

## MANAGING USERS & PERMISSIONS

Welcome to the Managing Users and Permissions Training Plan. We have recommended some training and support content below to help build knowledge in this area of Formpak.

### KEY CONTENT

#### User Permissions

This presentation provides a summary of the user permissions in Formpak and explains the options available to configure permissions for each user.



[CLICK TO DOWNLOAD PRESENTATION](#)

#### Introduction to managing users

This presentation provides an overview of managing users in Formpak. This includes the process for adding a new user and the options available.



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#### Guide to permissions

This support article contains a link to an excel spreadsheet which lists and explains all of the different permissions in Formpak.



[CLICK TO VIEW THE ARTICLE](#)

#### Glossary of Terms

This support article contains a link to a PDF file which contains a glossary of the terminology used throughout Formpak.



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### SUPPORTING CONTENT

#### User Roles and Permissions Overview

This support article summarises the different roles and permissions in Formpak.



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#### Password Administration

This support article explains the password function in Formpak including how to change your password or the password of another user (pending permission). It also outlines the password criteria.



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#### Login Administration

This support article provides an overview of the 'View Login Log' tool. Which allows you to see user login activity. Administrator permission is required for this feature.



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