Benutzerverwaltung

Within the page user adminstration you can manage your users and their rights to use the portal functionalities.

Inhaltsverzeichnis

- Summary
  - Preconditions
  - Hints
- Default
  - Overview - User
    - Setupuser
    - User data
    - Portal rights
    - Access time profiles
    - Access network profiles
    - Vehicle rights
    - Personal rights
    - User overview
    - Ban / Unban
    - Delete
  - Reload
  - Add new user
  - Set vehicle rights for selected users
  - Ban selected users
  - Delete selected users
  - Assign a user role to selected users
  - Overview - Vehicles
  - Vehicle specific functions
    - Vehicle rights
- Time limited portal users
  - Overview - users
  - User specific functions
    - Send login data
    - User data
    - Portal rights
    - Vehicle rights
    - Personal rights
    - User overview
    - Ban / Unban
    - Delete
  - Reload
  - Add new user
- User roles
  - Assign user roles
- PDF-Export with user overview
- Settings
  - Common settings
  - Access time profiles
  - Access network profiles
- Quickbar

Summary

Preconditions

You need to have administrative rights for your company within the YellowFox portal to set the rights. To use the multiuser functions or add new user you'll need booked tariff options Business or Profi.

Hints

Changes in user right settings wil become active after next login of changed user.

Default

Default Portal Users are allowed to use the Yellowfox portal without any constraints except limitations by their user rights.

A user role can be assigned to a standard user. This controls and adjusts a user's permissions via the user role.

Overview - User 

At this table all users of an company are listed. You can figure out, who's administrator or mainuser, as well as the status of an account is active or locked. In this way, you can quickly see, who's able to login and who is not. Additionally you can reach all user specific functions. To get an better overview use the filter, by entering parts of username or loginname. To filter mainuser, administrators or by account status use one of the prefix "main:", "admin:" or "account:" followed by the values "active" or "inactive". Using "account:active" means you see only users with an active account in the table, "main:active" shows you your mainuser.

Setupuser

User with the icon "" in front of their name

A setup user account is used by YellowFox staff or the YellowFox partner to carry out initial setup, configuration or support in the customer portal. The setup user has full access to portal functions, vehicles and staff.

Setup users are limited in time and are automatically deleted after expiry.

User specific functions

User specific functions are functions related to this specific user.

If a user is assigned to a user role, it is not possible to change a user's settings. These are controlled via the user role. As a result, various functions are not available for these users.

User data

User data are all common data of an user as:

- last name
- first name
- login name - this one has to be unique in your company
- password
- email address
- Super PIN
- User role – it is possible to assign a user role, remove the assignment, or switch to the creation dialog for a new user role

You can change these data here. Some of them have constraints, as length constraints which are checked, when you save. If you miss one, you'll get an appropriate message.

Portal rights

You can grant global rights and vehicle rights to users. Global rights are permissions for special actions in the portal, e.g. the right to delete position data. Vehicle rights are permissions to view and edit vehicles.

To learn more about the meanings of rights have a look in the document right details in Yellowfox portal. Pls be aware that the companys main user owns everytime adminstrator rights.

Access time profiles

The user can be assigned an access time profile. In addition, a supper PIN can be assigned in "user data", which allows a authentication outside the access time

Access network profiles

The user can be assigned an access network profile. In addition, a supper PIN can be assigned in "user data", which allows a authentication outside the granted network addresses

Vehicle rights

Each user can own individual rights per vehicle. Use the userlist to grant or revoke rights for vehicles to an specific user by check or uncheck the boxes. An checked box means the user owns this right. Don't forget to save after you made changes.

Pls be aware, some portal functions belong to the appropriate vehicle rights. More details you can find in the document right details in Yellowfox portal.

Personal rights

You can grant users access to personal data at the module "personal right". There you can set, if an user can see names (and drivers or personal keys), their booking data or master data of your drivers or personal. If a user don't have the permissions to see data, they are marked as anonymised. In this way, he can devide between missing and anonymised data at every point of time.

In some modules the personal to choose is limited regarding to users rights. Having only the booking rights is not sufficient in most cases, both of the rights names and bookings are needed to get access to the personal in the most modules handles with booking data.

User overview

To get a total overview over the current set portal and vehicle rights, of your user, click at the appropriate user at the entry user overview. Only granted rights and vehicles are listed. To search for an specific vehicle use the filter.

