

Appspace (expert editor): create/update/delete an user account in Appspace

Objective

Manage users account in Appspace

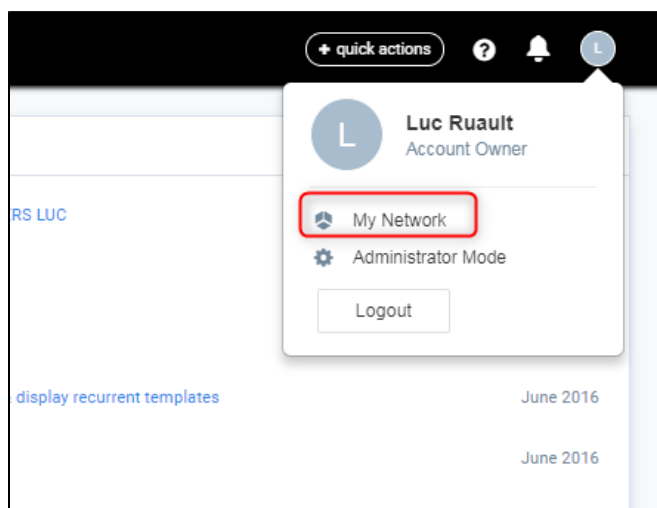
What you need

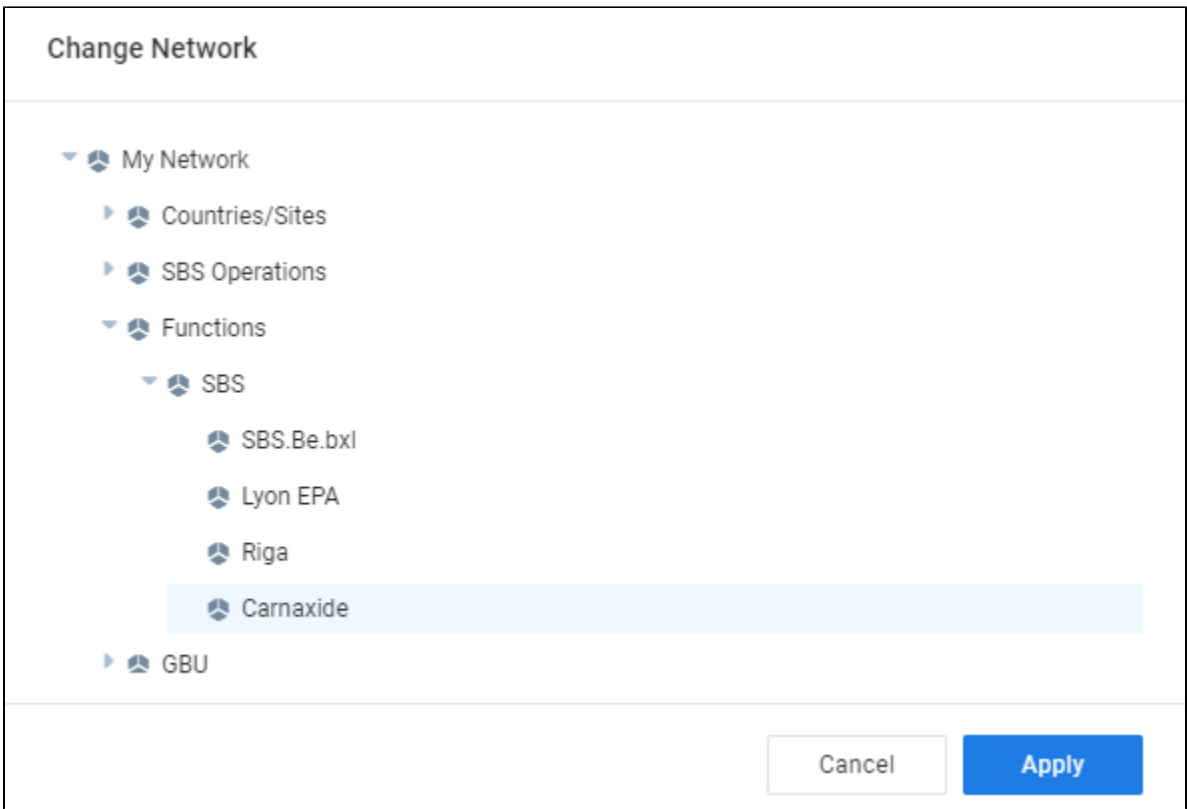
The group name that user will belong and the Appspace network.

