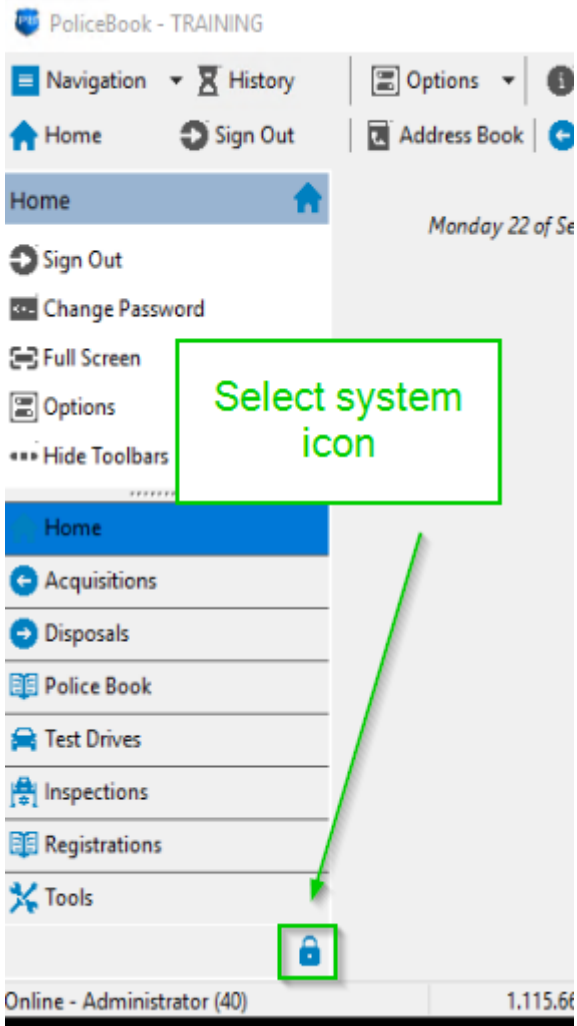


User administration

Select administration area



Local user accounts

Creating a new staff member

Start the new staff wizard, enter required information if the user is required to login check the "Allow login" box

Navigation History Options About

Home Sign Out Address Book Acquisitions Disposals Police Book Test Drives Inspections Tools

System

General Documents Messaging Reports Staff Security System

New Edit Show Disabled

Staffid	E...	Fullname	Email Address	Mobile Phone	Business Phone	Home Phone	Departmentid	Job Title
1	<input checked="" type="checkbox"/>	Administrator	admin@localhost					
2	<input checked="" type="checkbox"/>	Customer 1						

Staff wizard

Welcome
This wizard will guide you through the setup of a staff member.

