System Users

A system user is a built-in user account that registry administrators can use to make updates to metadata where it would be more appropriate for the system to be the Modifier or Creator listed for the item, instead of a single specific user.

This is also used in bulk duplication processes where the user listed for the original version is not applicable for the copied version.

This identifies the newly created or updated metadata as being created or update at a system level meaning that users won't be incorrectly identified as a creator or updater from System/Administrator updates.

User needs to be an Administrator of the registry.

How to create a system user?

1. From "My dashboard", navigate to the "Administrator tools" located in the side panel.



2. Click on the "Manage system users".



3. Click on "Add new system user".

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III My Dashboard		Registry Admin	nistrator Tools / Manage System Users			
🤗 My Profile		Current sy	stem users of this Registry			
+ Create Metadata		Showing 0 result	S			
Favourites and Tags	(19)		Search		Add new system user	
A Notifications	100 +	User	Registration date 🚽	Active	Creator	
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📽 Workgroups		A system user is Creator listed for	a built-in user account that registry administrators can use to mak the item, instead of a single specific user.	te updates to metadata where it would be more appropri	riate for the system to be the Modifier or	
Discussions		This is also used	in bulk duplication processes where the user listed for the original	I version is not applicable for the copied version.		
Issues		This identifies the System/Administ	e newly created or updated metadata as being created or update a rator updates.	at a system level meaning that users won't be incorrect	ly identified as a creator or updater from	
🖉 My Sandbox						
P Review Requests						
🖌 Toolbox						

- 4. Admin will be navigated to the page where they can create the system users.
 - Short Name: The administrator has the capability to assign a short name to a newly created system user.

- Full Name: The administrator has the capability to assign a full name to a newly created system user.
- Email Address: The administrator has the capability to assign an email address to a newly created system user.
- Associated Users: The administrator has the capability to assign other users who will act as users for this newly created system user.

All -	٩	Browse	Help	🔗 Muskan (Admin) 🕶	+*	ậ 100 +	
🗰 My Dashboard	Create new system user						
🤗 My Profile	Short name						
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Favourites and Tags 19	Full name Mast user						
A Notifications 100 +	Email address						
🕂 Organisations	system.user@aristotlemetadata.com						
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() Issues	× Robyn robyn@aristotlemetadata.com						
🕼 My Sandbox							
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5. Once all the details have been filled out, the admin is required to click on the "Create" button.

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🗰 My Dashboard	Create new system user							
🤗 My Profile	Short name							
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Favourites and Tags 19	Full name							
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6. The system user is successfully created.

All -		Q	Browse Help	🔗 Muskan (Admin) 🔻	+ • 4	100 +	60
III My Dashboard	Registry Administrator Tool	s / Manage System Users					
🤗 My Profile	Current system us	ers of this Registry					
+ Create Metadata	Showing 1 results.						
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🕼 My Sandbox	This identifies the newly creat creator or updater from Syste	ted or updated metadata as being created or m/Administrator updates.	update at a system level r	neaning that users won't be	e incorrectly	dentified as	а
D Review Requests							

Managing System User

Manage system user allow admins to view and edit the profile, bulk change of the roles and generating the API token.

Viewing the profile

1. Admin needs to click on "Manage".

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🐣 Workgroups	About system users						
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🖉 My Sandbox	This identifies the newly created or up creator or updater from System/Admir	dated metadata as being created or upd histrator updates.	late at a system level m	eaning that users won't be	e incorrectly	identified as	а
P Review Requests		esentativosis a • Hazdeni fo					

2. Click on the "view profile" button.

All -		Q	Browse Help	😣 Muskan (Admii	n) ~ + ~ 1	100 + 🗘
III My Dashboard	Registry Administrator Tools	Manage System Users				
🤗 My Profile	Current system us	ers of this Registry				
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🚢 Workgroups	About system users			Vie	ew profile lit profile	
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☑ My Sandbox	This identifies the newly creat	ed or updated metadata as being created or u	pdate at a system level m	eaning that us	eactivate this user	entified as a
P Review Requests	sister of updater norm byster	na anni ionator apaatoo.				

3. Admin can view all the details about the system users on this page.

All -		٩	Browse	Help	🤗 Muskan (Admin) ▾	+•	ậ 100 +	6
III My Dashboard	Registry Administrator tools / Ma	anage System Users / View profile						
🤗 My Profile	A This registry has a content poli	icy enabled. Certain permissions might h	lave been disab	led for t	nis user.			
+ Create Metadata	View metile for Mont							
Favourites and Tags (19)	view profile for <i>Mast</i>							
A Notifications 100 +		Mast user (System)						
👬 Organisations		Personal Info						
🚢 Workgroups		Email			system.user@aristotleme	tadata.co	m	
Subscussions		Display Name			Mast			
		Full Name			Mast user			
⊡ I⊉ My Sandbox		Creator			Muskan Mangla (muskan.mangla@aristot	lemetada	ita.com)	
D Review Requests	Actions	Associated User(s)			(robyn@aristotlemetada	ta.com)		
🗲 Toolbox	Edit Profile				(muskan.mangla@aristo	otimetada	ita.com)	
	User Roles							
💩 Site page tools	Sandbox	Account activity details						

