

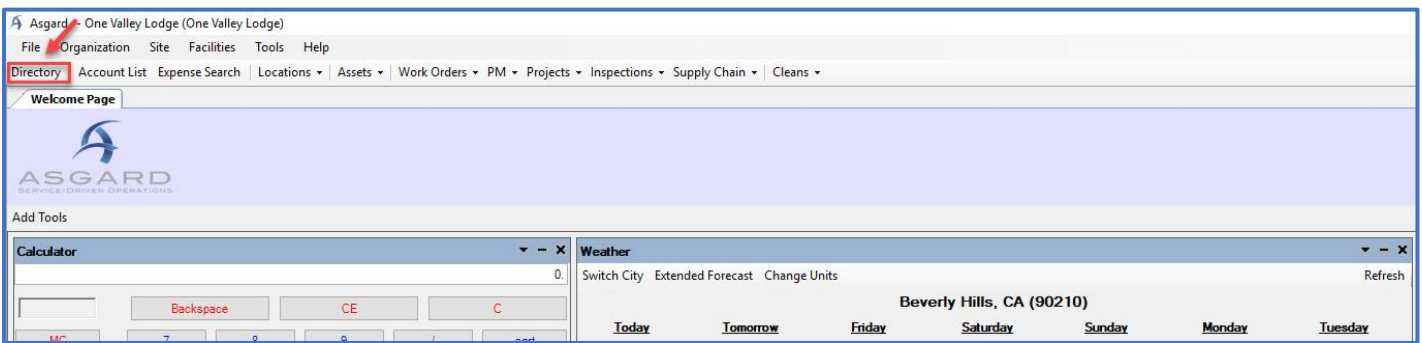
User Directory – Creating/Disabling Users

NOTE: Users with “Grant Privileges” permissions in Asgard will be able to perform these tasks. If you don’t have these permissions and think you should, please contact support@katanasoft.com.

A user may only add or disable other users whose permissions are less than their own.

Part 1: Creating a New User

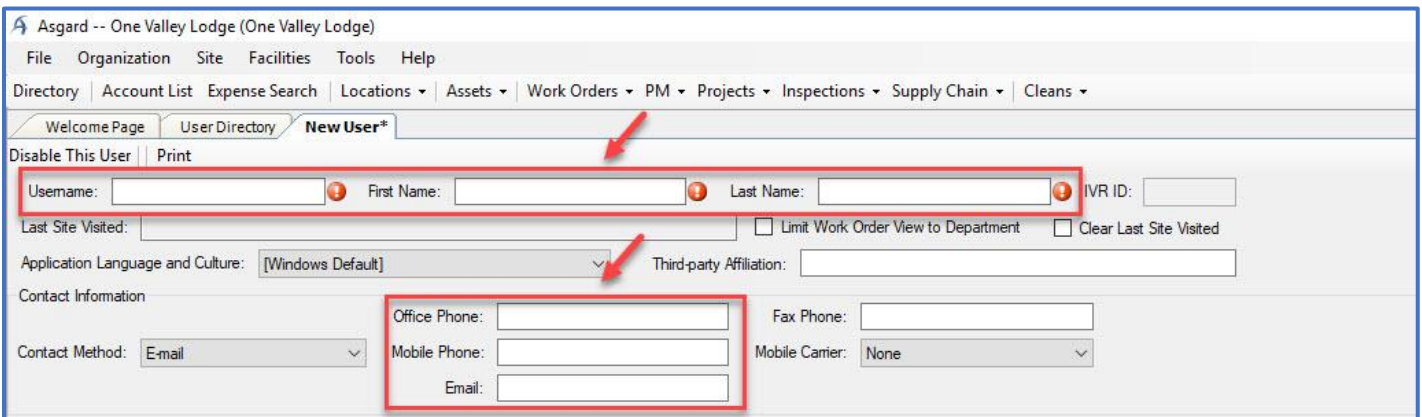
Step 1: In the Asgard desktop application, click Directory.



Step 2: Click New User.



Step 3: Fill in the required fields. While Email and Phone are optional, an email address allows the user to retrieve a forgotten password from the log-in screen, and a mobile number is required for setting up SMS notifications.



NOTE: Please check with your organization to confirm the username standard. Some organizations use Employee ID. If there is no standard, use first initial, last name (no caps). Username Standards can usually be identified by looking at other usernames in the Directory.

