

User & Group

Creating, deleting, and moving user accounts.

General

To manage groups and accounts in the user tree, there are corresponding buttons on each group:

Symbol	Description
	Create user account
	Create group
	Delete user account or group

Creating User Account

To create an account in a certain group, click Create User Account in it. The control element symbols are illustrated in the table above.

The second way to create a user in a group is to select the designated group and click **Create User** in the right part of the window in the **General** tab.

User & Group

Search

- ✓ All
- ✓ Accounting
- ✓ Head
 - Jane Smith
- ✓ Sales
 - Dwight Schrute
 - Jim Halpert
 - Michael Scott
 - Pam Beesly
 - Ryan Howard
- ✓ Developers
 - George Johnson

General Active Directory Quota

Title Accounting

Found in a group All

Operations

- Create user
- Create users
- Device detection
- Delete

Additional settings

- Deny access
- Allow remote access via VPN

Save

Next, you will see a window for creating a user account, where you need to define a number of parameters. The form for creating a user account is shown below.

Add user to group "Accounting"

Basic settings

   

It is recommended to use a combination of numbers and letters

Secure

Additional settings

Field is optional

Field is optional

Login must be entered in lowercase Latin characters, for example, j.smith

Recommendations for creating password complexity: minimum length - 10 characters; use of lowercase and uppercase Latin characters; use of numbers and special characters. You can generate a password.

When you fill in the **Additional settings**, a corresponding rule will be created in the user card in the **IP and MAC authorization** tab and in the **Authorization -> IP and MAC authorization** section.

If this IP address or MAC address is used in DHCP server rules, then the **DHCP server** rule will be in priority.

For accounts imported from MS Active Directory (AD), password verification is carried out by means of AD. Active Directory user authorization is configured in the corresponding **section**.

You cannot create a user in the Active Directory group from SafeUTM. If you need to add an additional user to the Active Directory group, you must do so in the user tree on the domain controller.

It is impossible to view or restore the account password, only changing is allowed.

After you have entered all required parameters, click **Save**. An account will be created that will automatically get all the values of some parameters of the group in which it was created.

Creating Group

To create a group, you need to click on the corresponding control symbol to the right of the group name (you can create both a tree root group and a child group).

A window will open, in which you will need to type in the name of the new group and click **Save**. An example of adding a group can be seen below:

User & Group

The screenshot displays the 'User & Group' management interface. On the left, a sidebar shows a tree view of groups: 'All', 'Accounting' (selected), 'Head', 'Sales', and 'Developers'. Each group has icons for adding a folder, adding a user, and deleting. A red arrow points to the '+ person' icon next to the 'Accounting' group. The right panel shows the configuration for the 'Accounting' group. It has three tabs: 'General' (selected), 'Active Directory', and 'Quota'. The 'General' tab contains a 'Title' field with the value 'Accounting' and a 'Found in a group' dropdown menu set to 'All'. Below this are four 'Operations' buttons: 'Create user', 'Create users', 'Device detection', and 'Delete'. At the bottom, there are 'Additional settings' with two checkboxes: 'Deny access' and 'Allow remote access via VPN', both of which are unchecked. A blue 'Save' button is located at the bottom right of the configuration panel.

Mass Creation of Users with Authorization by IP

Mass creation of users for authorization by IP is possible. You can find out more in the [article](#) about this kind of authorization.

Alternatively, you can use [Netscan](#) to create them automatically when you try to access the internet.

Deleting Group or User Account

To delete a user account, select the user and click on the corresponding symbol. You can also select the user and click **Delete** in the **General** tab.

User & Group

The screenshot displays the 'User & Group' management interface. On the left, a search bar is at the top, followed by a tree view of groups: 'All', 'Accounting', 'Head', 'Sales', and 'Developers'. Under 'Sales', the user 'Jim Halpert' is selected and highlighted in blue. To the right of the user list are icons for adding (+), deleting (trash), and other actions. A red arrow points from the trash icon next to 'Jim Halpert' to the 'Delete user' button in the 'Operations' section. The 'Operations' section contains three buttons: 'Change password', 'Delete', and 'Delete user'. The 'Delete' button is highlighted in blue. Below the 'Operations' section is the 'Additional settings' section, which includes two checkboxes: 'Deny access' and 'Allow remote access via VPN', both of which are unchecked. A blue 'Save' button is located at the bottom of the 'Additional settings' section. The right side of the interface shows the 'General' tab selected, with fields for 'Username' (Jim Halpert), 'Login' (halpert), and 'Found in a group' (Sales).

Deleting a group is done the same way.

Moving User Account or Group

To move a user account to another group, select this user in the **General** tab and find **Found in a group** field. From the drop-down list, select the group to move the user into and click **Save**.

Q Search

- ▼ All  
- ▼ Accounting   
- ▼ Head   
 -  Jane Smith
- ▼ Sales   
 -  Dwight Schrute
 -  Jim Halpert
 -  Michael Scott
 -  Pam Beesly
 -  Ryan Howard
- ▼ Developers   
 -  George Johnson

General Quota IP and MAC authorizatic

Username

Login

Found in a group

- All
- Accounting
- Head
- Sales
- Developers

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