StaffDetails

Fullname Email address

Mobile Telephone Facsimile

Allow login

Login Details

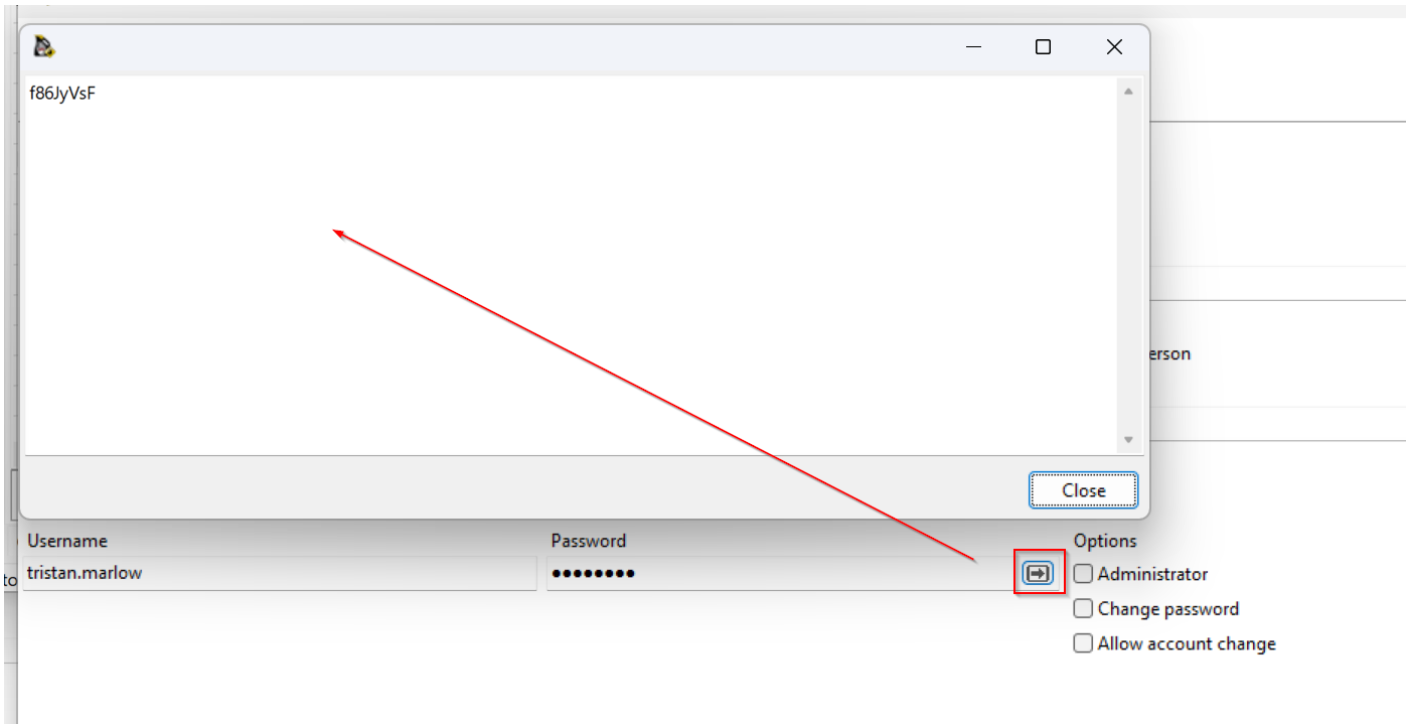
Username Password Options

Change password
 Administrator
 Allow account change

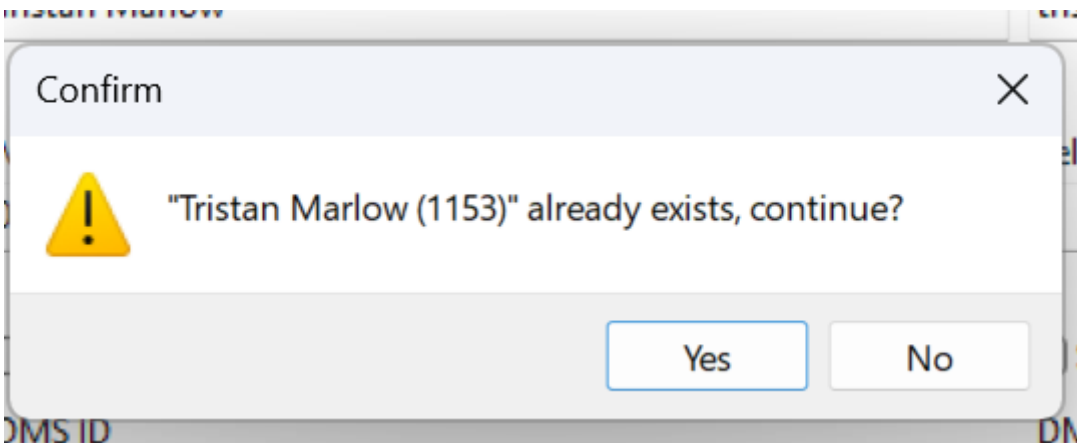
Please enter a valid username

< Back Next > Cancel

You can use the generate password button to create a password



Service scheduler will check for a similar name to ensure that the user



Edit existing staff member

To find a staff member that has had their account disabled. Select the following button

New
Edit
Show Disabled

Staffid	E...	Fullname	Email Address	Mobile Phone
1	<input checked="" type="checkbox"/>	Administrator	admin@localhost	
2	<input checked="" type="checkbox"/>	Customer 1		