Ban / Unban

You can ban or unban user accounts. A banned / locked user is not able to log into the Yellowfox portal. It's always possible to unlock an user.

Delete

You can delete user accounts. A deleted user is not able to log into the Yellowfox portal and cannot be undeleted, the deleted username is available for future users.

Reload 

Click here to reload this table.

Add new user 

To add a new user to the portal click on the button "new user". An assistent will guide you through all steps to ensure all needed data are entered. In first step you enter personal data of your new user, then the portal rights and finish by his vehicle rights. You're always able to go back one step by clicking "back". Already entered data are kept in all steps.

After you set all data and the new user have been created you can choose to add an additional user by keeping and reuising all the settings from the user you just created or start with blank masks. Otherwise you can go back to the overview.

Set vehicle rights for selected users 

You can set the same vehicle rights for more than one user in one step. Choose the user you want to set the rights for. Click on the button and a page is opened where you can choose an existing user as template. The currently set vehicle rights of this user are displayed when you choose him from the dropdown box. If you don't want to use a template and start with a blank mask, choose "don't use a template".

Click on "next" and the mask with the rights is opened. If you choosen an template, the rights are already checked, otherwise everything is blank. Set the rights as you need and click on save.

If you decide to choose another template, you can go back to previous page by click on "back".

Ban selected users 

You can ban or unban user accounts. A banned / locked user is not able to log into the Yellowfox portal. It's always possible to unlock an user.

To ban more than one user in one step, choose the appropriate users in the overview and click on "ban selected users". To unban a user, you have to choose the option "unban" from the user specific functions.

Delete selected users 

You can delete user accounts. A deleted user is not able to log into the Yellowfox portal and cannot be undeleted, the deleted username is available for future users.

To delete more than one user in one step, choose the appropriate users in the overview and click on "delete selected users"

Assign a user role to selected users 

To assign or unassign a user role to multiple users in one step, select the relevant users in the user overview and click on "Assign a user role to selected users".

You will then receive an overview of the selected users and their current status with regard to a user role assignment. You can now select a role or choose that the users should not belong to any role. By confirming the dialog, the users are then assigned to the role or the respective assignment is canceled.

Overview - Vehicles 

In the overview "vehicles" you see all vehicles of your company and the users having rights granted to them. For each user 3 symbols mark the granted rights:

right	icon active	icon inactive
See vehicle data		
Request vehicle data		
Change settings data		

By clicking an icon you can granted or revoke rights to an user.

Users revoked all rights, will not be listed anymore after next table reload.

Vehicle specific functions

Vehicle rights

On the page vehicle rights, you get an overview, who got granted rights to this vehicle. Here you can grant or revoke rights to all standard users of your company.

Time limited portal users

Time limited portal users get access to the Yellowfox portal in a limited date range. In this way you can enable third persons - as customers - to access data of your vehicles or positions.

Choose the option "Time limited portal users" in navigation on the upper side to manage your limited users.

Overview - users

In the overview all time limited portal users of your company are listed. Additionally you can see directly an account is active or inactive, an user can login or his login is denied. An inactive account can be caused by the time range, as well as by a ban. You can also see here the count of logins, the date and time of latest successful login and the valid time range of this account. The user specific functions are reachable by the dropdown box in the actions column.

To get an better overview you can use the filter by searching for users name, dates or the account status. To filter directly by the status use the prefix "account:" and one of the values "active" or "inactive". For instance the term "account:inactive" lists all the inactive time limited users of your company.

User specific functions

User specific functions are functions related to this specific user.

Send login data

Click on this function to send a mail for the user you want to send the registration data. Please be aware you will not get a feedback, the mail is delivered and read by the recipient.e Rückmeldung über einen erfolgreichen Versand der Mail gibt.

> *Hallo Herr Meier,*
>
> *hiermit erhalten Sie ihr Login für das YellowFox Ortungsportal.*
>
> *Gültig ab: 26.08.2008, 00:00*
>
> *Gültig bis: 27.08.2008, 23:59*
>
> *Login-Link: <http://map.yellowfox.de/gprsv2/index.asp?subaction=setlang&language=deu&action=login&tmpuser=XYZ>*

> *Dieser Link wurde Ihnen gesendet von:*
>
> *Firma: YellowFox GmbH*
>
> *Person: Mustermann, Max*
>
> *Strasse: Zum Tälchen 3*
>
> *PLZ, Ort: 01723,Kesselsdorf*
>
> *Telefon: 000000*
>
> *Email: max.mustermann@yellowfox.de*

With the login link in this mail your customer can login into the YellowFox portal and gets all the rights you granted to him.

