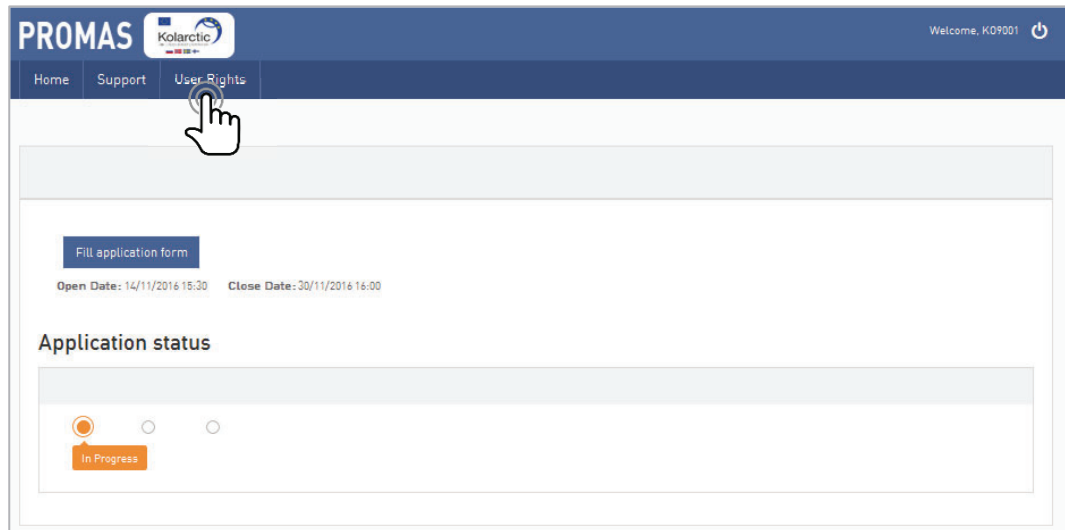


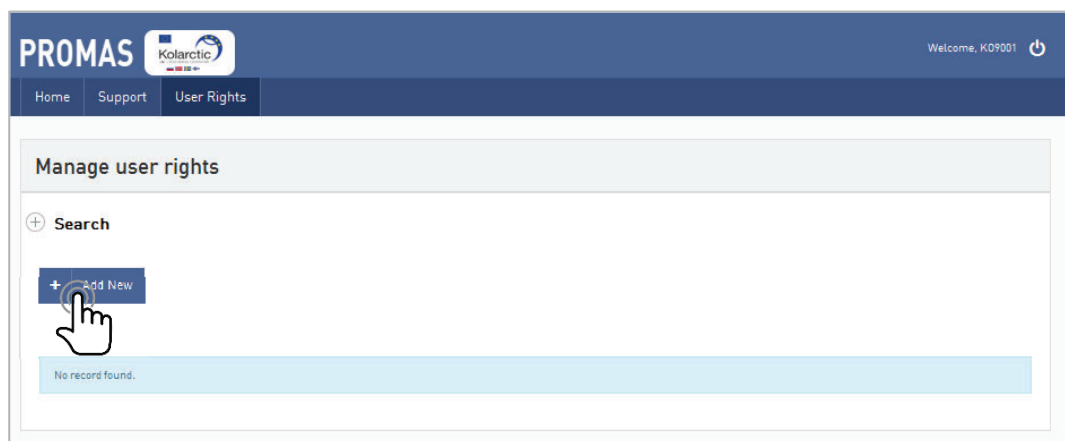
## 2. MANAGE USER RIGHTS

After registration in the PROMAS, the Lead Partner can give the user rights (write/read or only read) to its project's partners.

**Step 1.** Click **User Rights** at the Top navigation



**Step 2.** **Manage user rights page** will appear. Click on **Add new** to add new Partner



**Step 3.** **Add user** form will appear. Follow the directions by entering the required information. Then click **Save**.

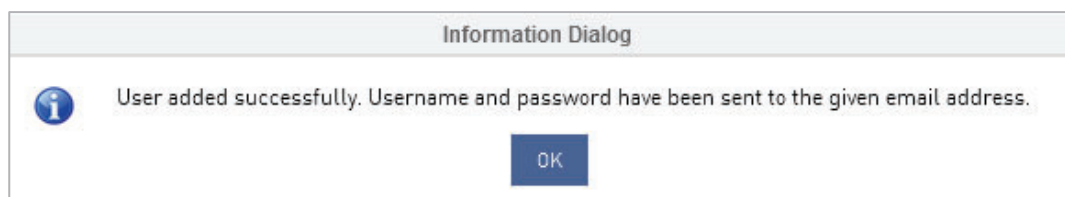



#### Access rights

**Write and read:** partner has the same access rights as the Lead partner. Partner can make any changes to the Application.

**Read:** partner has only reading right. Partner cannot make any changes to the Application.

**Step 4.** Info box will appear which confirms that the User is add successfully.



**Step 5.** Login information (username and password) is now sent to provided email.



Repeat **steps 1-5** to give the User rights to other partners.

**Step 6.** User returns back to **Manage user rights** page.

Manage user rights

+

Search

+

Add New

Delete selected

<input type="checkbox"/>	Name of the partner ▲	Username	Email	Resend password	Edit	Delete
<input type="checkbox"/>	Topias	SC7001	topi.nurmi@testlab.fi			

Page Size : 20

Records 1 to 1 of (1)


1



Following information and functionalities are available in the **Manage user rights** page:

- Add New partner
- Delete selected users
- Name of the partner
- Username
- Email
- Resend password - in case partner forgets the password, applicant can resend the password via this functionality. System asks to confirm the resending. The partner will receive the new password to the registered email. The password must be changed when login first time.

Confirmation Dialog




Are you sure you want to resend password to this user?

OK

Cancel

- Edit partner name or access rights (Write and read, Read)
- Delete partner. System ask to confirm user deletion.

Confirmation Dialog



Are you sure you want to delete user?

OK

Cancel