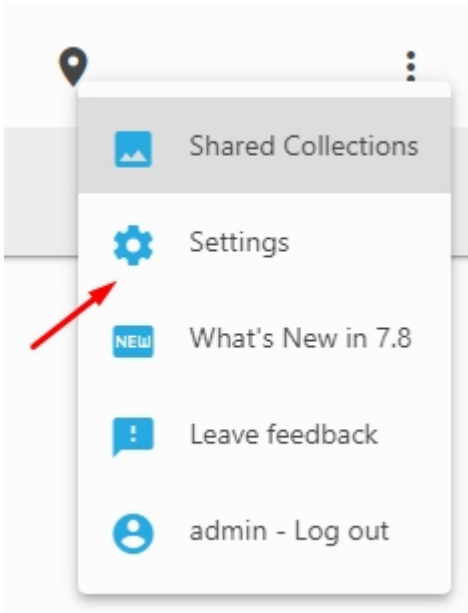






User Management in Web Client

Click the three dots icon on the toolbar and select Settings.



Note: User settings depend on the selected access scheme, see [here](#) for details

In the Window that opens click Users to switch to the User Management window, where you can create and delete users or adjust their access rights.

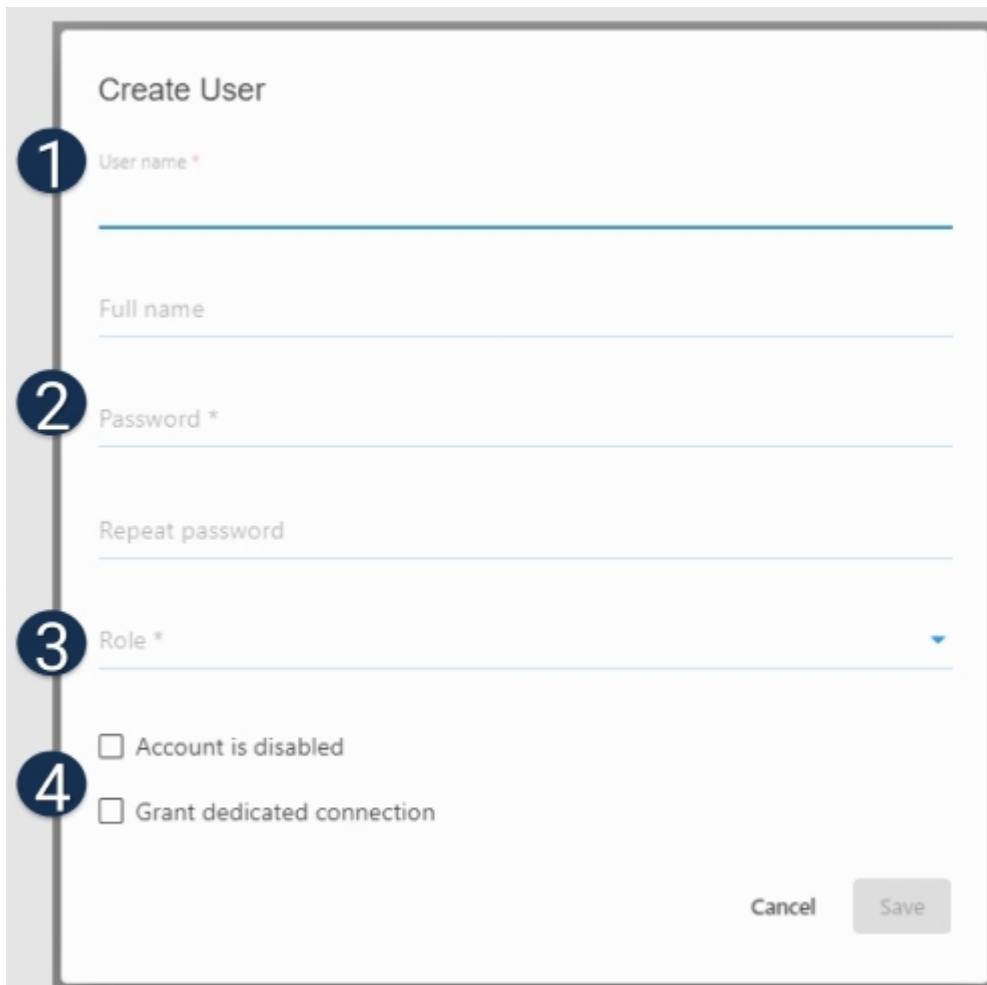
User name	Full name	Role	Actions
admin	admin	Admin	 
guest	guest	Guest	 

Create User

Click the pencil icon to edit users, click the trash bin icon to delete them.

Click Create User button to create new users.

Creating a new user



The image shows a 'Create User' form with four numbered steps indicated by blue circles on the left side. Step 1 points to the 'User name *' field. Step 2 points to the 'Password *' field. Step 3 points to the 'Role *' dropdown menu. Step 4 points to the checkboxes for 'Account is disabled' and 'Grant dedicated connection'. The form also includes 'Full name' and 'Repeat password' fields, and 'Cancel' and 'Save' buttons at the bottom right.

Create User

1 User name *

Full name

2 Password *

Repeat password

3 Role *

4 ☐ Account is disabled
☐ Grant dedicated connection

Cancel Save

1 - Enter user's name.

Enter the user's full name. This field is not required.

2 - Select a password. Be sure to use a good, preferably strong, password.

3 - Choose a user role from the dropdown list. To find out more about user roles in Daminion, read the article [User Management](#).

4 - Check this option to temporarily prevent a user from accessing the catalog.

Grant a dedicated connection to allow certain users to have permanent access to the catalog. This means that one connection is reserved for one particular user only – the remaining connections are shared between the other users.

Users created in the Web-Client are displayed under Users in Daminion Administration Panel for all shared catalogs. And vice versa: users created in Daminion Administration Panel via User Management appear in the user list in the Web-Client.

Note: User roles can be adjusted for each catalog. How to change user roles for different catalogs, read in the article [Creating a New Shared Catalog](#).