



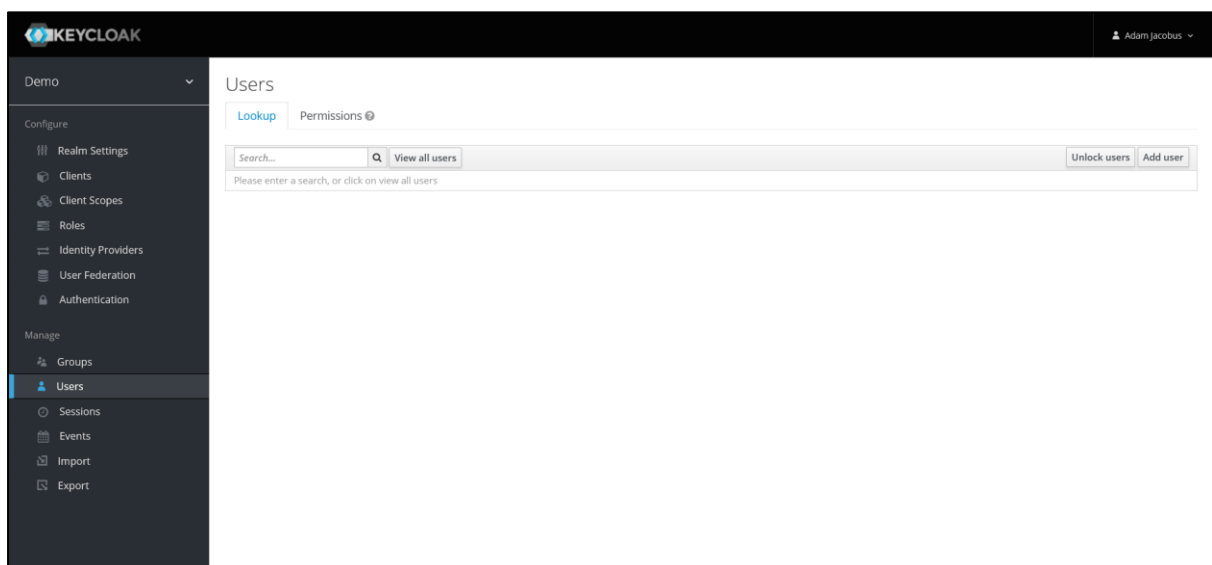
# Keycloak User Management Guide

If you are assigned the 'tenant-admin' role in your project/platform, you can manage user access and permissions for your project using the User Management Console.

The User Management Console maintains a log of changes that occur whenever you perform user management functions, as well as login and logout events. You can request a summary of this log if you need to track the history of changes to users.

## Accessing the User Management Console

1. Navigate to the User Management Console in your web browser (if your project/platform is accessible at <https://project.urbanpul.se> then you can navigate to the User Management Console at <https://project.urbanpul.se/admin>).
2. If prompted, login with the same credentials you use to access your project/platform.



## Adding a User

1. Navigate to the **User Management Console** and click the **Users** button on the left sidebar. On the User table, click the **Add User** button.



2. Fill out the **Username** and **Email** fields with the email address of the new user. You can optionally fill out the **First Name** and **Last Name** fields of the new user. Users can edit this themselves after you create their account.
3. Click the **Save** button at the bottom of the page. You will be directed to the users' management page.
4. Select the **Credentials** tab at the top of the page.

Manage Credentials

Position	Type	User Label	Data	Actions
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Set Password

Password

Password Confirmation

Temporary ☒ ON

Set Password

Credential Reset

Reset Actions

Expires In  Minutes

Reset Actions Email

5. In the **Credential Reset** section, click the **Reset Actions** field and select the **Verify Email** and **Update Password** actions.
6. Set the **Expires In** field to **1 Day**.
7. Click the **Send email** button to send out an invitation.

