

# User Management

*(This feature is only available in Daminion Team Server version!)*

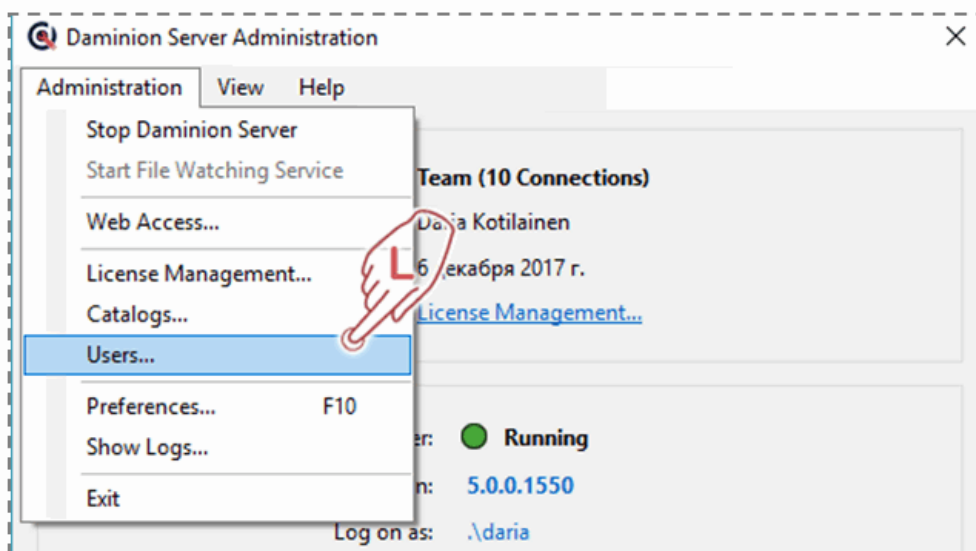
Daminion protects your centralized image library from accidental “screw-ups” or malicious acts on functionality and document levels.

Each Daminion Server user can be assigned a Role. Users assigned the roles of Viewer or Guest are unable to change or remove assets. They can only search, view, or export the documents.

You can give Tomas full Administrator rights to all the Daminion Server features and assign the Editor role to your asset manager Ann, who will be responsible for classifying and managing your image library. You can limit members of your accounting team to the Viewer role – only allowed to view and download images.

## Creating a new user account

Launch the Daminion Server Administration Panel.



In the Administration Panel, click the **Administration** tab and

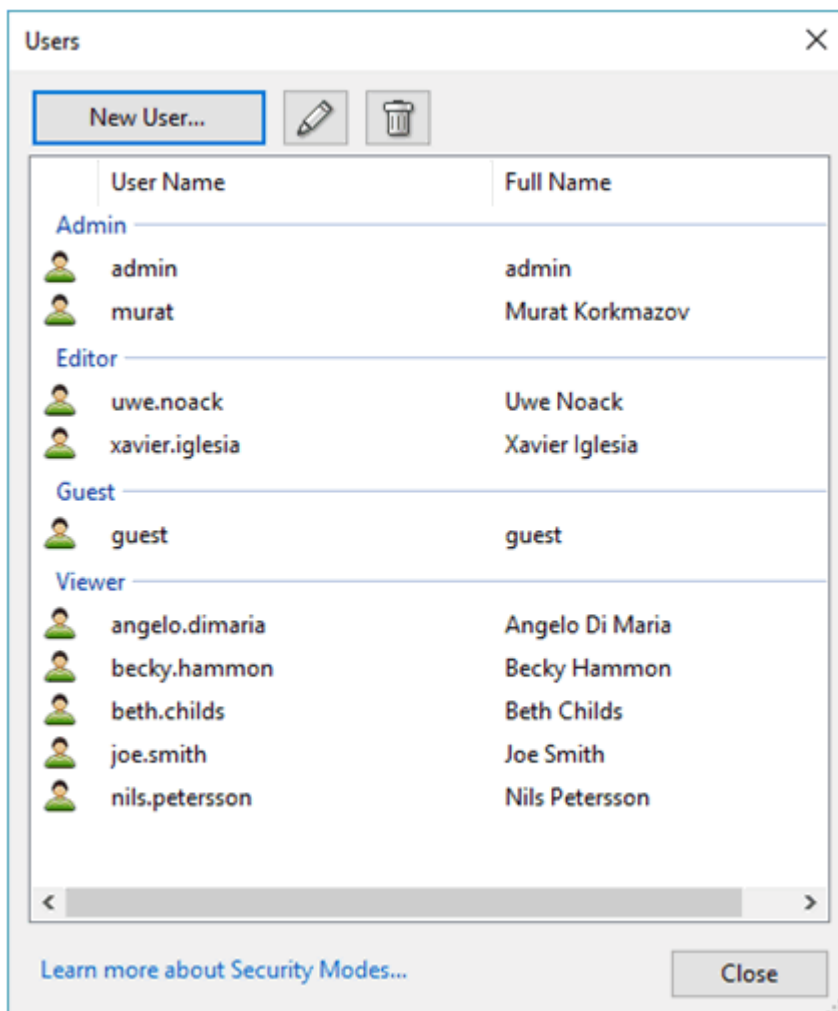
select **Users**.

