

User Administration

Introduction

- User Management module allows the administrator to manage users, roles, permissions, system roles, and application modules.
- One must be logged in as an **administrator** to manage a user management module.
- User administration describes the ability of admins to manage **Role-Based User Access**. It is a core part and basic security essential for an Organization.
- User administrator enables admins to control role-based access to onboard users.

Accessing the User Management

Steps to be followed to access the Samarth User Management:

- 1: Log in to the Samarth Portal on your System (Desktop/Laptop) with valid credentials.
- 2: Go to the **Settings** menu and click on **User Management**.

Note: This section contains the configuration details related to the User Management module. **Only the admin** with the role **Settings** can view and access it.

User Administration

The following options are available under **Settings » User Management**:

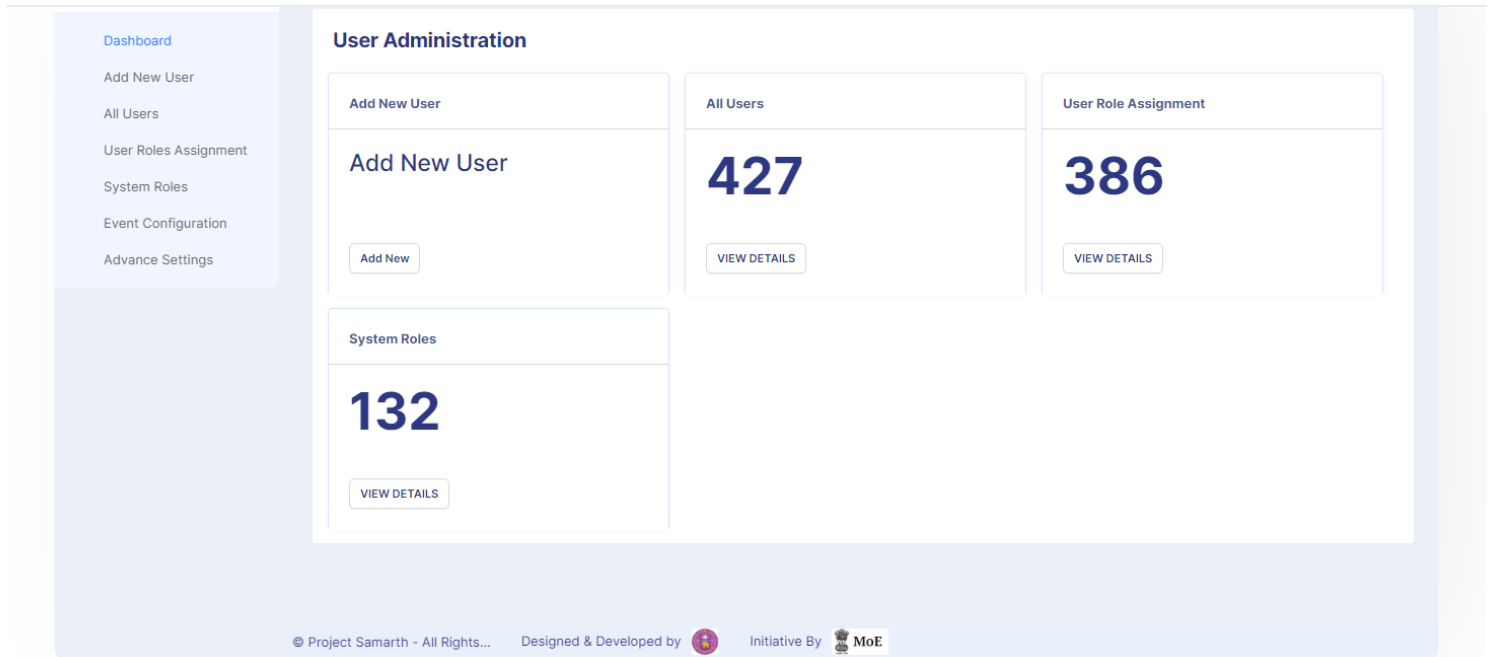
- **Dashboard**



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- **All Users**
 - **User Roles Mapping**
 - **Permissions**
 - **System Roles**
 - **Roles-Permission Mapping**
 - **Settings**

Dashboard

The User Administration Dashboard shows the count for the following:

- **Add New User Account**
 - **All User**
 - **User Role-Mapping**
 - **Permissions**
 - **System Roles**
 - **Assign Permission to Roles**
 - **Modules**
-



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Add New Account

Module admin can create a new account by clicking on the **Add New Account** section and fill in the required details:

- **Type of Account:** Employee or Administrator—depends on the user's designation for which the account is being created
- **Account Association:** Type Employee Name initials and all details will be fetched from Employee. All the details should be filled for administrative purposes
- **Username:** Username of the new account to be created
- **Mobile Number:** Valid contact number
- **Email:** Valid e-mail address of the user
- **Password:** Will be used to login into the account
- **2-Factor Authentication:** Whenever a user login into the portal user receives a verification code on registered email.

