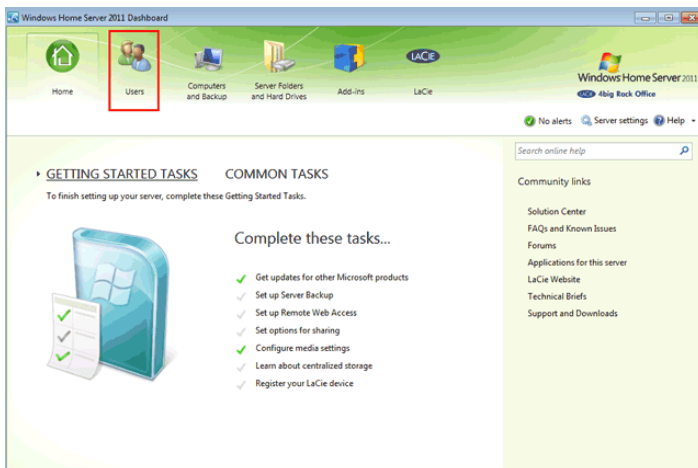


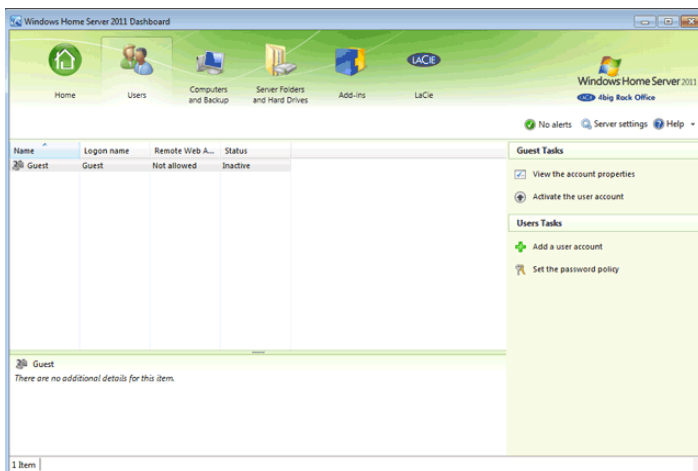
USERS

Administrators will choose the *Users* tab to create, revise, and delete user accounts on the LaCie professional server. To access the *User* tab:

1. Launch the Dashboard (see [Access the Server](#)).
2. Click on **Users**.



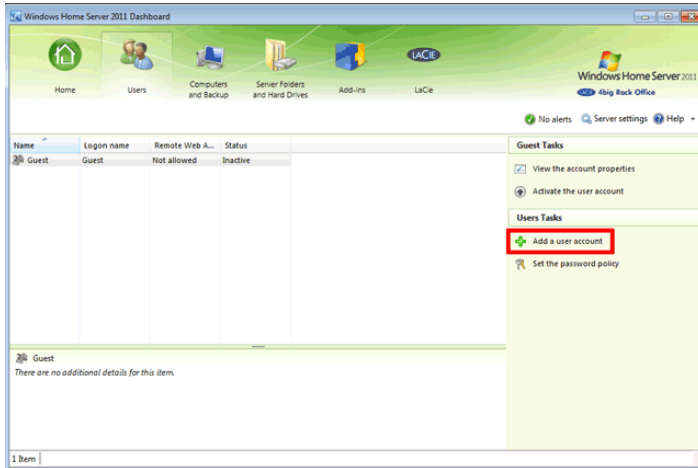
3. The *User* tab is available to manage user accounts.



CREATE A USER

To create a user:

1. From the *Users* tab, click on **Add a user account**.



2. Enter the name of the user, the user account name, and the password. The account name will be the user's login. It is recommended that administrators select user account names and passwords on the server that are identical to the user's login on the workstation. Matching logins and passwords will allow the user to easily access Shared Folders. If they do not match, the user will have to enter his login and password each time a Shared Folder is accessed.