Adjust user details as required

Staff details

Full name: Tristan Marlow Enabled

General Security Address Departments Team Leader Qualifications Documents

Username: tristan Password: [] Administrator Allow account change

Last password change: 25/07/2024 Change password Password never expires Reset OTP Enable OTP

Modules OTP devices

Edit Refresh Search

Modul...	Module Name	Read ...	Write ...	Delete ...	Special Access
17	CALENDAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	CONTACTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20	HUMAN_RESOURCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	LICENSE_BOOKING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	MESSAGING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Last update: 1/08/2024 02:01:13 PM 1:23 Duration: 0.016 sec. Close Back Forward

Browse Save and Close Save Close

LDAP Integration (Active Directory)

To enable LDAP integration, navigate to system settings and search for "ldap"

System

- General
- Documents
- Messaging
- Reports
- Staff
- Security
- System **2**

Settings

Edit | Wizard

Setting Key	Setting Value	Setting...	Setting Description
ldap_allow_company		string	LDAP allowed com
ldap_allow_departments		string	LDAP allowed depe
ldap_allow_memberships		string	LDAP allowed men
ldap_domain		string	LDAP login domair
▶ ldap_enabled 3	False	boolean	LDAP login integra
ldap_enable_user_default	True	boolean	LDAP new user will
ldap_server_hostname		string	LDAP server hostne
ldap_server_port	389	integer	LDAP server port

Home

- Acquisitions
- Disposals
- Police Book
- Test Drives
- Inspections
- Registrations
- Tools **1**

Last update: [22/09/2025 12:36:25 PM](#)

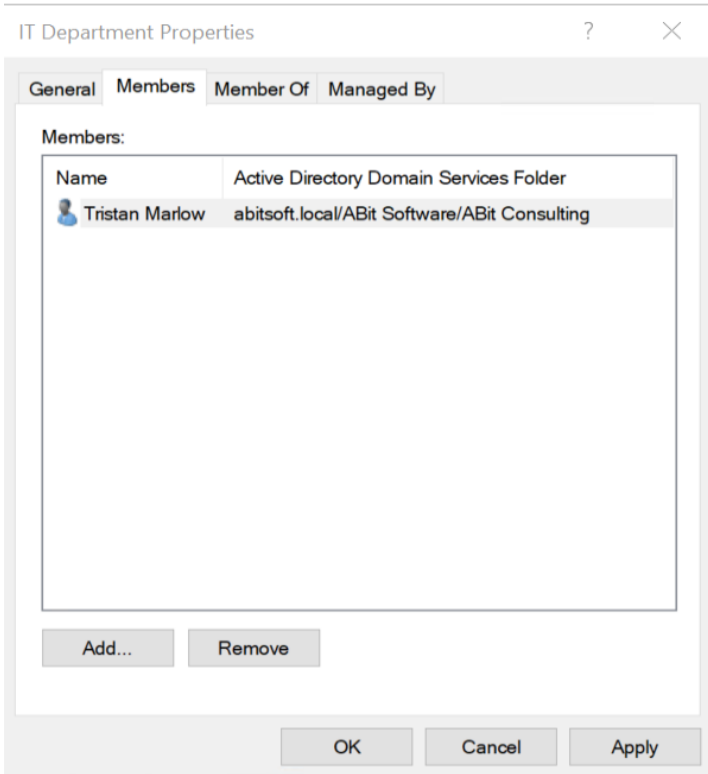
NOTE: Do not change syste

General Documents Messaging Reports Staff Security System

ldap_allow_company	This will look at the users "company" and if matches will allow login/ Blank will allow any company value.
ldap_allow_departments	This will look at group the user is a member of and if they match a group name

ldap_domain	Your LDAP / Active Directory domain name
ldap_server_hostname	The domain will be used to find a server via DNS but a specific server can be specified.
ldap_server_port	Port to communicate for LDAP requests

Departments / Active Directory groups are the recommended method of controller



As the password is controlled by LDAP, attempting to change the password will result in "User passwords are managed by LDAP integration"

[image.png](#)

Revision #2

Created 2025-09-22 04:35:49 UTC by Tristan Marlow

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