Step 4: On the lower half of the New User screen, click New Facilities Department.

Asgard -- One Valley Lodge

File Site Facilities Tools Help

Directory | Account List | Expense Search | Locations ▾ | Assets ▾ | Work Orders ▾ | PM ▾ | Projects ▾ | Inspections ▾ | Supply Chain ▾ | Cleans ▾

Welcome Page | User Directory | **New User***

Disable This User | Print

Username: First Name: Last Name: IVR ID:

Last Site Visited: Limit Work Order View to Department Clear Last Site Visited

Application Language and Culture: Third-party Affiliation:

Contact Information

Contact Method: Office Phone: Fax Phone:

Mobile Phone: Mobile Carrier:

Email:

User Privileges

New Facilities Department Delete

Organization | Organization Admin | Vendor Editing | Stock Item Editing | Stock Transaction Editing | Department | UsersExemptFromLogoutTimer

Step 5: The dialogue box will show only the sites for which you have permissions. Highlight the site(s) the new user should have access to and click Select.

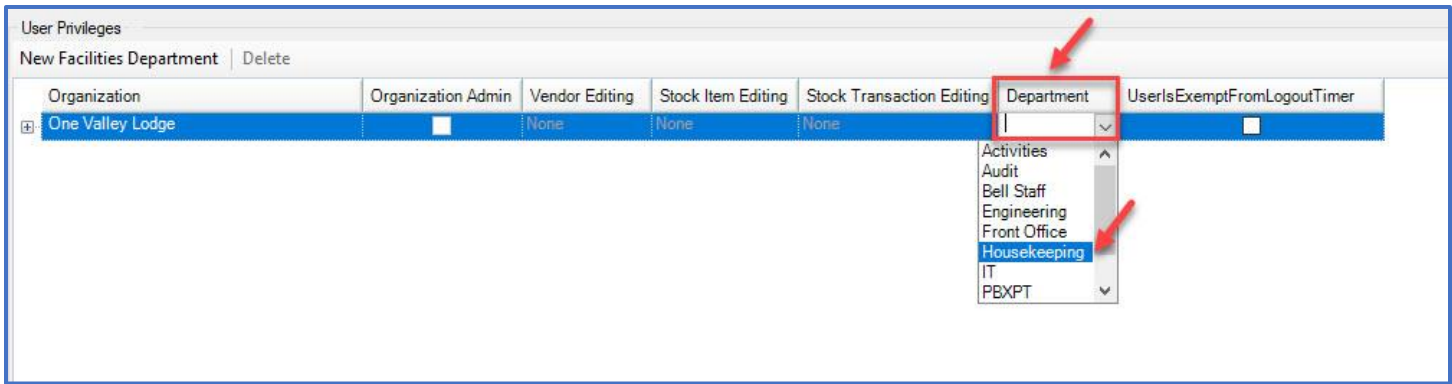
Facilities Department Select

Organization	Facilities Department
One Valley Lodge	One Valley Lodge

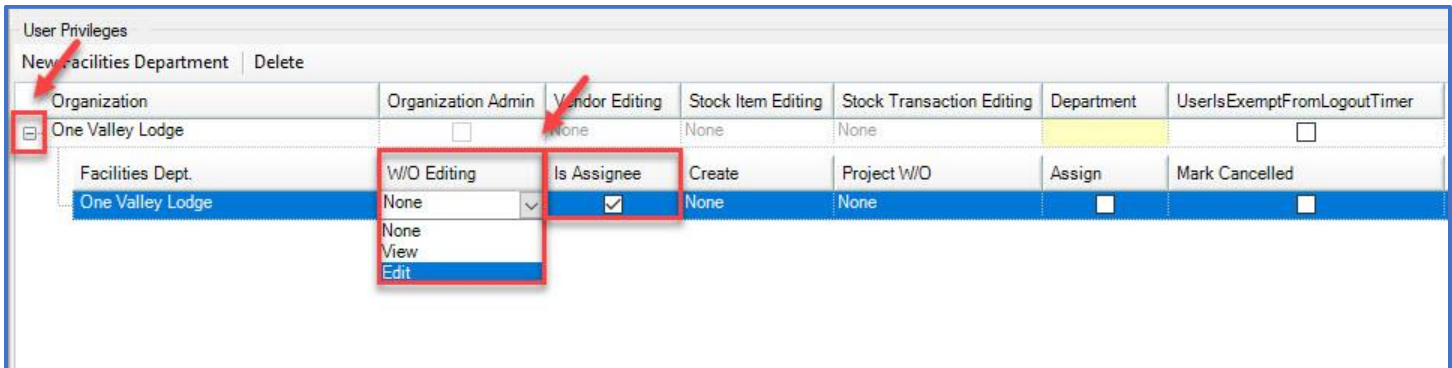
Select Cancel

NOTE: If your organization has a Training site, it is best practice to give new users access to both the Production and Training sites. Access to the training site facilitates practice and future training opportunities.