The screenshot shows the 'Add a User Account' dialog box. It has a title bar with the text 'Add a User Account'. Below the title bar, there is a heading 'Type a name and a password for the new user'. The form contains five input fields: 'First name:', 'Last name:', 'User account name:', 'Password:', and 'Confirm password:'. Below the 'Password:' and 'Confirm password:' fields, there is a checkmark and the text 'The passwords match'. At the bottom of the dialog, there is a link 'Change the password policy' and two buttons: 'Next' and 'Cancel'.

Add a User Account

Type a name and a password for the new user

First name: Last name:

User account name:

Password: Confirm password:

✓ The passwords match

[Change the password policy](#)

- Click **Next**.
- Select the type of access the user will have to each Shared Folder: *no access*, *read only*, or *read/write*. The Shared Folders in the screenshots below are the default Shared Folders. The list will not be the same for you if you have created new Shared Folders (see [Shared Folders](#)).

Add a User Account

Select the shared folder access for this user account

Allow access to:

Shared folder	Access level
Documents	Read only
Music	Read only
Pictures	Read only
Recorded TV	Read only
Videos	Read only

What level of access to shared folders should I allow?

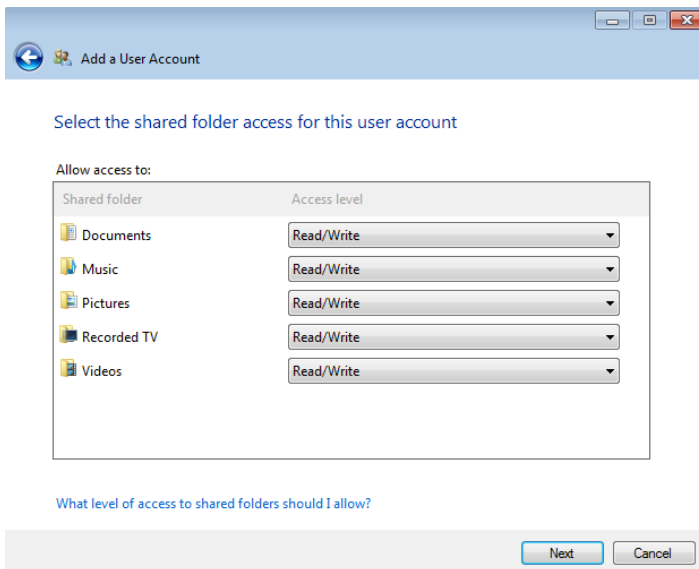
Add a User Account

Select the shared folder access for this user account

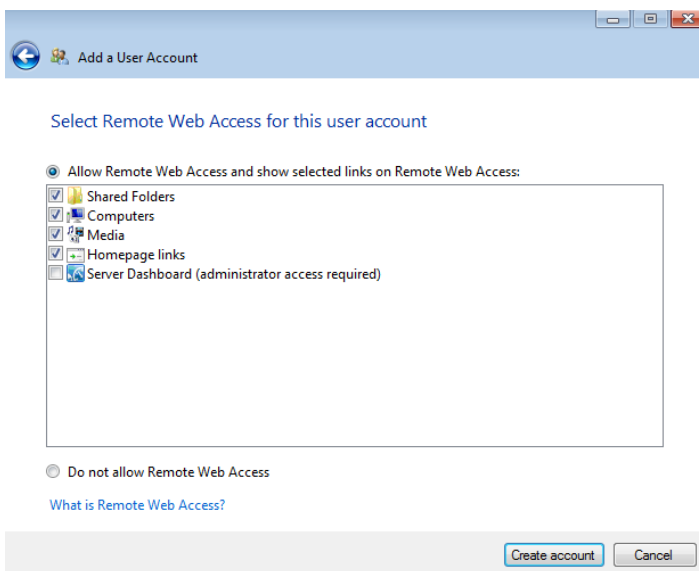
Allow access to:

Shared folder	Access level
Documents	Read/Write
Music	Read/Write
Pictures	Read/Write
Recorded TV	Read only
Videos	Read/Write
	Read only
	No access