This opens the User Management dialog box. Depending on which Security mode is selected, you will see one of three different User Management dialogs. Learn more about [Security modes](#).

## Daminion Server Security

Daminion Server Security mode allows you to create users who can access Daminion shared catalogs only.

In the screen-shot below you can see all the existing users sorted by the roles assigned to them.



To edit an existing user, select his name and click the pencil icon located above. To delete a user, select his name and click the bin icon.

To create a new user, click **New User**.

The image shows a 'New User' dialog box with the following fields and options:

- Section A:** 'User Name:' (text input), 'Full Name:' (text input), and a checkbox labeled 'Grant dedicated connection' with a help icon (?) to its left.
- Section B:** 'Password:' (text input) and 'Confirm Password:' (text input).
- Section C:** 'Role:' (dropdown menu showing 'Viewer'), a checkbox labeled 'Account is disabled', and a link 'Learn more about Roles...'.

At the bottom of the dialog are 'Create' and 'Cancel' buttons.

## User Name

The User Name you enter here will be used as a login to access the catalog. It doesn't have to be a person's real name, nicknames are also allowed. Full Name is also not a required field.

Check the **Grant dedicated connection** option to reserve one connection for this particular user and allow him or her to access the catalog anytime. The rest of the connections will be shared by other users.

## Password

Define a password here. Make sure the password is strong or, at least, good.

## Role

Assign a role to your user here.

**You can select between four roles:**

- **Guest:** Has read-only access to shared catalogs. Can search and view, but can't edit or remove assets and asset properties (tags). Export and Print features are disabled for guests.
- **Viewer:** The same rights as Guests and can also Export, Print, Compare Images, Show Last Imported Files, Update Thumbnails, Show All Metadata Fields, and Access "Item > Actions" menu items.
- **Editor:** The same as rights as Viewers but can also upload new assets to catalogs, edit and manage tags. Assign this role to anyone who is responsible for organizing your catalogs.
- **Administrator:** The same rights as Editors as well as some administrative capabilities. Can adjust and lock import settings for others. Can specify who can view which assets and adjust Auto-Rescan parameters.

The "**Account is disabled**" option allows you to temporarily prevent a user from accessing any shared catalogs.

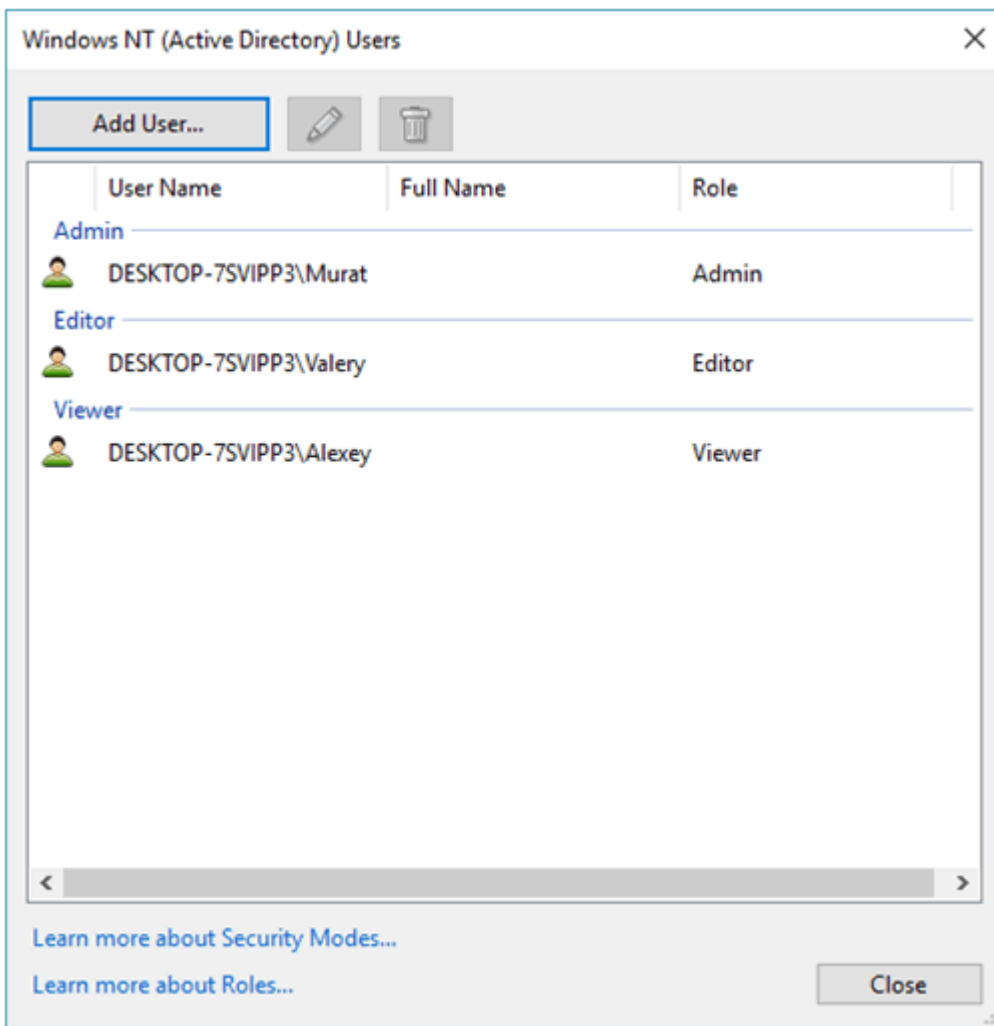
Click **Create** to create an account and add it to the user list.

