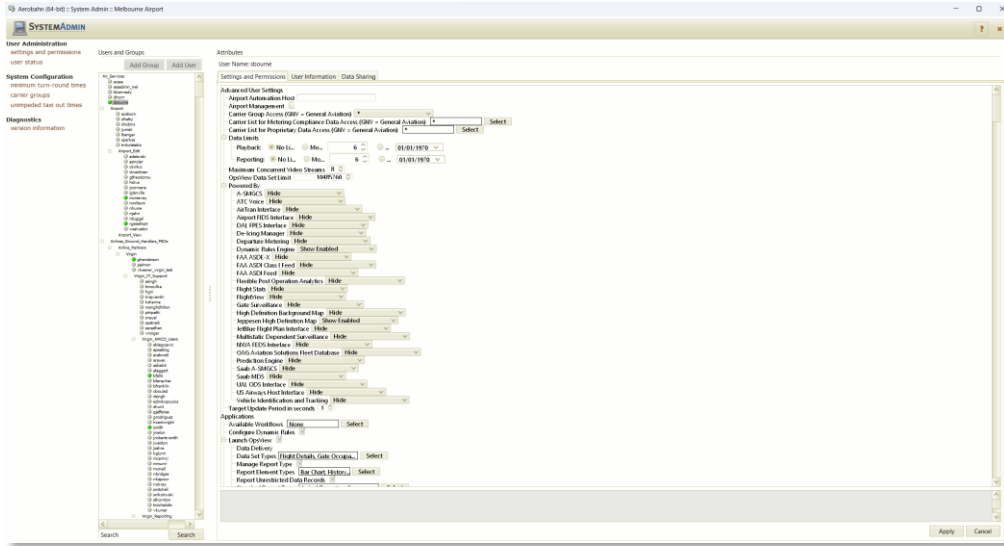
- At any stage.

**STEP 1:** Open Aerobahn and the port for which you want to add the new user. Note: if you want to add a user to multiple ports, you will need to do in all Aerobahn sites. Then click **System Admin**.

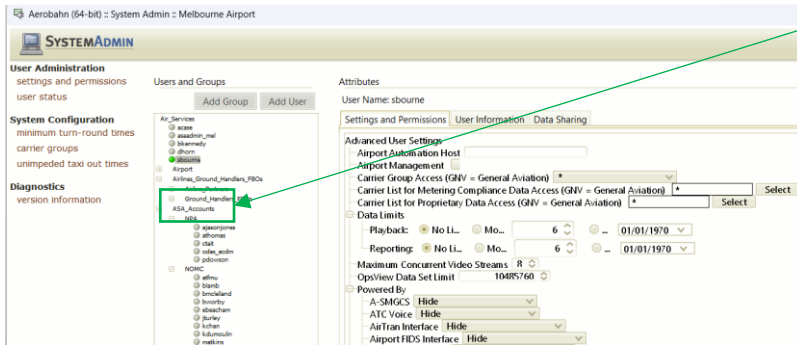


# Adding Users

**STEP 3:** This will bring up **System Admin** where you can add users and adjust permissions.



**STEP 4:** Find your organisation and click on the name (**ASA\_Accounts** used as the example here).



# Adding Users (cont.)

**STEP 5:** Click **Add User**. This will bring up the **Add User** tool. Complete the details for your user – see example below. Click **OK**.

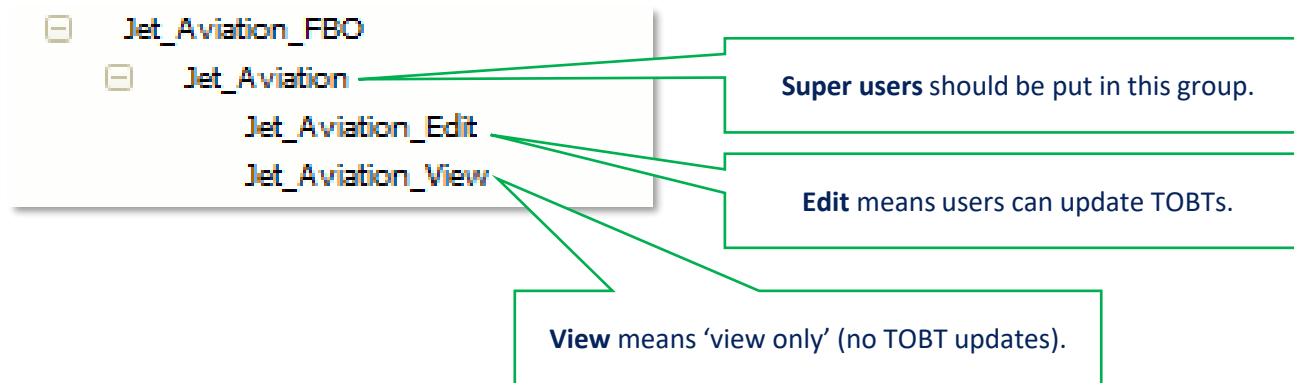
Make sure you click 'Authenticate using Single Sign On Process' then enter your identity provider – generally lowercase