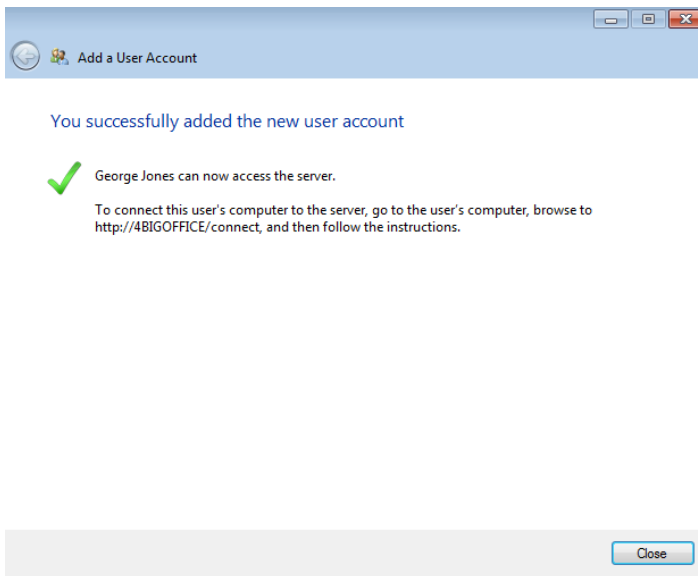
What level of access to shared folders should I allow?



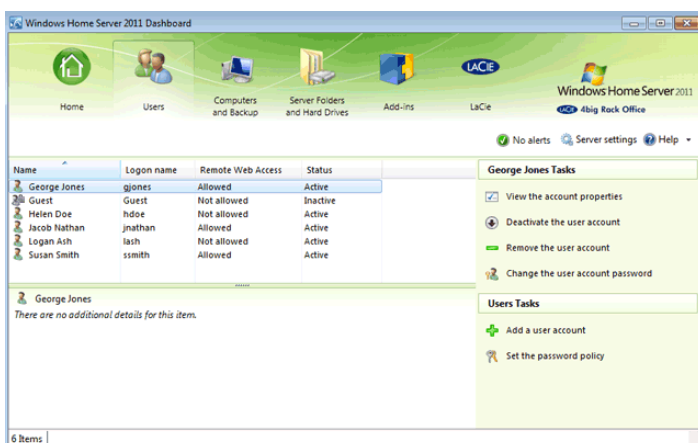
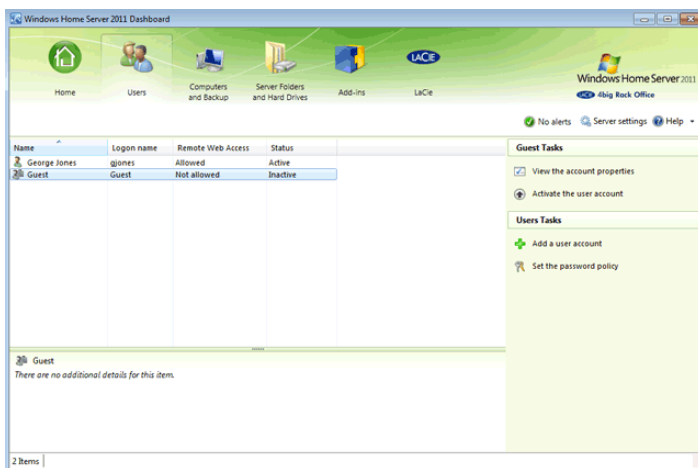
5. Click **Next**.
6. You can give the user access to the server from remote locations. Click **Next** once you have selected the remote access options.