Editing the profile

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Discussions

🕼 My Sandbox

D Review Requests

Issues

1. Admin needs to click on "Manage". All -Q Browse Help Registry Administrator Tools / Manage System Users 🗰 My Dashboard Current system users of this Registry 🤗 My

Profile		Current system users	s of this Registry				
e Metadata		Showing 1 results.					
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nisations		🚔 Mast (System)	21 hours ago	True	Muskan	Manage 🗸	
groups		About system users					

About system users

A system user is a built-in user account that registry administrators can use to make updates to metadata where it would be more appropriate for the system to be the Modifier or Creator listed for the item, instead of a single specific user.

🔗 Muskan *(Admin)* 🔻

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This is also used in bulk duplication processes where the user listed for the original version is not applicable for the copied version.

This identifies the newly created or updated metadata as being created or update at a system level meaning that users won't be incorrectly identified as a creator or updater from System/Administrator updates.

2. Click on the "edit profile" button.

All -			Q	Browse Help	🔗 Muskan (A	(dmin) • +•	û 100 + 🕞
III My Dashboard		Registry Administrator Tools / Mar	age System Users				
😣 My Profile		Current system users of	this Registry				
+ Create Metadata		Showing 1 results.					
Favourites and Tags	19		Search			Add n	ew system user
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击 Organisations		Aast (System)	21 hours ago	True	Muskan	Manage	•
🐣 Workgroups		A h			_	View profile	
		About system users				Edit profile	
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Issues		This is also used in bulk duplication pro	ocesses where the user listed for the or	iginal version is not app	licable for the	Buik Change Toles	
ピ My Sandbox		This identifies the newly created or upo creator or updater from System/Admin	dated metadata as being created or upo istrator updates.	date at a system level m	neaning that us	Deactivate this user	entified as a

3. Admin can make changes to the created system users on this page.

All	٩	Browse	Help	🔗 Muskan (Admin) 👻	+-	↓ 100 +	6
III My Dashboard	Registry Administrator tools / Manage System Users / View profile / Edi	t profile					
🤗 My Profile	Edit account details for Mast						
+ Create Metadata	Email address						
Favourites and Tags	system.user@aristotlemetadata.com						
A Notifications (100 +	Full name						
🕂 Organisations	Mast user						
🚢 Workgroups	Display Name						
Subscussions	Widst						
1 Issues	Associated users ×muskan.mangla@aristotImetadata.com						
🕼 My Sandbox	×robyn@aristotlemetadata.com						
D Review Requests							
🗲 Toolbox	★ Cancel ✓ Save Changes						

Manage API Token

1. Admin needs to click on "Manage".

All -			٩	Browse Help	🤗 Muskan (Admin) ▼	+*	â 100 +	0
🗰 My Dashboard		Registry Administrator Tool	s / Manage System Users					
😣 My Profile		Current system us	ers of this Registry					
+ Create Metadata		Showing 1 results.						
Favourites and Tags	19		Search			Add	new system u	iser
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Discussions		A system user is a built-in use	er account that registry administrators can use	to make updates to metad	ata where it would be mo	ore appropr	iate for the sy	stem to
Issues		be the Modifier or Creator liste	ed for the item, instead of a single specific use	эг.				
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C Review Requests								

2. Click on the "Manage API Token" button.



3. Click on the "Manage API Token" button. Click on "Generate API token" to create the API token for the created system user.

				Q	Browse	Help	🔗 Mast 🕶	+•	<u> 100 +</u>
🗰 My Dashboard		Registry Administrator T	ools / Manage System	Users / Manage User Token					
🤗 My Profile		Manage tokens	for <i>Mast</i>						
+ Create Metadata		Generate New Token							
Favourites and Tags	0	Name	Created	Expiry date			I	Delete	
A Notifications	0 +								
A Organisations									
🚢 Workgroups									
Discussions									
() Issues									

Bulk Change of Roles

1. Admin needs to click on "Manage".

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🗰 My Dashboard		Registry Administrator Tools	/ Manage System Users					
😣 My Profile		Current system use	rs of this Registry					
+ Create Metadata		Showing 1 results.						
Favourites and Tags	19		Search			2+ Add	new system u	ser
Notifications	100 +	User	Registration date -	Active	Creator			
🕂 Organisations		Mast (System)	21 hours ago	True	Muskan	Manage	•	
😂 Workgroups		About system users						
Discussions		A system user is a built-in user a	account that registry administrators can use	to make updates to metad	lata where it would be mo	ore appropr	ate for the sy	stem to
Issues		This is also used in bulk duplica	tion processes where the user listed for the	original version is not appl	icable for the copied vers	ion.		
🕼 My Sandbox		This identifies the newly created creator or updater from System/	l or updated metadata as being created or u Administrator updates.	update at a system level me	eaning that users won't be	e incorrectl	y identified as	а
P Review Requests								