## Windows or Active Directory (AD) Security (User Mapping)

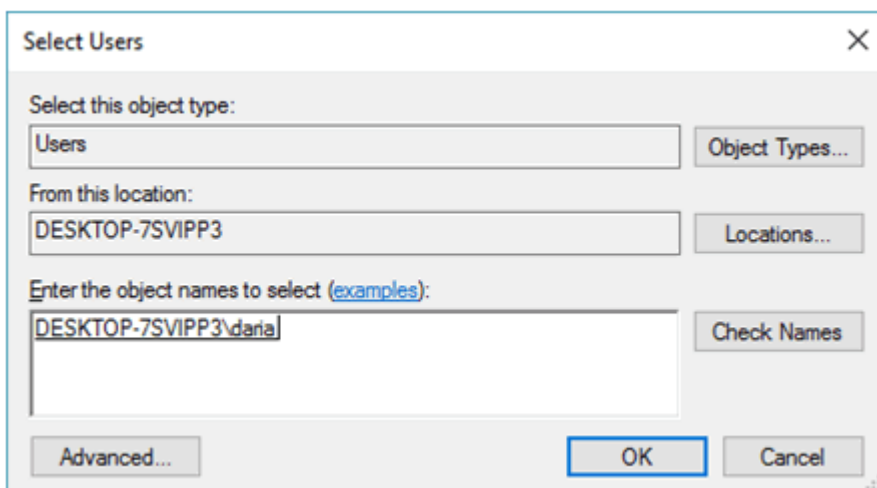
Windows or Active Directory Security modes allow you to map Windows or AD users and groups with Dominion.

To map Windows or AD users, change the Security mode to **Windows or Active Directory Security (User Mapping)**, then

navigate to **User Management** and click **Add User**.

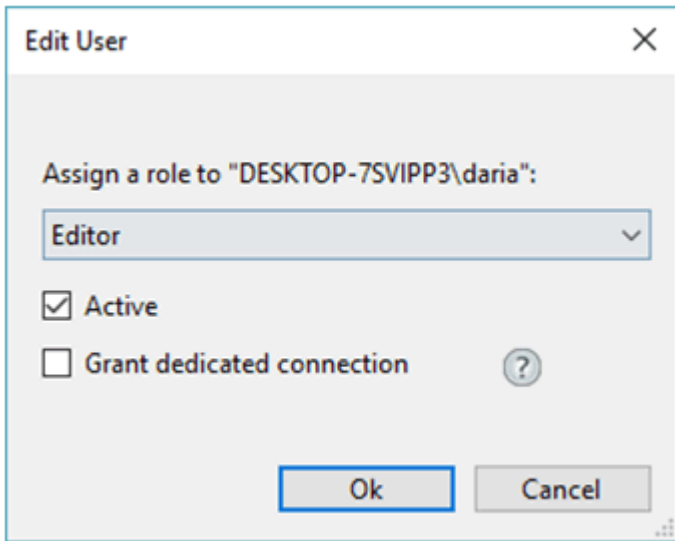


In the following dialog you will be prompted to add a Windows or AD user.