Step 6: Once the Facilities Department is selected, choose the Department of the new user.

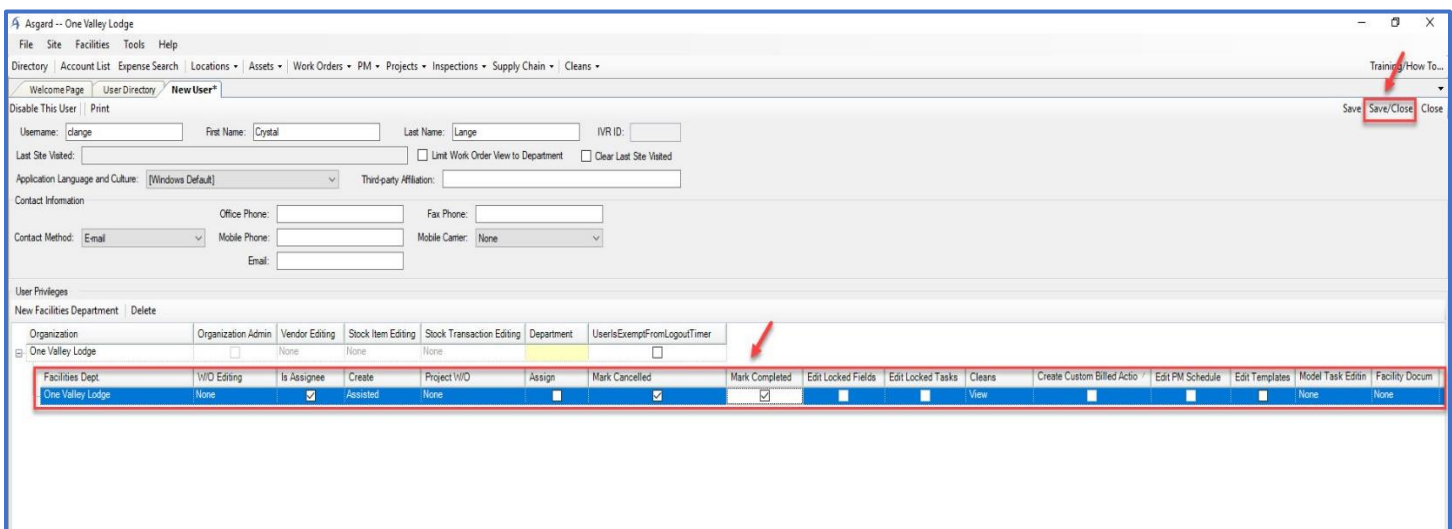


Step 7: Expand the plus sign next to the name of the Facilities Department to display available permissions. Select the permissions that should apply to the new user by checking the box or selecting the appropriate option.



NOTE: Users will not be able to grant permissions greater than their own. For a full list of user permissions by role, please refer to the Quick Reference Guide, QRG – User Permissions, in the Knowledge Base.

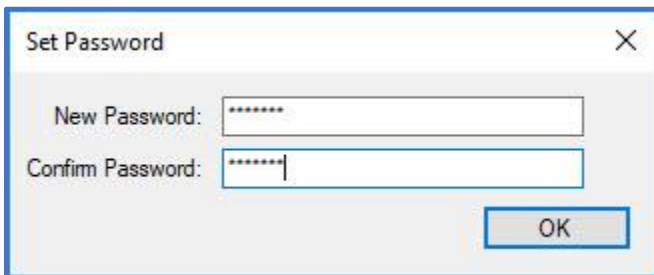
Step 8: Select all the permissions that should apply to the new user and click Save or Save/Close.



If you receive the following message, it means the username already exists in the system. Each username must be unique across all sites and organizations. Please select another username by adding a number or middle initial.



