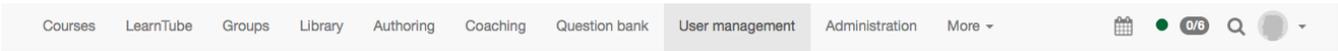


# User management

To work with OpenOLAT a user account need to be created. Either this happens with an external user management system or in OpenOLAT directly. In OpenOLAT directly all users are managed in the user management.



- User search
- Create user**
- Import users
- Delete user
- Delete user immediately
- ▶ Access and rights
- ▶ Predefined searches

## Create new user

Please enter information on new user

\* **User name**

\* **First name**

\* **Last name**

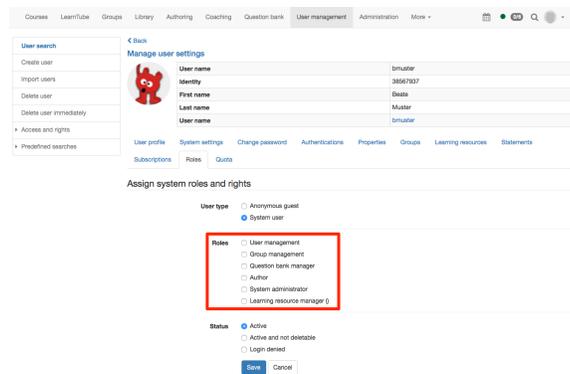
\* **E-mail**

**Date of birth**

**Gender**  Male  Female  -

People with the role administrator or user manager can search for existing users, create or import news users and delete users. As soon as a user is created he has access to OpenOLAT. Afterward roles can be added to the user.

Further information about the single roles can be found [here](#).

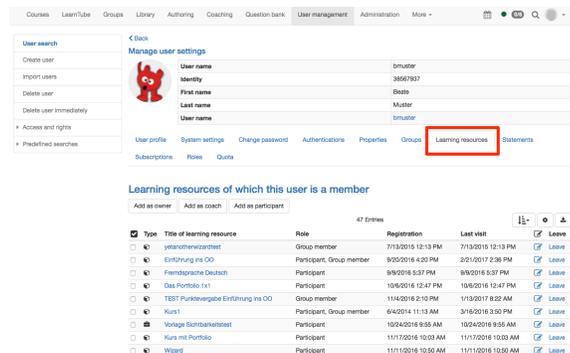


The screenshot shows the 'Manage user settings' page for user 'bmutter'. The 'Roles' section is highlighted with a red box and contains the following options:

- User management
- Group management
- Question bank manager
- Author
- System administrator
- Learning resource manager (1)

In the user management a new password can generated or reseted for users. This happens in the tab "Change password".

Further, in the user management in the view of a single user the tab learning resources can be found. Here you get an overview about all learning recourses where the user is subscribed. Here a user can be added as coach or owner for several learning resources at once.



The screenshot shows the 'Learning resources of which this user is a member' page. It displays a table with 47 entries. The table has columns for Type, Title of learning resource, Role, Registration, Last visit, and Leave. The 'Leave' column contains a checkbox and a link to 'Leave'.

Type	Title of learning resource	Role	Registration	Last visit	Leave
📁	systemwettbewerb	Group member	7/13/2016 12:13 PM	7/13/2016 12:13 PM	🗑️ Leave
📁	Einführung ins DO	Participant, Group member	9/20/2016 4:31 PM	22/1/2017 2:36 PM	🗑️ Leave
📁	Fremdsprache Deutsch	Participant	9/9/2016 5:37 PM	9/9/2016 5:37 PM	🗑️ Leave
📁	Das Portfolio 1x1	Participant	10/6/2016 12:47 PM	10/6/2016 12:47 PM	🗑️ Leave
📁	TEST Punktevergabe Einführung ins DO	Group member	11/4/2016 2:10 PM	1/13/2017 8:22 AM	🗑️ Leave
📁	Kurs1	Participant, Group member	6/4/2014 11:13 AM	3/6/2016 3:50 PM	🗑️ Leave
📁	Springe Sachbuchkloster	Participant	10/24/2016 6:55 AM	10/24/2016 6:55 AM	🗑️ Leave
📁	Kurs mit Portfolio	Participant	11/7/2016 10:03 AM	11/7/2016 10:03 AM	🗑️ Leave
📁	Ward	Participant	11/11/2016 10:50 AM	11/11/2016 10:50 AM	🗑️ Leave

In access and rights users can be found according to their access and rights. E.g. you get an overview about users with the role of the user manager.