7. The user has been created. Click **Close** to exit.



8. Each user created by the administrator will appear on the list within the *User* tab.



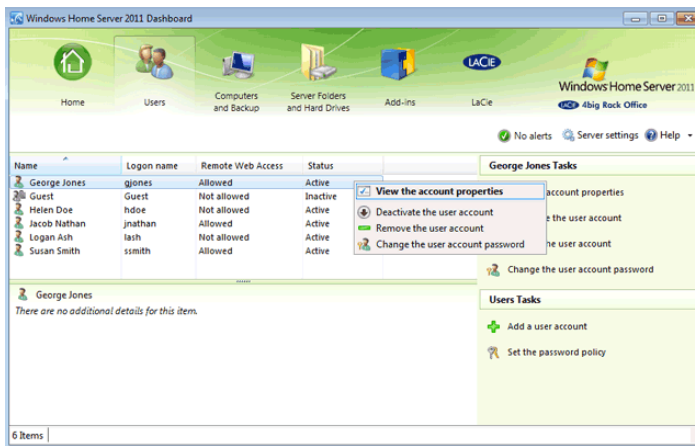
REVISE USER SETTINGS

An administrator can adjust user settings at any time. Once a change has been made, click **Apply** if you wish to make additional changes or **OK** to apply and exit.

Sharing, Remote Access, and General

To modify user settings:

1. From the *Users* tab, right click on the user to select **View the account properties**.



2. There are three tabs: *General*, *Shared Folders*, and *Remote Web Access*. From the *General* tab, administrators can change the user's name, password, and status. If the user will not access the server for an extended period of time, deselect the checkbox next to **User is active**. His status will change from *Active* to *Inactive*.

The screenshot shows the 'Properties for gjones' dialog box with the 'General' tab selected. The 'User account' section contains the following fields and options:

- First name:** George
- Last name:** Jones
- User account name:** gjones
- [Change the user account password](#)
- ☒ User is active
- ☐ User can view network health alerts

At the bottom are buttons for 'OK', 'Cancel', and 'Apply'.

3. The *Shared folders* tab should be used to change the access rights to specific Shared Folders.

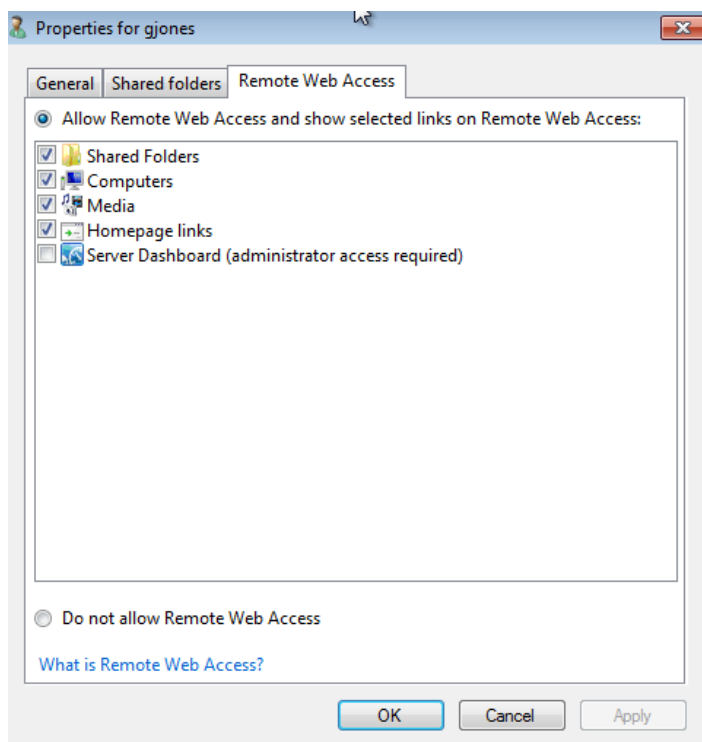
The screenshot shows the 'Properties for gjones' dialog box with the 'Shared folders' tab selected. The 'Allow access to:' section displays a table of shared folders and their access levels:

Shared folder	Access level
Documents	Read/Write
Music	Read/Write
Pictures	Read/Write
Recorded TV	Read/Write
Videos	Read/Write

Below the table is a link: [What level of access to shared folders should I allow?](#)

At the bottom are buttons for 'OK', 'Cancel', and 'Apply'.