Procedure

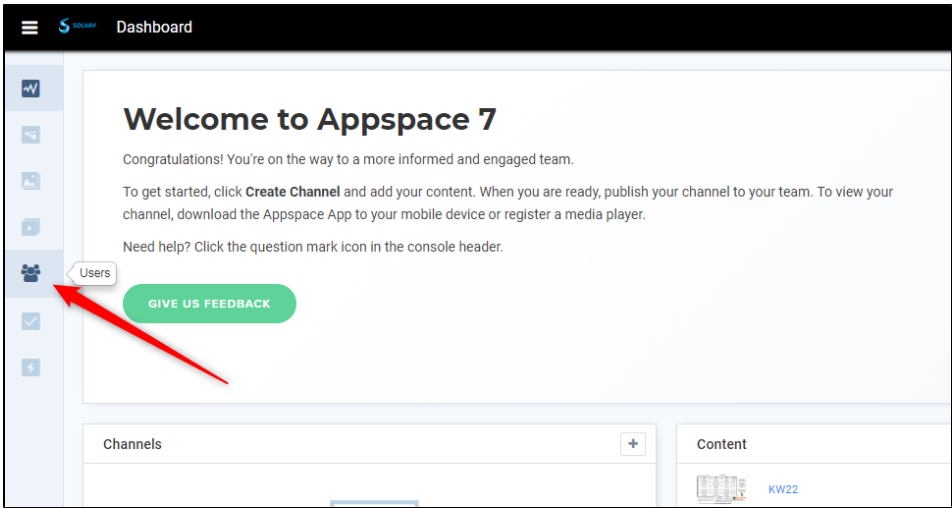
Connect to Appspace web application

Goto the network (Normally, you are already in the correct Network).





Goto user page:



Click on **ADD** button:

Enter mail address, group (suggested list) and click on **Send** button:

Member of Havre de Grace 5 users | Active: 4 | Pending: 1

Add new account

US.HavreDeGrace.Producer

US.HavreDeGrace.Producer

Name of the group associated to the network (=site). To be provided to create new user/account!

Name	Roles	Member Of	Login
christine.vecchio@solvay.com	Content Administrator, Account Owner, Content Producer	-	Pending October 2018
Diana Comes	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login 1:53 PM
Luc Ruault	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login 29 min(s) ago
Victoria Davies	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login February 25
William Schweitzer	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login Thursday

Invite users

You have 175 user invites available

Send an email invite to one or more users

luc.ruault-ext@solvay.com ✕

Enter one or more email addresses here

Add to a user group

SBS.Carnaxide.Producer ✕

Enter user group name

Select a network to add the user to

Carnaxide

Send

User should receive a mail with this message:

Accept an Appspace invitation.