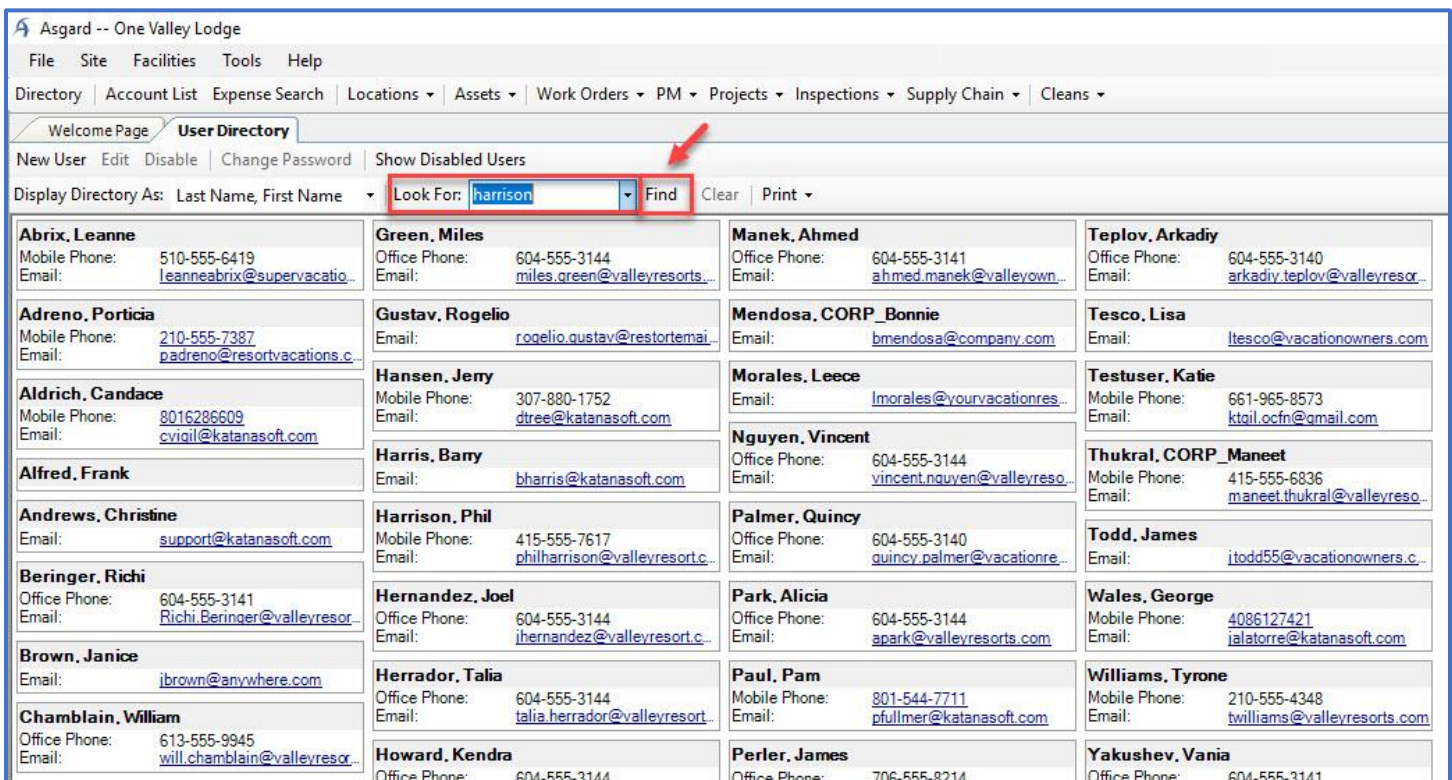
Enter your organization's default password and confirm. Click OK.



New users will be required to personalize their password when they first log in.

