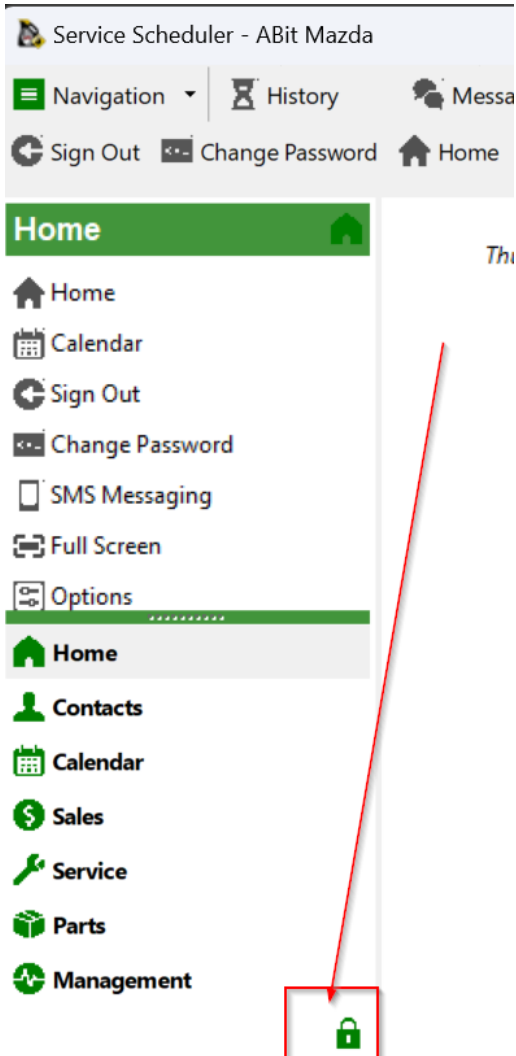


# User administration

Select administration area



## Local user accounts

### Creating a new staff member

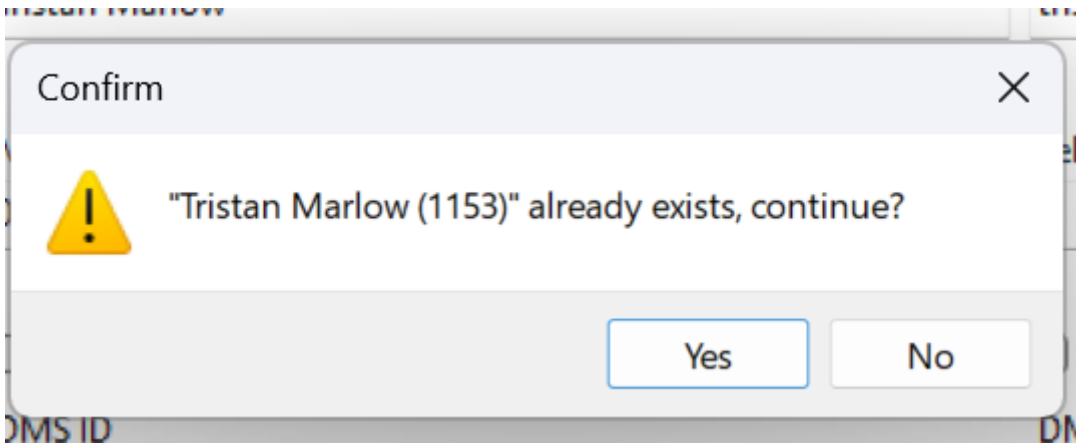
Start the new staff wizard, enter required information if the user is required to login check the "Allow login" box

The screenshot shows the 'Service Scheduler - ABit Mazda' application. On the left is a sidebar with a 'System' menu and various icons for System Settings, General, Documents, Messaging, Reports, Staff (with a red '1'), and Security. The main window displays the 'Staff wizard' with a 'Welcome' message: 'This wizard will guide you through the setup of a staff member.' Below this are several input fields: 'Full name' and 'Email address' (top row); 'Mobile', 'Telephone', and 'Facsimile' (second row); checkboxes for 'Technician', 'Service Advisor', and 'Sales Person' (third row); 'DMS ID' fields (fourth row); an 'Allow login' checkbox (fifth row); and 'Username' and 'Password' fields (bottom row). To the right of the 'Password' field is a 'generate password' button (a square with a circular arrow) and a list of 'Options' with checkboxes: 'Administrator', 'Change password', and 'Allow account change'. At the top of the wizard window are buttons for 'New', 'Edit', 'Show Disabled', and 'Import Staff', along with a search bar.