The user will receive an email from **info@urbanpul.se** asking them to activate their account. If the user does not receive this email, it may have been moved automatically to their junk or spam folders, so please request that they check these folders. Users will not be able to login until they perform this account activation. Please ask your email administrator to ensure that the domain **urbanpul.se** is whitelisted, so that emails from that domain are not blocked on the server side or quarantined.

## Editing a User

1. Navigate to the **User Management Console** and click the **Users** button on the left sidebar.
2. On the Users table, use the search bar to search for a user by their name or email address.
3. Click the ID of the user in the Users table to go to the user's management page.

This view allows you to edit a user's permissions and reset their password.

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*Do not edit or delete users with the email domains **ui.city** or **urbanpul.se**. These are accounts for developers to administrate your system and any modification to them will not persist.*

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## Setting a User's Permissions

Access to each dashboard in your project is controlled using roles. Each role name specifies the name of the dashboard and what level of access is granted. Some important roles are explained below.

- **tenant-admin:** Allows the user to access the User Management Console and modify users.
- **Monitoring.SiteMonitor:** Grants access to the Site Monitor dashboard to see platform health.
- **Monitoring.\*.Read:** View configuration settings for the Telemetry Monitoring subsystem.
- **Monitoring.\*.Write:** View and configuration settings for the Telemetry Monitoring subsystem.

To see the user's current roles:

1. Navigate to the management page of the user you want to edit.
2. Click the **Role Mappings** tab at the top of the page.

Roles that are not assigned to the user are shown in the **Available Roles** list, and roles already assigned to the user are shown in the **Assigned Roles** list.

The screenshot shows a user management interface with four main sections: Realm Roles, Available Roles, Assigned Roles, and Effective Roles. The Available Roles list contains: ActionTrackerUsers, DeltaMonUsers, Monitoring.AlertColours.Read, Monitoring.AlertColours.Write, and Monitoring.AlertThresholds.Read. The Assigned Roles list contains: Administrators and default-roles-demo. The Effective Roles list contains: Administrators, default-roles-demo, and offline\_access. There is an 'Add selected >' button between Available and Assigned Roles, and a '<< Remove selected' button between Assigned and Effective Roles. At the bottom, there is a 'Client Roles' section with a dropdown menu labeled 'Select a client...'.

- To assign a role to a user, select the desired role in the **Available Roles** list and click the **Add selected** button.
- To remove a role from a user, select the assigned role in the **Assigned Roles** list and click the **Remove selected** button.

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*Do not assign or remove the **Administrators** role to any user. This role is exclusively permissioned by [ui!] and **should not be re-assigned by tenant administrators.***

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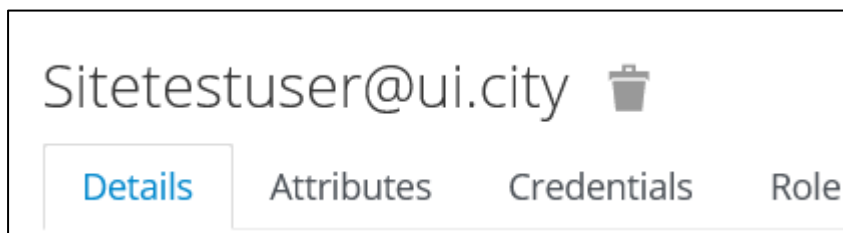
## Resetting a User's Password

If a user needs their password reset, they can do so when they are prompted for their password at the login screen. Alternatively, you can reset their password yourself (as the tenant administrator). Both methods will send a password reset email to the user to allow them to set a new password for their account.

1. Navigate to the management page of the user you want to edit.
2. Click the **Credentials** tab at the top of the page.
3. In the **Credential Reset** section, click the **Reset Actions** field and select the **Update Password** action.
4. Set the **Expires In** field to **1 Day**.
5. Click the **Send email** button to send out the password reset email.

## Removing a User

1. Navigate to the user management page of the user you want to remove.
2. Click the **Trash Can** icon next to the user's email.