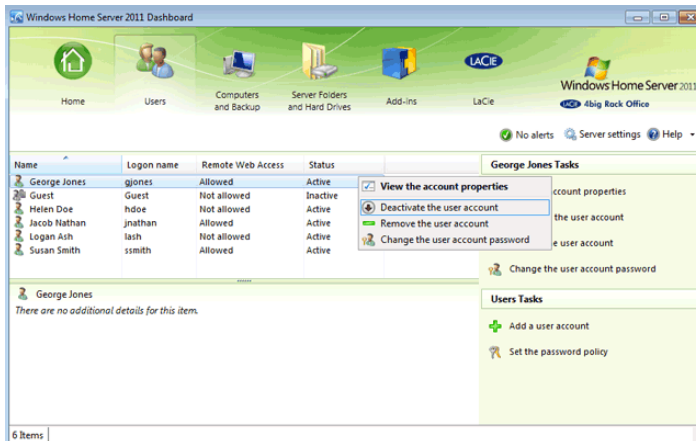
4. Certain work environments allow users to log onto company servers from remote locations. The *Remote Web Access* enables the administrator to turn the feature on or off for a user as well as manage the type of access available while outside the network.



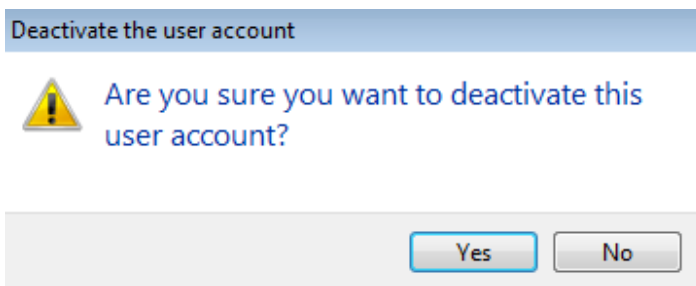
Active/Inactive

If a user is not expected to access the server for an extended period of time, the administrator can move the status from *Active* to *Inactive*.

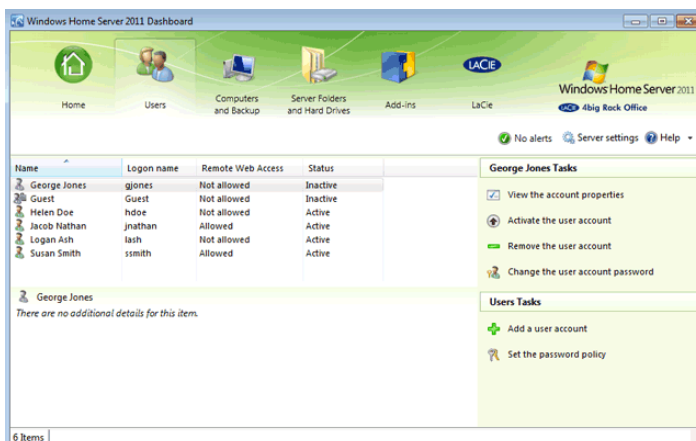
1. Right click on the user to select **Deactivate the user account**.



2. Click **Yes** at the confirmation window.



3. The user's status is now *Inactive*.



Note on Inactive Users: Inactive users will maintain their access rights to Shares. If the administrator does not want a user to access one or more shares, he should adjust that user's rights or delete the account.

When the user requires access to the server, the administrator will change the status from *Inactive* to *Active*.