User Principal Name (UPN) is case sensitive and SSO will not authenticate unless what you provide us exactly matches the user settings in your Active Directory (email set-up). Your IT team can ensure you provide the correct information

**STEP 6:** Your new user will appear in the list.

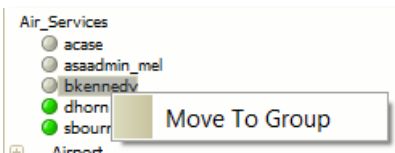
# Setting Edit or View Permissions for Users

**STEP 1:** When Saab originally sets up user groups, they will provide the following basic structure.



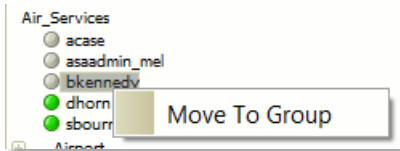
**STEP 2:** Simply select the group you want for your user and then follow the **Add User** instructions – see slide 3.

**STEP 3:** To move a user to another group, right click on the user and this will bring up this prompt. Click on **Move to Group**.

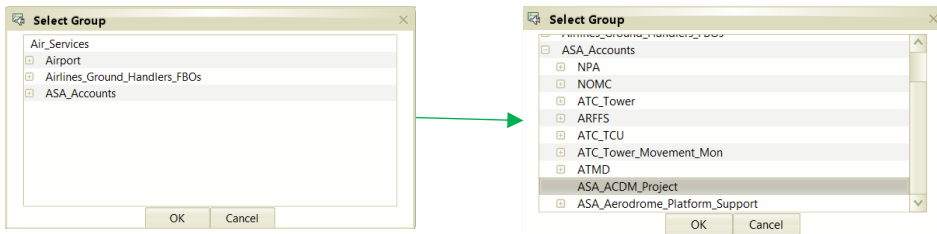


# Moving Users

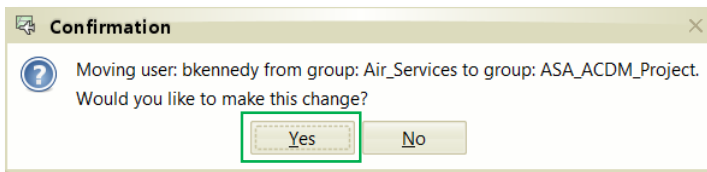
**STEP 3:** To move a user to another group, right click on the user and this will bring up this prompt. Click on **Move to Group**.



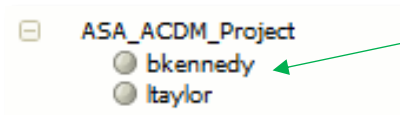
**STEP 4:** Select the group you want to move the user too by finding the group (expand the  to search). Click OK.



**STEP 5:** You will see this message. Click **Yes**.

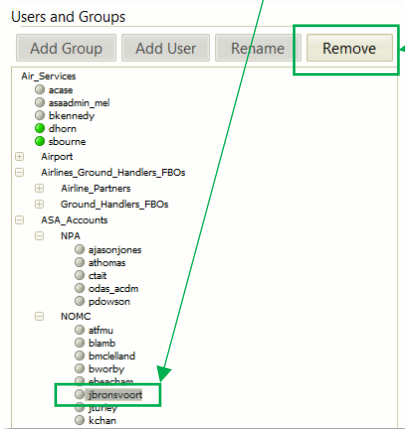


**STEP 6:** Your user will appear under the new group.



# Removing Users

**STEP 1:** Select user you would like to remove. Click **Remove**.



**STEP 2:** You will get this prompt. Click **OK**. The user will be removed.