- The radio button for **Ask for Password changes on the first login.**

Administrative Account should be as per the administrative designation.

After filling in all the required details correctly, click on the **Add User** button to create a new user account.

Note: Before creating a user account, make sure that the employee is added to employee management.

All Users

In this section, the admin can see all user accounts and the related details in a list. Admin can also update, delete, relieve or lock any account.

An Administrator can also perform the following activities:

- **Invite Mail**

Admin can invite the user to login into the Samarth Portal through an email.

- **E-mail**

Admin can compose an email and send it to the users.

- **Forced Reset password**

Admin can force reset the password for a user account using this option.

View

Admin can view the details by clicking on the **View** icon available in front of every entry.

The View Button has the following options:

- **Reset Password**
 - **Invite Mail**
-

Reset Password

Using this button, the administrator can reset the password for the user account which is being viewed.

An admin can click on Yes to auto-generate the password.

If the admin has clicked on **No**, the new password and its confirmation need to be done manually.

Note: The manually entered password should obey the following guidelines:

- Password must be between 6-20 characters
- Must include at least one Uppercase letter (Ex: A-Z)
- Must include at least one Lowercase letter (Ex:a-z)
- Must include one Numeric digit (Ex: 0-9)

Once a password is reset for a user account, an email will be sent to the registered email address.

The Employee needs to click the link mentioned in the email to reset the password.

Change Details

The Administrator can change User Account details by clicking on the Change Details button in the View section by adding/updating the required changes.

User Role Mapping

In this section, users can be permitted based on their roles. This is an integral part as it gives authorization to the users.

Setting a role for the user will give them access to all the modules that come under that role. If we set the wrong role, the user would be given access to details/modules, otherwise inaccessible.

Assign Role to User

2: Click on the **Assign Roles to User** button present at the top right side.

3: Select the role from the dropdown and click on the **Assign** button.

Modify User Role

Steps to modify the roles to the user:

1: Select the user/s from the list by clicking on the checkbox.

2: Click on the **Modify User Role** button present in front of every user.

3: A pop-up will appear, showing all the roles assigned to the selected user/s on the left side and the rest of the roles available on the right side.

4: Add a new role, click on the checkbox against the role required to be given to that particular user and click on the **Save** button.

5: To remove the roles follow the same steps(1-3) as mentioned above and remove the **tick** from the checkbox against the role required to be drawn and click on the **Save** button.

Permission

In this section, all the permissions are created and defined. Then, the existing permissions can be updated or deleted using the **Update** or **Delete** button. It can add new permissions in the system by clicking the **Add New Permission** button on the top right of the screen.

Adding New Permission

Permissions are pre-defined in the Samarth system against each module. Although while implementing a new feature in any module, Admin can add new permission by clicking on the **Add New Permission** button and fill in the required details:

Note: The permission name format must follow the guidelines on the screen.

System Roles

The system will get listed on the screen. The Administrator can click on the **View, Update and Delete** button for performing individual actions.

New System Roles can also be added after clicking the **Add New System Role** button present on the right top side of the screen.

Note: The individual role setting module-wise can be viewed using the **Gear** button present in the action column.

Following are details that can be viewed by the module admin:

- Role name
- List of permissions in module-wise
- Count of permissions granted to the particular role

An administrator can grant/revoke the permissions by clicking on the checkbox.

Add New System Role

Samarth module comes up with predefined roles for respective processing operations. However, based on the University policy, Admin can also add a new role by clicking on the **Add New Application Role** button and fill in the required details:

- **Module Name**
- **Name**
- **Description**
- **Date**

It also has the option to select:

- **Privacy**
- **Security**
- **Configuration**
- **Data Loss**

After adding all requirements, click on the **Add** button.

Roles-Permission Mapping

In this section, Admin can manage the roles/permission which is already mapped to a role. Further, that role will be assigned to the users, so it is mandatory to select the permissions for the roles very carefully as any wrong selection will authorize that role extra permission, and that will give the user access to the details that are not authorized for his/her specified role.

Update

Steps to modify the roles/permission:

- 1: Select the role name from the list.
- 2: Click on the **Modify Role Permission** button present in front of the role.
- 3: A pop-up will appear, which will show all the permission assigned to the selected role on the left side and the rest of the roles/permission available on the right side.
- 4: To map new permission, click on the checkbox against the permission required to be given to that particular role and click on the **Save** button.
- 5: To remove the roles follow the same steps(1-3) as mentioned above and remove the **Tick** from the checkbox against the permission required to be drawn and click on the **Save** button.





Settings

The Settings section have options related to emails and information being sent while creating the user account or updating the account passwords.