## Working With Groups of Users

You can use groups to organise users into an organisational role and apply permissions to all members of the group. Placing users into groups can make managing permissions of several users much easier, especially when provisioning new users.

## Creating A New Group

1. Navigate to the **User Management Console** and click the **Groups** button on the left sidebar.
2. On the **Groups** tab, click the **New** button.



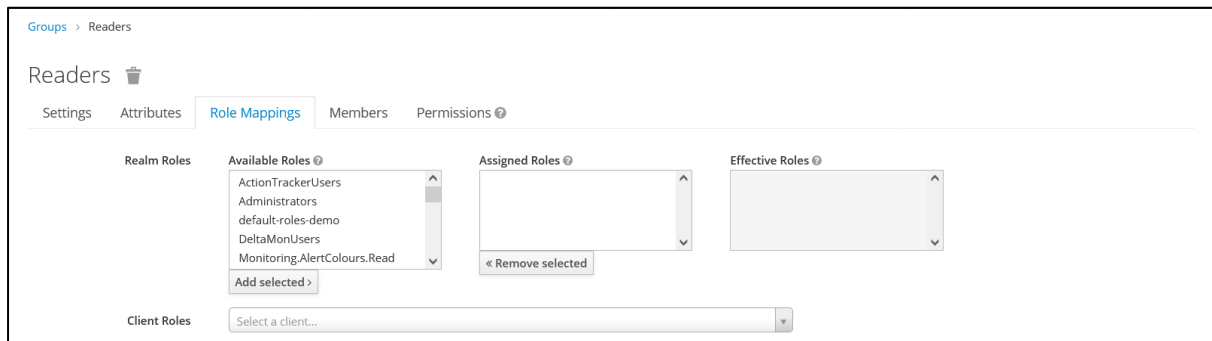
3. Enter the **Name** of the group and click the **Save** button. You will be redirected to the **group management** page.





## Assigning Permissions to a Group

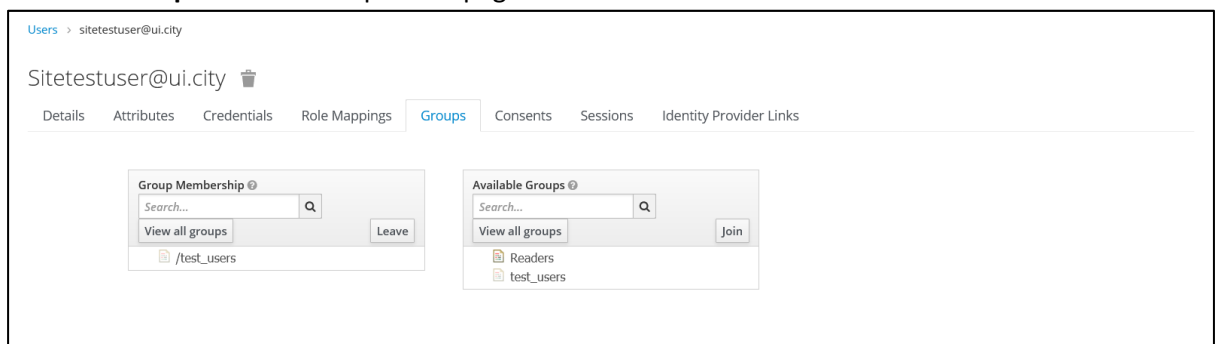
1. Navigate to the group management page of the group you want to assign permissions to.
2. Click the **Role Mappings** tab at the top of the page.



3. Assign and unassign roles to the group in the same way you would assign roles to a user. See the “Setting a User’s Permissions” section for instructions on how to do this.

## Assigning a User to a Group

1. Navigate to the user management page of the user you wish to assign to a group.
2. Click the **Groups** tab on the top of the page.



- To add a user to a group, select the group in the **Available Groups** section and click the **Join** button.
- To remove a user from a group, select the group in the **Group Membership** section and click the **Leave** button.

If you have any questions or require assistance, please log a ticket with our Service Support Team at <https://ui.freshdesk.com/>.