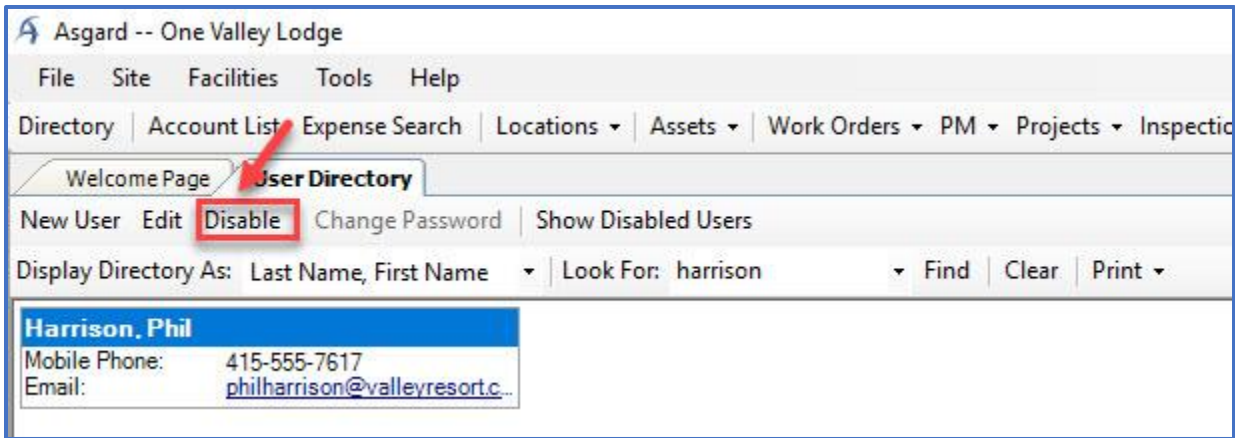
Part 2: Disabling a User

Step 1: To disable a user, open the Directory and search for the user. Click Find.



Asgard -- One Valley Lodge			
File Site Facilities Tools Help			
Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans			
Welcome Page User Directory			
New User Edit Disable Change Password Show Disabled Users			
Display Directory As: Last Name, First Name Look For: harrison Find Clear Print			
Abrix, Leanne Mobile Phone: 510-555-6419 Email: leanneabrix@supervacatio...	Green, Miles Office Phone: 604-555-3144 Email: miles.green@valleyresorts...	Manek, Ahmed Office Phone: 604-555-3141 Email: ahmed.manek@valleyown...	Teplov, Arkadiy Office Phone: 604-555-3140 Email: arkadiy.teplov@valleyresor...
Adreno, Porticia Mobile Phone: 210-555-7387 Email: padreno@resortvacations.c...	Gustav, Rogelio Email: rogelio.gustav@restortemai...	Mendoza, CORP_Bonnie Email: bmendoza@company.com	Tesco, Lisa Email: ltesco@vacationowners.com
Aldrich, Candace Mobile Phone: 8016286609 Email: cvaigil@katanasoft.com	Hansen, Jery Mobile Phone: 307-880-1752 Email: dtree@katanasoft.com	Morales, Leece Email: lmorales@yourvacationres...	Testuser, Katie Mobile Phone: 661-965-8573 Email: ktail.ocfn@gmail.com
Alfred, Frank	Harris, Bany Email: bharris@katanasoft.com	Nguyen, Vincent Office Phone: 604-555-3144 Email: vincent.nguyen@valleyreso...	Thukral, CORP_Maneet Mobile Phone: 415-555-6836 Email: maneet.thukral@valleyreso...
Andrews, Christine Email: support@katanasoft.com	Harrison, Phil Mobile Phone: 415-555-7617 Email: philharrison@valleyresort.c...	Palmer, Quincy Office Phone: 604-555-3140 Email: quincy.palmer@vacationre...	Todd, James Email: jtodd55@vacationowners.c...
Beringer, Richi Office Phone: 604-555-3141 Email: Richi.Beringer@valleyresor...	Hernandez, Joel Office Phone: 604-555-3144 Email: jhernandez@valleyresort.c...	Park, Alicia Office Phone: 604-555-3144 Email: apark@valleyresorts.com	Wales, George Mobile Phone: 4086127421 Email: jalatorre@katanasoft.com
Brown, Janice Email: jbrown@anywhere.com	Herrador, Talia Office Phone: 604-555-3144 Email: talia.herrador@valleyresort...	Paul, Pam Mobile Phone: 801-544-7711 Email: pfullmer@katanasoft.com	Williams, Tyrone Mobile Phone: 210-555-4348 Email: twilliams@valleyresorts.com
Chamblain, William Office Phone: 613-555-9945 Email: will.chamblain@valleyresor...	Howard, Kendra Office Phone: 604-555-3144	Perler, James Office Phone: 706-555-8214	Yakushev, Vania Office Phone: 604-555-3141

Step 2: Highlight the user and click the Disable button on the menu bar.