[Dashboard](#)[Add New User](#)[All Users](#)[User Roles Assignment](#)[System Roles](#)[Event Configuration](#)[Advance Settings](#)

Advance Settings

Showing 1-4 of 4 items.

Name	Action
Permissions	
System Roles	
Roles-Permissions Mapping	
Modules	

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Annexure

Roles in User Administration

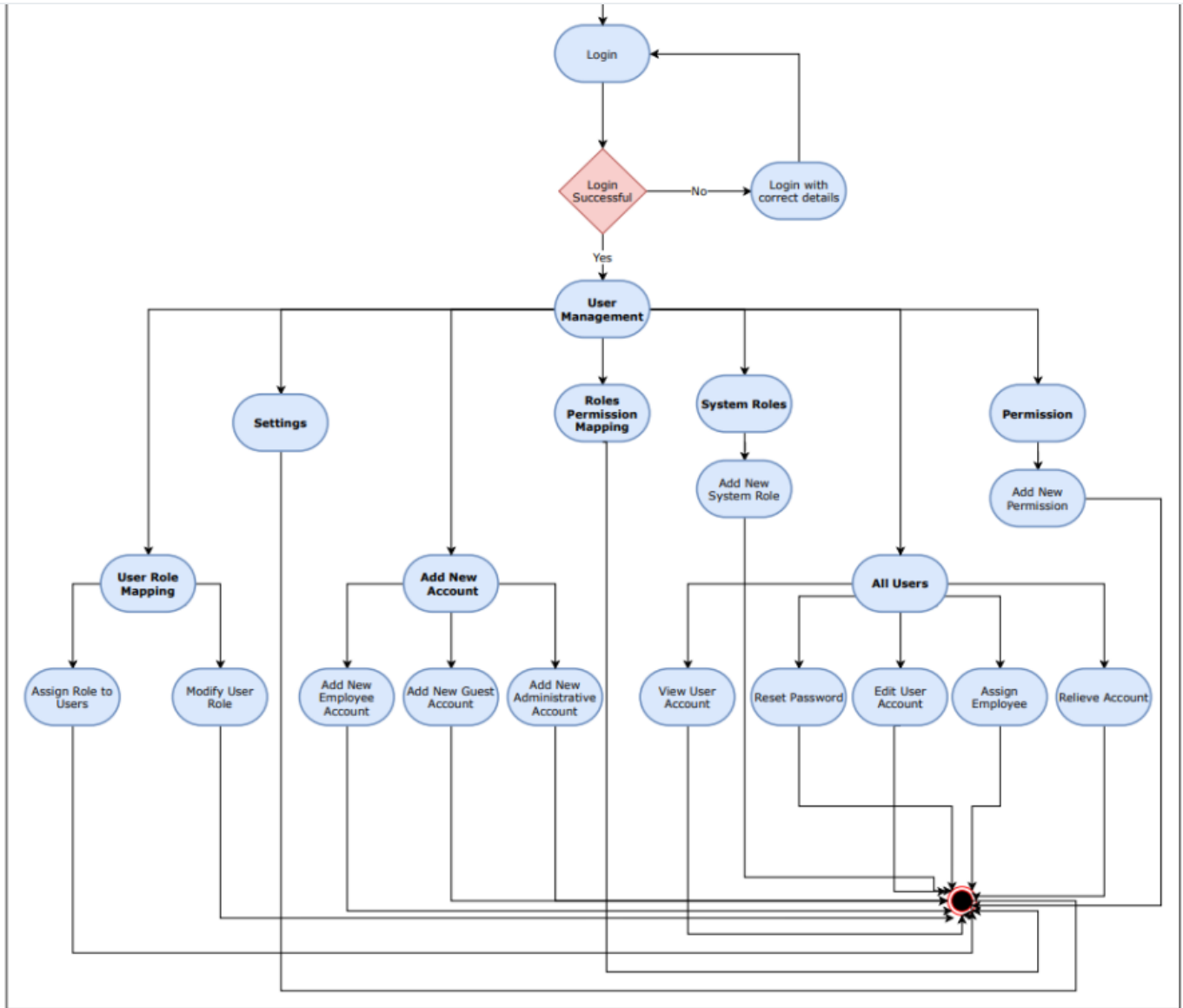
Role Name	Description
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<i>setting_admin</i>	Mapped with this permission, users can configure the setting, create a new account, assign it, role assign roles, etc.
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<i>super_admin</i>	Mapped with this permission, users can add permission, system roles, map the permission role to roles, etc.
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Workflow Diagrams

Activity Diagram



Activity Diagram for User Management

Use Case Diagram



External Resources

[Module Training Video ↗](#)

[Edit this page](#)

Document

Portal →

INTRO

Getting Started

Module Breakup and Prerequisites

ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

BASE MODULES

University Profile - Organizational Unit & Organigram

[User Administration](#)

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Allocation (E-housing)

RTI Management System

RECRUITMENT

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System