User search

User List

2 Entries

User name	First name	Last name	Gender	Region	Institutional e-mail	Visiting card
Administrator	dkk	scavo	-	n/a	n/a	🗉
User manager	User	manager	-	n/a	n/a	🗉

Send e-mail to these users Edit these users' attributes

Access and rights

- All system users
- Authors
- Co-authors
- Authors and co-authors
- Course coach
- Course participants
- Group administrator
- Group coach
- User manager
- System administrators
- Anonymous users/guests
- Authentication missing
- Blocked users
- Deleted users
- Predefined searches

Go to top

In the menu on the bottom "Predefined searches" can be found. Here e.g. those users can be found who have been added in the last week, the last month or even in the last half-year. You can also get an overview about users who do not belong to any group.

User search

User List

4 Entries

User name	First name	Last name	Gender	Region	Institutional e-mail	Visiting card
Keller	Felix	Keller	-	n/a	n/a	🗉
Leuenberger	Lena	Leuenberger	-	n/a	n/a	🗉
Gfeller	Herman	Gfeller	-	n/a	n/a	🗉
mutter	xaver	mutter	-	n/a	n/a	🗉

Send e-mail to these users Edit these users' attributes

Predefined searches

- Users without groups
- Now since last week
- New since last month
- Now since the last six months
- New users

Go to top

## Deleting Users and data protection

The "Deleted Users" table in the user management contains the following information that is relevant to the user deletion process:

- **Del\_User name:** In the delete process the user name of the deleted user is replaced by an ID.
- **Name / Last name:** If the deleted user is an administrative user, first and last name are displayed here. If necessary, this data can also be deleted using the "Clear" action.
- **Deleted:** When was the user deleted.
- **Roles:** Displays the administrative roles of the person who was deleted.
- **Deleted by:** Who deleted the user.
- **Clear:** Action to delete the first and last names of administrative users.

List of deleted users

1005 Entries

Del_User name	Name	Last name	Deleted	Last login	Created	Roles	Deleted by	Clear
649723905	Alfa	Apple	5/24/2018 12:02 PM	5/24/2018 12:01 PM	5/24/2018 12:01 PM	Administrator	Apple, Alfa	Clear
del_656801734			6/1/2018 4:53 PM	6/1/2018 4:47 PM	6/1/2018 4:46 PM		Menzel, Mandy	
del_656801703			6/1/2018 3:47 PM	6/1/2018 3:40 PM	6/1/2018 3:39 PM		Menzel, Mandy	
del_655846824			6/1/2018 12:01 PM	6/1/2018 11:20 AM	6/1/2018 10:35 AM	Course coach, Group coach	Menzel, Mandy	
del_656801792			6/1/2018 12:21 PM	6/1/2018 12:21 PM	6/1/2018 12:18 PM		Menzel, Mandy	
649723906			5/24/2018 12:08 PM	5/24/2018 12:07 PM	5/24/2018 12:06 PM		Menzel, Mandy	
649723907			5/24/2018 12:22 PM	5/24/2018 12:22 PM	5/24/2018 12:21 PM	Author	Menzel, Mandy	
649723904			5/24/2018 11:46 AM	5/24/2018 11:31 AM	5/24/2018 11:31 AM		Menzel, Mandy	
del_652017664			5/30/2018 8:48 AM	5/30/2018 8:48 AM	5/30/2018 8:48 AM		Welli, Steffi	