

GUIDELINES FOR ‘USER ADMINISTRATION FUNCTIONS’

The key functions of User Administrator are :

1. Create User
2. Change Current User Password (Own Password)
3. Manage Users



- When Admin logged into the system to create a user click on “**User Administration**” button.

1. Create User

The first user with administrative rights is created by BOI and made available to you. Subsequent users could be created by yourself to meet your needs.

How to create a new user :-

1.1 Select the ‘Create User’ tag.

The image shows a screenshot of the 'Create User' form within the BOI system. The form is titled 'Create User' and has several tabs: 'Create User', 'Change Current User Password', 'Manage Users', and 'Update User Details'. The 'Create User' tab is active. The form contains the following fields and values:

- User Name: IMPEXP
- Name: Saman Perera
- Designation: Executive
- Mobile: 0714028403
- Phone: 0334123456
- Password: [masked]
- Retype Password: [masked]
- Status: Active (dropdown menu)
- Group: Import Expoi (dropdown menu)
- Select Related Site(s): SIMA ENGINEERING LANKA (PVT) LTD (dropdown menu)
- Fax No: 100501007
- email address: samanp@gmail.com

At the bottom of the form is a blue button labeled 'Create New User'. Three red arrows with letters A, B, and C point to the Password, Status, and Group fields respectively.

1.2 Input data as given below

- User Name : Enter a user name
- Password **(A)** : Enter a password with at least 6 characters but not more than 10 characters in length. contains at least one digit and one alphabetic character and must not contain special characters.
- Retype password **(A)** : Re-enter the same password for confirmation.
- Status **(B)** : Select 'Active' or 'Inactive'. You may select 'Inactive', if it is needed to block the user from accessing the system right now.
- Group **(C)** : Select the group as “ **Import Export Authorization**” and then select the related project in the left grid.
- Email address : enter user's email address

1.3 Click on the '**Create New User**' button - The message 'Successfully Created' will be displayed.

Note : Left hand red colored '*' means the field is mandatory. If you have not answered for mandatory fields, you will see '**' against such fields. If the entered data is invalid you will see '*' against the field.

2. Change Current User Password



- Current Password : Enter present password
- New Password : Enter a new password. The password complexity defined above is applicable. (Password must have at least 6 alpha-numerals but not more than 10 alpha-numerals in length. Password must consist of at least a digit and a character)
- Confirm Password : re-enter the same password

Finally, press '**Change Password**' button to confirm the changes.

3. Manage Users

Create User | Change Current User Password | **Manage Users** | Update User Details

User

Name

Designation

Mobile

Phone

Current Group

Current Status

Current Email

New Group

Select Related Site(s)

New Status

New Email

- Select user
- Do the necessary changes

Finally, press the '**Update**' button to record the changes.