2. Click on the Bulk Change roles button.

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Favourites and Tags	(19)		Search				L+ Add new system use
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Organisations		🚊 Mast (System)	1 day ago	True	Muskan	Mar	nage 🕶
Workgroups		About system users				View profile	
Discussions		A system user is a built-in user acc	ount that registry administrators can use to make u	pdates to metadata where it wo	uld be more appr	Manage API To	ken the Modifier or
Issues		Creator listed for the item, instead	of a single specific user.			Bulk Change ro	bles
7 Mu Candhau		This is also used in bulk duplication	processes where the user listed for the original ve	ersion is not applicable for the co	opied version.	Deactivate this	user
g my sandbox		This identifies the newly created or System/Administrator updates.	updated metadata as being created or update at a	a system level meaning that use	rs won't be incorre		or updater from
⊐ Review Requests							

3. By clicking on the "Add" button, the admin can assign the system user to different "stewardship organisations."

All-		٩	Browse Help	⊖ Muskan (Admin) • +• ♀ (100+
III My Dashboard	Ledit site-wide permission	s for <i>Mast</i>		
🤗 My Profile	Stewardship Organisations		• Add	
+ Create Metadata	Stewardship Organisation	Training (id:1)		✓ 🗍 Delete
Favourites and Tags (19)	Role	Viewer		~
A Notifications (100 +	Workgroup Member	ships		G Add
A Organisations	Registration Authorit	y Memberships		• Add
📽 Workgroups				
Discussions	× Cancel Save			
() Issues				
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Han to B				

4. The admin has the option to select a stewardship organisation from the list and also specify the role they want the user to fulfill within the chosen stewardship organisation.

All-		٩	Browse	Help	😣 Muskan (Admin)	• +•	↓ 100 +
III My Dashboard	Edit site-wide permissions	for Mast					
🤗 My Profile	Stewardship Organisations					🔁 Add	
+ Create Metadata	Stewardship Organisation	Training (id:1)			~	Delete	
Favourites and Tags	19 Role	Viewer			~		
A Notifications	Workgroup Membersh	Admin Steward Member			4	Add	
🚓 Organisations	Registration Authority	Viewer				Add	
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net state and the second state of the second s	× Cancel 🔀 Save						
Issues							
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P Review Requests							

5. Additionally, the admin can assign the system user to various workgroups that belong to the selected stewardship organisation.

All -			Q		Browse Help 🥰	Muskan (Adn	nin) • + •
III My Dashboard	2	Edit site-wide permissio	ns for Mast				
🤗 My Profile		Stewardship Organisation	S				• Add
+ Create Metadata		Stewardship Organisation	Training (id:1)			~	🗊 Delete
Favourites and Tags	19	Role	Viewer			~	
A Notifications	100 +	Workgroup Membe	erships				🔁 Add
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() Issues		. togic tallet i fatte	niy memzerenipe				
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6. Admin needs to click on "save" to reflect the changes.

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My Dashboard		Ledit site-wide permissic	ons for Mast					
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+ Create Metadata		Stewardship Organisation	Training (id:1)			~	🗊 Delete	
Favourites and Tags	(19)	Role	Viewer			~		
Notifications	100 +	Workgroup Membe	erships				🕀 Add	
📥 Organisations			Workgroup	MAST Workgroup (id:1)		~	🗊 Delete	
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Discussions								
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🕼 My Sandbox		X Cancel Save						
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Deactivating the system user

1. Admin needs to click on "Manage".



2. Click on the "Deactivate this user" button.

All-			٩		Brow	se Help	(A) Musi	kan <i>(Admin)</i> 🔻	+
III My Dashboard		Registry Administrator Tools /	Manage System Users						
🤗 My Profile		Current system users	of this Registry						
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Favourites and Tags	19		Search				🔓+ Add	d new system us	er
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n Organisations		Aast (System)	1 day ago	True	Muskan		Manage •		
🖴 Workgroups		About system users				View profile	3		
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1) Issues		Creator listed for the item, instead	of a single specific user.			Bulk Chang	ge roles		
🕼 My Sandbox		This identifies the newly created of	r updated metadata as being created or update at	a system level meaning that users	s won't be incorre	Deactivate	this user	or updater from	
Review Requests		System/Administrator updates.							

3. Admin can deactivate this user by click at "Deactivate".

All -	٩	Browse	Help	🚱 Muskan (Admin) 🕶	+*	⊉ 100 +
	Deactivate user - Mast user					
	You are about to deactivate the account of <i>Mast user</i> on this registry. This will deactivate their account and remove all roles in this registry, including all workgroups and registration authorities. This user will no longer be able to login to this registry. The metadata created by this account will remain in the registry, and will remain connected to the account for auditing purposes. You can re-invite this user later to re-activate their account.					
		Return	to users			