



Juware User Addition/Removal Training

Juware administrators with the appropriate rights can add users to specific regions.

The user account allows an individual to log in and access information in EMResource. Some users can also update resource statuses and create events.

1. To create a user, in the main menu, click **Setup** and then click **Users**.
 - a. Click **Create User**.
 - b. In the *User Profile* section, enter this information.
 - i. Username – Unique identification that the person must use as part of their login credentials to access EMResource.
 - ii. Login Email – Email address to which the person must have access for solution notifications, including password resets.
 - iii. Full Name – First and last name of the user as it should appear in the solution.
 - iv. Organization – Organization to which the person belongs.
 - v. Administrative Comments – Comments from the administrator adding or editing the user profile.
2. In the *Contact Information* section, click + **Contact Method** and, in the list, click **Email, Text, Pager**, and/or **Voice**. The corresponding field appears.
3. Enter the person's email address or text, pager, or voice number.
4. In the *Notification Preferences* section, for each contact method select or clear the checkboxes for **Receive Notifications, Include Resource Summary**, and **Excluding during time range**.
5. In the *Roles and Rights* section, take these actions.
 - a. If you want to Assign roles.
 - i. Click **Select Assigned Roles**.
 - ii. Select the checkboxes for the roles you want to grant this person.
 - iii. Click **Close**.
 - b. If you want to Remove roles.
 - i. To remove one role, on that chip, click the X icon.
 - ii. To remove all rolls, click **Clear**.
 - c. If you want to Assign roles this person administers.
 - i. Click **Select Roles to Administer**.
 - ii. Select the checkboxes for the roles you want this person to administer.
 - iii. Click **Close**.
 - d. If you want to remove roles this person administers.
 - i. To remove one role, on that chip, click the X icon.
 - ii. To remove all roles, click **Clear**.
 - e. If you want to add specific rights.



- i. Click **Select Rights**.
 - ii. Select the checkboxes for the rights you want this person to have.
 - iii. Click **Close**.
 - f. If you want to remove specific rights.
 - i. To remove one right, on that chip, click the X icon.
 - ii. To remove all right, click **Clear**.
6. In the *Views* section, take these actions.
 - a. If you want to Assign views.
 - i. Click **Select Views**.
 - ii. Select the checkboxes for the views you want this person to have.
 - iii. Click **Close**.
 - b. If you want to Remove views.
 - i. To remove one view, on that chip, click the X icon.
 - ii. To remove all views, click **Clear**.
 - c. If you want to assign other region views.
 - i. Click **Select Other Region Views**.
 - ii. Select the checkboxes for the views you want this person to have.
 - iii. Click **Close**.
 - d. If you want to remove other region views.
 - i. To remove one view, on that chip, click the X icon.
 - ii. To remove all views, click **Clear**.
7. To identify this person's home page, in the *Home* section, click **View, Custom View, Map, or Dashboard**.
 - a. If you select View in the step above, in the **Default View** list, select the view.
8. In the *Resource Rights* section, locate and select the resources to which you want this person to have access to resources.
9. Click **Save**.

Juware administrators with the appropriate rights can remove users.

Deactivating a person's account nullifies their access to EMResource and all information therein. Someone with a deactivated account cannot log in to EMResource and notifications are no longer sent.

1. To deactivate an account, in the main menu, click **Setup** and, in the list, click **Users**.
2. Located the person and click their **Full Name**.
3. Above the *User Profile* section, click **Edit**.
4. In the *Login Credentials* section, clear the **Active** checkbox.
5. Click **Save**.