

Manage Project Users

This section will include instructions for managing a project user. You should have project administrator rights to do the following.

- [Create a New User](#)
- [Edit an Existing User](#)
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A project administrator can also manage users through the [Users Rest API](#)

Step 1: Open the Server web-based management tool.

1. Open your preferred browser
2. From any computer, enter the URL "[HTTP://<Server Machine's IP>:<port>](#)" (or "[http://localhost:<port>](#)" on the server itself) where <port> is the connectivity port for the Cloud server which was specified during installation (the default is 80).

Step 2: Login as a project administrator

Step 3: Enter the 'Users' page.

The screenshot displays the 'Users' management page in the SeeTest application. The interface includes a sidebar with navigation options like Dashboard, Devices, Browsers & Emulators, Automation, Execution, Reports, Applications, and Settings. The main content area shows a table of users with the following columns: User Name, First Name, Last Name, Email, Created At, Status, and Authentication. A 'Create' button is located at the top left of the table. The table contains 26 users, with the first few rows showing details for users like 'user1605728960899', 'user1605729208847', and 'newuser1605730229269'. The status of users varies, including 'Active', 'Locked', and 'New'. The authentication methods listed are 'Two-Factor (Disabled)', 'BASIC', and 'Two-Factor (Not activated, Disabled)'. The page also features a search bar and filter options at the top right.

Create a New User

Step 1: Click on the 'Create' button.

Create User

Username

First Name

Last Name

Email

Role

Step 2: Enter the user's Username (that will be identifying this user when accessing the server).

Step 3: Enter the user's first & last name.

Step 4: Enter the user's Email address.

Step 5: Enter the user's Role (User/Project Administrator).

The user will be created and assigned to the project with the selected role.



Authentication Type

There can be also the **Authentication Type** field displayed. Depending on the Cloud configuration it can contain the following options:

- BASIC - username + password authentication, always available. The field is not displayed if that's the only enabled choice
- Two Factor - username + password and additional confirmation using the mobile application, like Google Authenticator. Please see [Cloud Security 12.4](#) for more information
- SSO - please see [Single Sign-On Integration](#) for more information

Edit an Existing User

Step 1: Click on the user's line you wish to edit.

Step 2: Click on 'Edit'.

Step 3: Change the properties you wish to edit.

Delete a User

Step 1: Click on the user's line you wish to delete.

Step 2: A popup window will open - click 'Delete'.

Reset Password for a User

Step 1: Click on the user's line you wish to edit.

Step 2: Click on 'Reset Password'.

Step 3: A popup window will open - click 'Reset'.



Changing Password

Changing the password of the user will reset the user access key and close all user's active sessions.

An email containing the new temporary password will be sent to the user.

Download User's List

Step 1: Click on the three dots on the right side of the page.

Step 2: Click 'Download user list'.

The screenshot displays the 'Users' management page in SeeTest. The page includes a search bar, filter options for USERNAME, FIRST NAME, LAST NAME, EMAIL, STATUS, and AUTHENTICATION, and a 'Create' button. A table lists 26 users with columns for User Name, First Name, Last Name, Email, Created At, Status, and Authentication. A context menu is open over the 'Reset Password' icon, showing options: Configure LDAP, SAML Integration, Download user list, and Two Factor Authentication.

A CSV file will be downloaded which will have the list of users assigned to the project.

Broadcast to Users

Project administrators can send a notification to a user by an email message, for all users or to a single user.

Step 1: Login as a project administrator.

Step 2: Navigate to 'Settings' on the side menu -> Broadcasting.

Step 3: Choose who you wish to send the notification to:

- All project users (Project admin can see only his project).
- Specific users: Select the users you wish to notify (Project admin can see only his project users).

Step 4: Fill in the subject and message.

Step 5: Click 'Send Message'.

Send Message

Send message to cloud users.

Send to:

- All Project Users
- Specific Users

Subject:

Release 12.5

Message:

A new version 12.5 will be released soon !!!

 Send Message