Once you click OK, the **Edit User** dialog box appears for you to

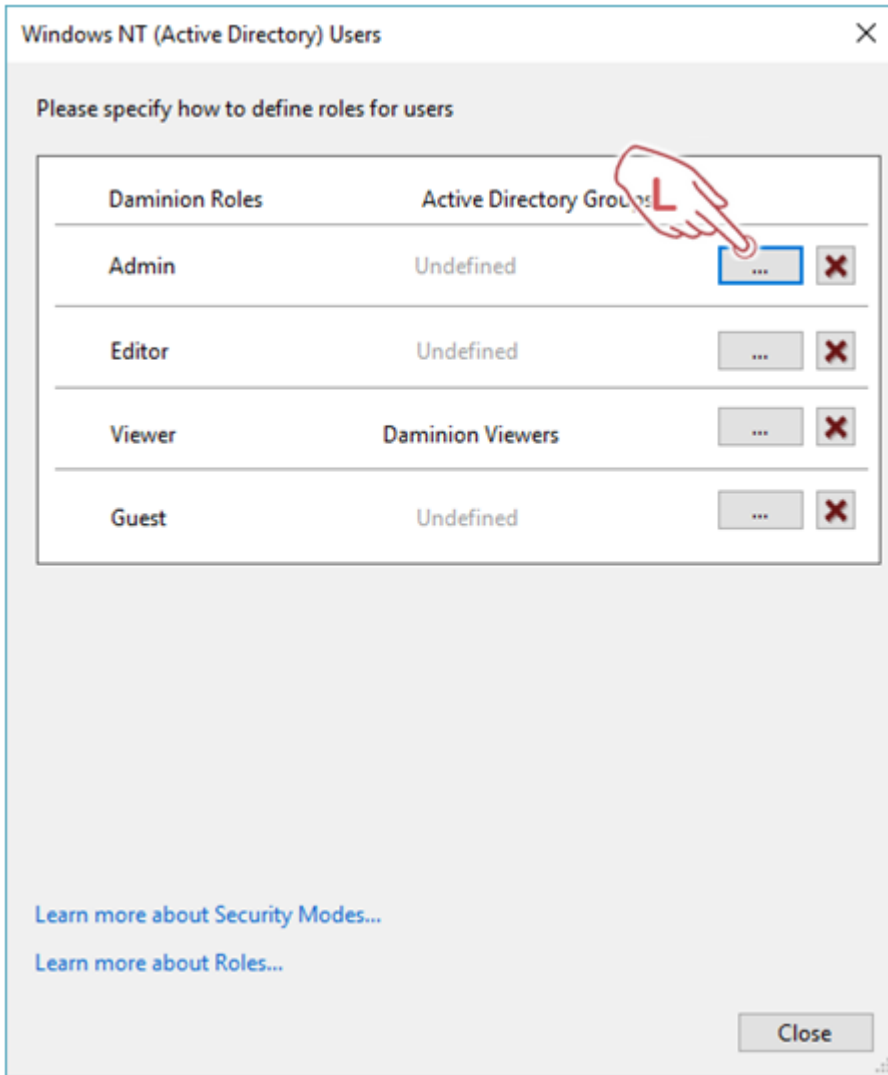
assign a role to this user, activate the account or grant a dedicated connection.



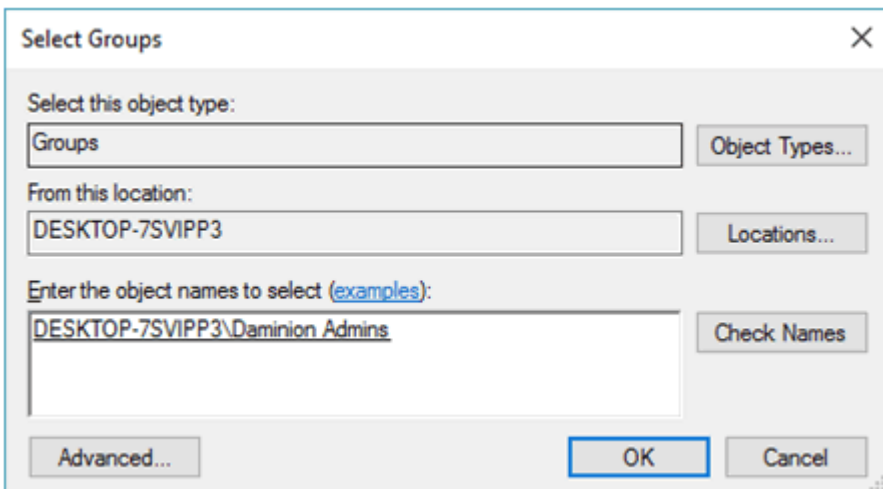
## Windows or Active Directory (AD) Security (Group Mapping)

To map Windows or AD users, change the Security mode to **Windows or Active Directory Security (User Mapping)**, then navigate to **User Management** and click **Add User**.

In the dialog that opens, click the three dots button to start group mapping.



Select a Windows or AD group to let users log in to the catalog with Windows or AD credentials.



**Note:** *Users and Roles are configured at the Server level (via Daminion Server Administration panel or [Web Client](#)). However, you can assign the same user different roles for different catalogs. Learn more in the article [Creating a new Shared Catalog](#).*