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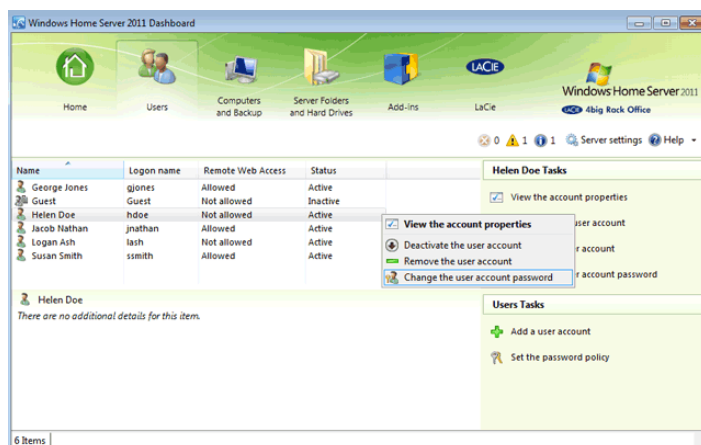
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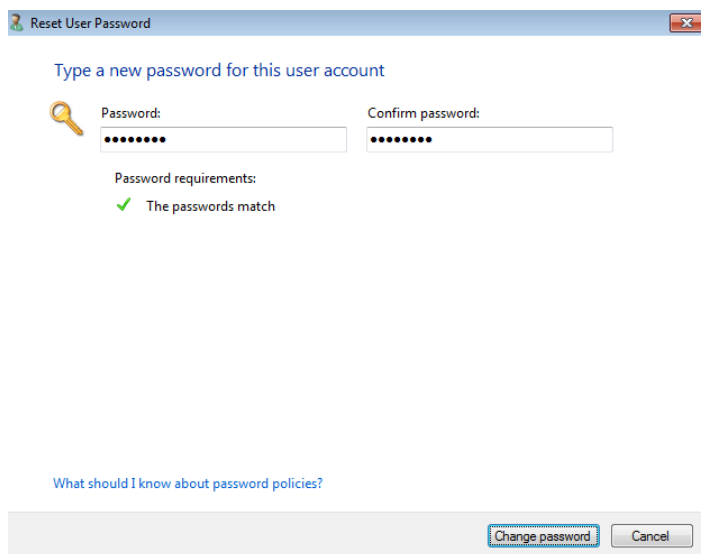
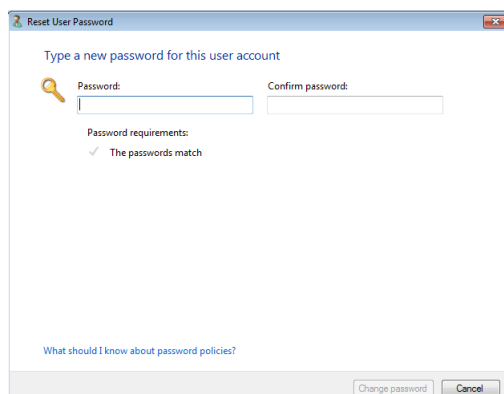
Password

To change a user's password:

1. Right click on the user to select **Change the user account password**.



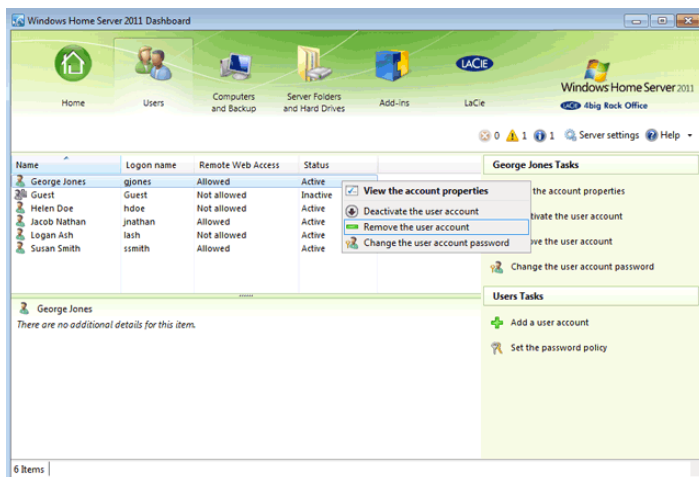
2. Enter the new password then click **Change password**.



Delete User

To delete a user:

1. Right click on the user to select **Remove the user account**.



2. Confirm the user deletion by clicking on **Delete account**.