You can use the generate password button to create a password

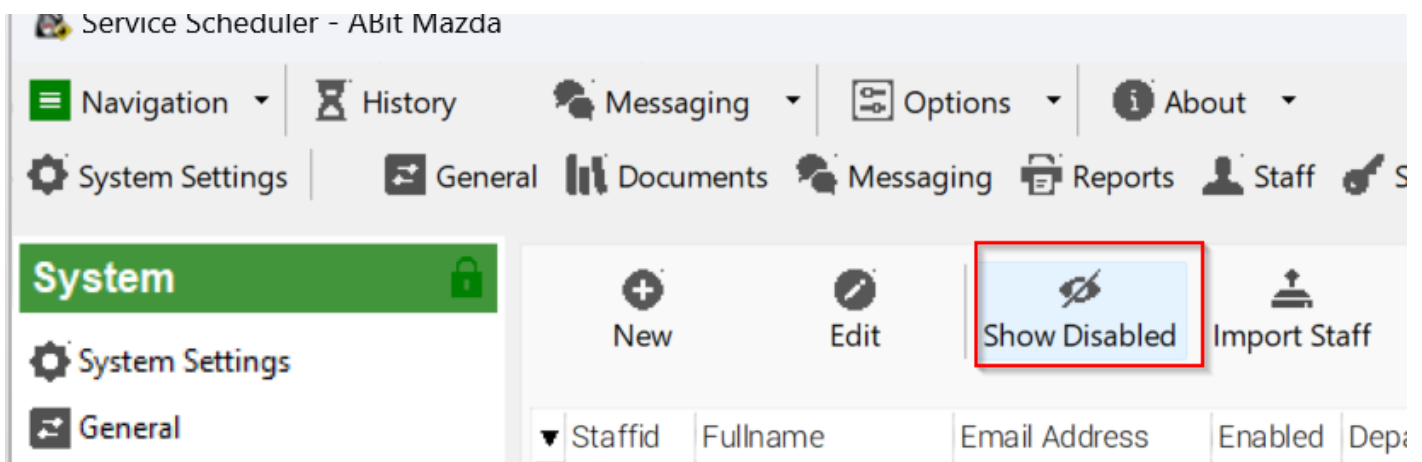
This screenshot shows a close-up of the password generation process. A small window displays the generated password 'f86JyVsF'. A red arrow points from the 'generate password' button (a square with a circular arrow) in the 'Staff wizard' window to the password field. The 'Staff wizard' window shows the 'Username' field with the value 'tristan.marlow' and the 'Password' field with masked characters. The 'Options' section on the right remains visible, showing checkboxes for 'Administrator', 'Change password', and 'Allow account change'. A 'Close' button is located at the bottom right of the password generation window.

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



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.

Browse

Save and Close

Save

Close

# LDAP Integration (Active Directory)

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

Navigation

History

Messaging

Options

About

System Settings

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System

ABit Mazda

System

System Settings

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Wizard

Search

Idap

Setting Key	Setting Value	Setting...	Setting Description
ldap_allow_company		:string	LDAP allowed company name
ldap_allow_departments	Service Scheduler Mazda,IT Department	:string	LDAP allowed departments, seperated by ",,"
ldap_domain	abitmazda.local	:string	LDAP login domain (eg company.local)
ldap_enabled	True	:boolean	LDAP login integration
ldap_server_hostname		:string	LDAP server hostname (leave black to use domain)
ldap_server_port	389	:integer	LDAP server port

Last update: 1/08/2024 02:11:30 PM

6:6

Duration: 0.015 sec

Idap

NOTE: Do not change system values unless specified by your software vendor or system administrator. All users will need to logout for changes to become active.

General

Documents

Messaging

Reports

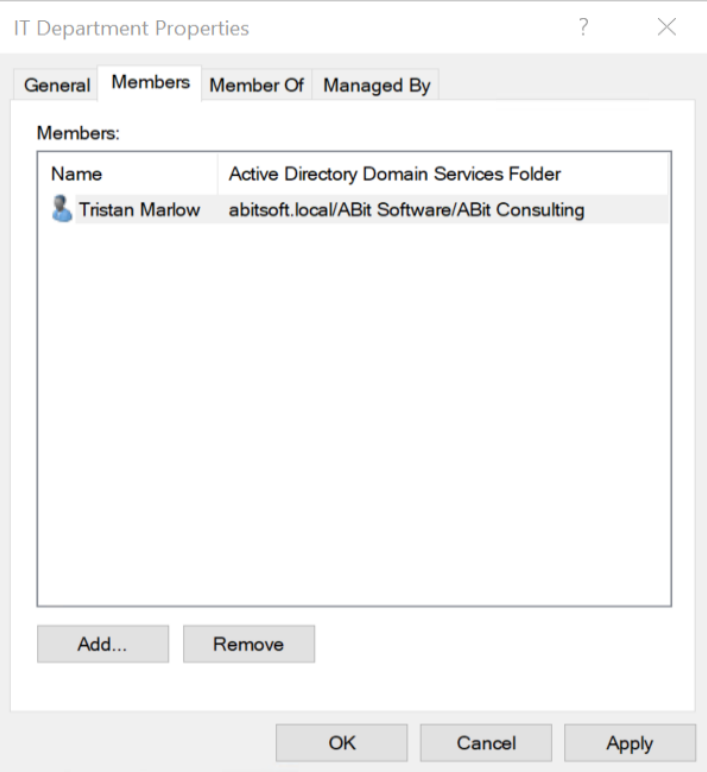
Staff

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 and or type unknown

# Bulk Import

Create a CSV file with the following format.

dmsid	fullname	email_address	username	password	administrator	advisor	technician
	Joe Boss	joe.boss@company.com	joe.boss	#password2024!	1	0	0
	Joe Advisor	joe.advisor@company.com	joe.advisor	#password2024!	0	1	0

Navigation History Messaging Options About

System Settings General Documents Messaging Reports Staff Security System

**System**

System Settings  
General  
Documents  
Messaging  
Reports  
Staff  
Security  
System

Home  
Contacts  
Calendar  
Sales  
Service  
Parts  
Management

New Edit Show Disabled Import Staff

Staffid	Enabled	Fullname	Email Address	Mobile Phone	Business Phone	Home Phone	Departmentid	Job
23		Staff Importer						
6								
4							S	
26								
25								
21								
4								
19								
14								
14								
20								
26								
25								
25								
24								
12								
15								
20								
17								
14								
70								
256	<input type="checkbox"/>	Cameron Dodd	software@abitsyst					

Log

Last update: 22/08/2024 03:31:48 PM 11:59 Duration: 0.047 sec.

General Documents Messaging Reports Staff Security System

Online - Service Scheduler Administrator (1078) 1.92.111.73 Registered: Training (24/08/2027)

Revision #4

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