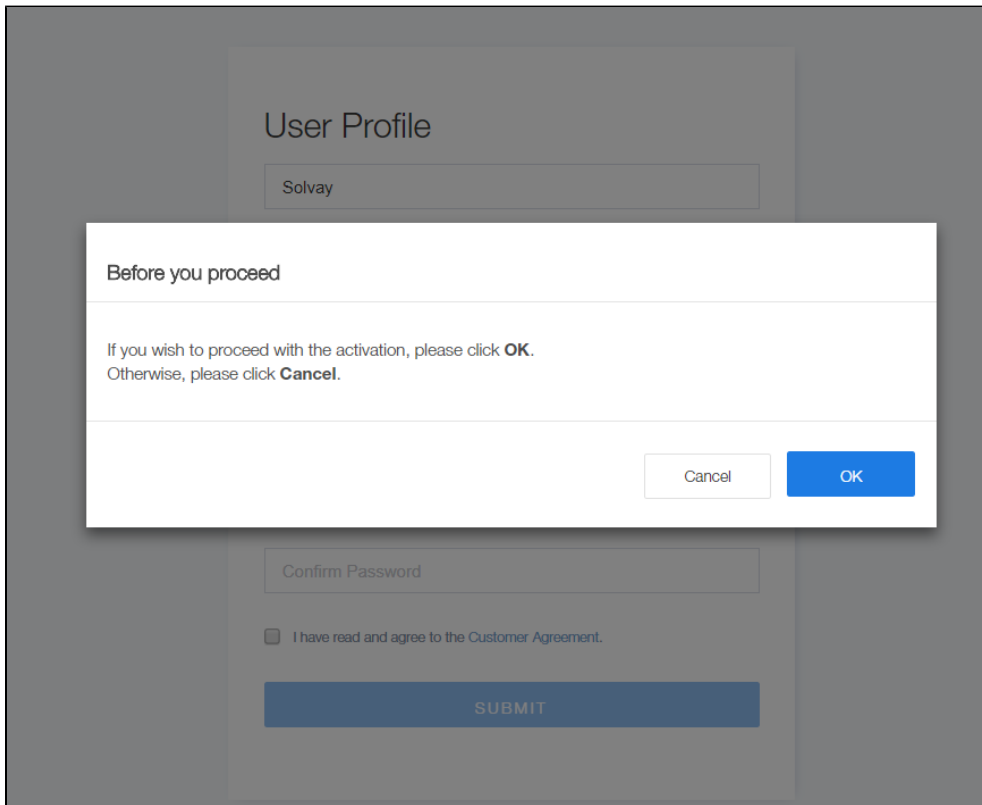
Dear Luc,

You have been invited by Luc to join their Appspace account.

To accept this invitation, please click [here](#).

Kind Regards,
The Appspace Team

The user has to click on the **here** link :



The screenshot shows a 'User Profile' form with a modal dialog box. The form has fields for 'Solvay', 'Confirm Password', and a checkbox for 'I have read and agree to the Customer Agreement'. A 'SUBMIT' button is at the bottom. The modal dialog box is titled 'Before you proceed' and contains the text: 'If you wish to proceed with the activation, please click **OK**. Otherwise, please click **Cancel**.' It has 'Cancel' and 'OK' buttons.

After having on the **OK** button, he will have to fill this form:

User Profile


Solvay

a.mbidextre@gmail.com

First name

Last name

Select country ▼

Password 

Confirm Password

I have read and agree to the Customer Agreement.

SUBMIT

After having click on **Submit** button, this page will be displayed:



Well done.

You have successfully joined the Solvay account.

We're sending you a confirmation email right now.

LOG IN

And then he will have to login in:

Log in

Email address

Password

Remember me

LOG IN

[Forgot your password?](#) | [Need help?](#)

Delete an user account



Networks

Havre de Grace

User groups in Havre de Grace

All users

US.HavreDeGrace.Producer

Member of Havre de Grace

+ ADD

5 users | Active: 4 | Pending: 1

Show 100 / 1 of 1 <>

<input type="checkbox"/>	Name	Roles	Member Of	Login
<input type="checkbox"/>	christine.vecchio@solvay.com	Content Administrator, Account Owner, Content Producer	-	Pending October 2018
<input type="checkbox"/>	Diana Comes	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login 1:53 PM
<input checked="" type="checkbox"/>	Luc Ruault	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login 33 min(s) ago
<input type="checkbox"/>	victoria Davies	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login February 25
<input type="checkbox"/>	William Schweitzer	Account Owner, Content Producer	US.HavreDeGrace.Producer	Last login Thursday