The screenshot shows the 'User Directory' page in the Asgard system. The 'User Directory' tab is selected, and the 'Disable' button in the menu bar is highlighted with a red box and a red arrow. Below the menu bar, the search criteria are set to 'Last Name, First Name' and 'Look For: harrison'. The user 'Harrison, Phil' is highlighted in blue.

Harrison, Phil	
Mobile Phone:	415-555-7617
Email:	philharrison@valleyresort.c...

The user's name will disappear from the active User Directory screen.

To see/edit disabled users, click the Show Disabled Users button. All disabled users will appear with a red X on their name. Any user can be re-enabled by highlighting the user's name and clicking the Enable button.



The screenshot shows the 'Show Disabled Users' button highlighted with a red box and a red arrow. The search criteria are 'Look For:'. The list of users includes 'Farro, Royston', 'Faye, Tina', 'Gasparini, Nathan', 'Gilda, Radner', 'Gompers, Samuel', 'Green, Miles', 'Gustav, Rogelio', 'Hansen, Jerry', 'Harris, Bary', and 'Harrison, Phil'. The names of 'Faye, Tina', 'Gilda, Radner', and 'Harrison, Phil' are crossed out with a red X.

Farro, Royston	
Office Phone:	604-555-3140
Email:	royston.farro@valleyresorts...

Faye, Tina	
Mobile Phone: 604-555-3140	
Email: tina.faye@valleyresorts.com	

Gasparini, Nathan	
Office Phone:	604-555-3140
Email:	nathan.gasparini@valleyre...

Gilda, Radner	
Mobile Phone: 604-555-3140	
Email: gilda.radner@valleyresorts.com	

Gompers, Samuel	
Email:	s.gompers@vacationowner...

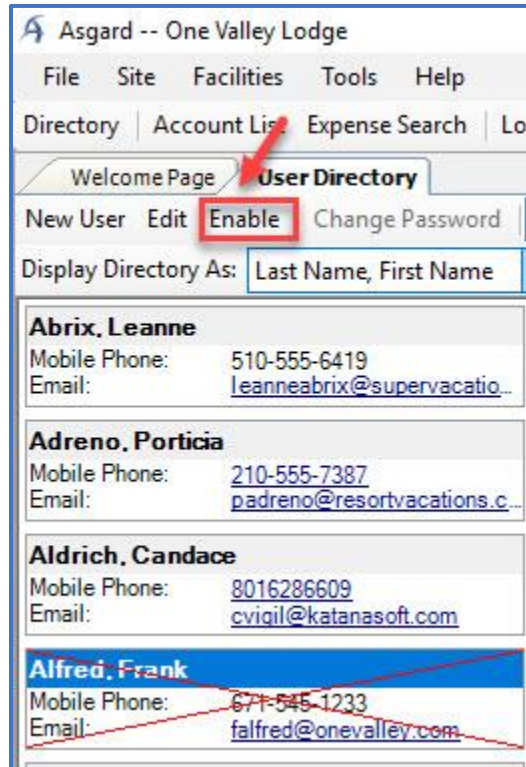
Green, Miles	
Office Phone:	604-555-3144
Email:	miles.green@valleyresorts...

Gustav, Rogelio	
Email:	rogelio.gustav@restortemai...

Hansen, Jerry	
Mobile Phone:	307-880-1752
Email:	dtree@katanasoft.com

Harris, Bary	
Email:	bharris@katanasoft.com

Harrison, Phil	
Mobile Phone:	415-555-7617
Email:	philharrison@valleyresort.c...



The screenshot shows the 'User Directory' page in the Asgard system. The 'User Directory' tab is selected, and the 'Enable' button in the menu bar is highlighted with a red box and a red arrow. Below the menu bar, the search criteria are set to 'Last Name, First Name'. The user 'Alfred, Frank' is highlighted in blue.

Abrix, Leanne	
Mobile Phone:	510-555-6419
Email:	leanneabrix@supervacatio...

Adreno, Porticia	
Mobile Phone:	210-555-7387
Email:	padreno@resortvacations.c...

Aldrich, Candace	
Mobile Phone:	8016286609
Email:	cvigil@katanasoft.com

Alfred, Frank	
Mobile Phone:	671-545-1233
Email:	falfred@onevalley.com