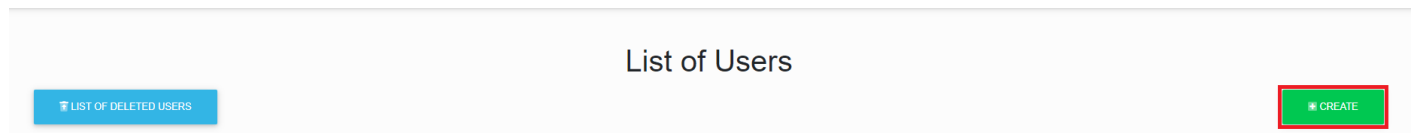
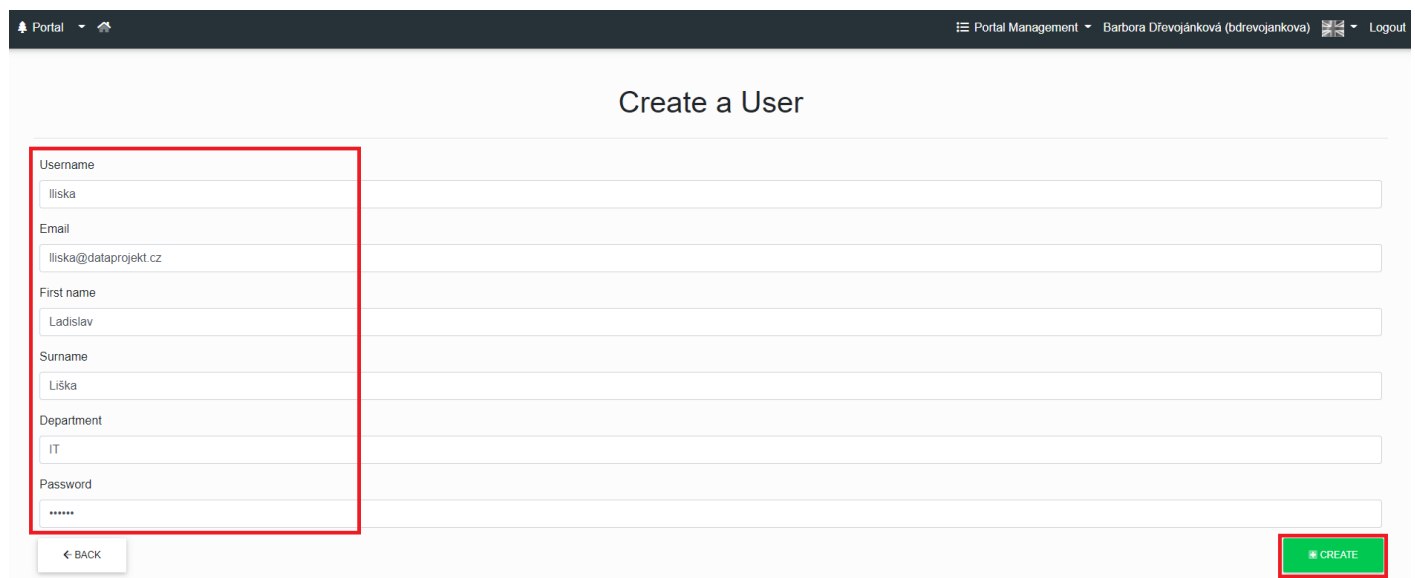


# Creating a new user in the portal

To create a new user, the portal administrator clicks the "Create" button in the User List.



The following dialog is displayed to the portal administrator.

A screenshot of a web interface titled "Create a User". At the top, there is a dark navigation bar with "Portal" on the left and "Portal Management", "Barbora Dřevojánková (bdrevojankova)", and "Logout" on the right. The main content area contains a form with several input fields: "Username" (containing "liška"), "Email" (containing "liška@dataprojekt.cz"), "First name" (containing "Ladislav"), "Surname" (containing "Liška"), "Department" (containing "IT"), and "Password" (containing "\*\*\*\*\*"). A red rectangular box highlights the "Username", "Email", "First name", "Surname", "Department", and "Password" fields. At the bottom left of the form is a "← BACK" button, and at the bottom right is a green "CREATE" button with a small icon to its left. The "CREATE" button is also highlighted with a red rectangular border.

After filling in the details, the portal administrator clicks on the "Create" button, then the administrator will see the message "Successfully created".

Edit a User

PERMISSIONS

REPOSITORIES

DELETE

✓ Successfully restored ✓

Username

liška

Email

liška@dataprojekt.cz

First name

Ladislav

Surname

Liška

Department

IT

Password

BACK

SAVE

After clicking on the "Back" button, the administrator is redirected to the table with users, where he can use the filter to find the currently created user.

List of Users

LIST OF DELETED USERS

CREATE

Username	First name	Surname	Email	Department	Access in repositories	
liška						
CONTAINS	NO FILTER	NO FILTER	NO FILTER	NO FILTER	NO FILTER	
liška	Ladislav	Liška	liška@dataprojekt.cz	IT		PERMISSIONS REPOSITORIES

Showing 1 to 1 of 1 entries ( Total 19 entries - [Cancel filter](#) )

Show 10 entries

Setup of columns

Revision #3

Created 23 May 2022 11:39:44

Updated 10 January 2024 13:42:43 by Karolína Kavanová