User data

At this page you can see and change the common data of an users. These data are:

- last name
- first name
- email address - needed for sending the login mail and used as login name
- time range - when your customer is able to login

Portal rights

It is possible to grant rights for limited users similiar to standard users, except the following rights, you cannot grant:

- is administrator
- alert manager
- delete positiondata
- view invoice information

Which portal function can accessed by which granted right can you see in the document right details in Yellowfox portal.

Vehicle rights

It is possible to grant rights for limited users similiar to standard users. Click in the action column of the user on the dropdown box and choose vehicle rights. In the mask you can check the rights you want to set and save.

The right "change settings" cannot be granted to time limited users.

Please be aware some of the functions in the YellowFox portal need appropriate rights. More details you can find in the document right details in Yellowfox portal.

Personal rights

You can grant users access to personal data at the module "personal right". There you can set, if an user can see names (and drivers or personal keys), their booking data or master data of your drivers or personal. If a user don't have the permissions to see data, they are marked as anonymised. In this way, he can devide between missing and anonymised data at every point of time.

In some modules the personal to choose is limited regarding to users rights. Having only the booking rights is not sufficient in most cases, both of the rights names and bookings are needed to get access to the personal in the most modules handles with booking data.

User overview

To get a total overview over granted portal rights and vehicle rights of an users, choose "user overview" in the user specific functions. Only granted rights and vehicles are listed. To find a specific vehicle filter the list by using the search bar.

Ban / Unban

Irrespective of the validation of the time range for a time limited user you can ban or unban this one. Banned users cannot login, even their time range is valid. Banned users can be unbanned by clicking on unban. In all time all portal rights and vehicle rights are untouched.

Delete

User accounts can be deleted for time limited users. Deleted users cannot be undeleted.

Reload 

Click here to reload the table.

Add new user 

To add a new user to the portal click on the button "new user". An assistent will guide you through all steps to ensure all needed data are entered. In first step you enter personal data of your new user, then the portal rights and finish by his vehicle rights. You're always able to go back one step by clicking "back". Already entered data are kept in all steps.

After you set all data, the new account is created and the an email containing the login data is send to the used email address. You can now choose to create an additional user by keeping and reuising all the settings from the user you just created or start with blank masks. Otherwise you can go back to the overview.

User roles

User roles offer the opportunity to assign similar rights to multiple users. For example you might group your users by their department or subsidiary. If you want to edit these users rights, you do not have to edit each one but you can just apply the changes once to the role. Roles include rights for vehicles, personnel, as well as time and network access profiles.

You can view an overview of your user roles at the “user roles” tab. Use the upper menu to create a new role. Each role needs a name. Afterwards you can set its rights like you are used to from normal users.

Assign user roles

Roles can be selected during the creation of new users. You can also use the mass assignment functionality in the user overview. Just select the desired users and click on the menu entry “assign user roles” at the top. You might also use the action menu in the user role overview to open an assignment editor of a single user role.

If you assign a user role to an already existing user, this will overwrite his current rights. This users’ rights will not be editable anymore. To edit them, you need to edit the role itself or disconnect the role from the user. If you disconnect the role, the rights which were given by it to the user will remain. However, you are now able to edit the user again. As the user is not linked to role anymore, changes to the user will not affect its old role.

PDF-Export with user overview

You can write an export in pdf format, containing all your standard users and their granted rights and vehicles.

Settings

Common settings

Here you can set your common personal settings and preferences for the module "user administration". Set the amount of lines for your table. This setting is valid for all tables in this module, but can be overwrittten by the dropdown box in the head of each table. Changes made by this dropdown box are temporary and affecting just this table.

Access time profiles

Here you can manage and create your access time profiles. With these profiles, you can limit the portal access of your employees. For a portal access outside this defined time you can specify a Super PIN, which allows an access, All authentications with this PIN will be logged in der user statistic.

Access network profiles

Here you can manage and create your access network profiles. With these profiles, you can limit the portal access of your employees. For a portal access outside this defined network address aereas you can specify a Super PIN, which allows an access, All authentications with this PIN will be logged in der user statistic.

Quickbar

Icon	Bezeichnung	Inhalt

	PDF-Export	generates a PDF-Export with an users overview
	QuickLink	creates a QuickLink to this page
	Help	the link to this help page