

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.

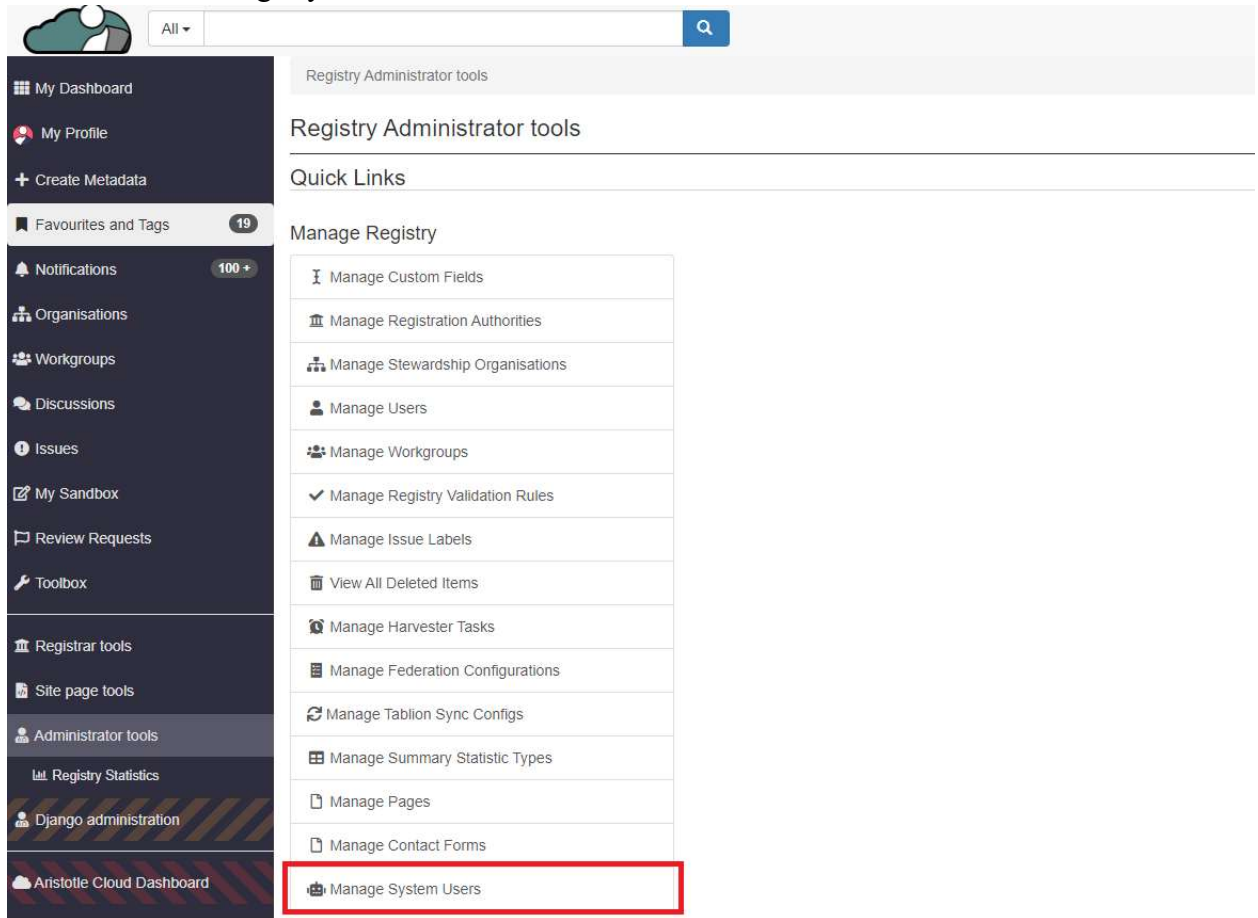
User needs to be an Administrator of the registry.

How to create a system user?

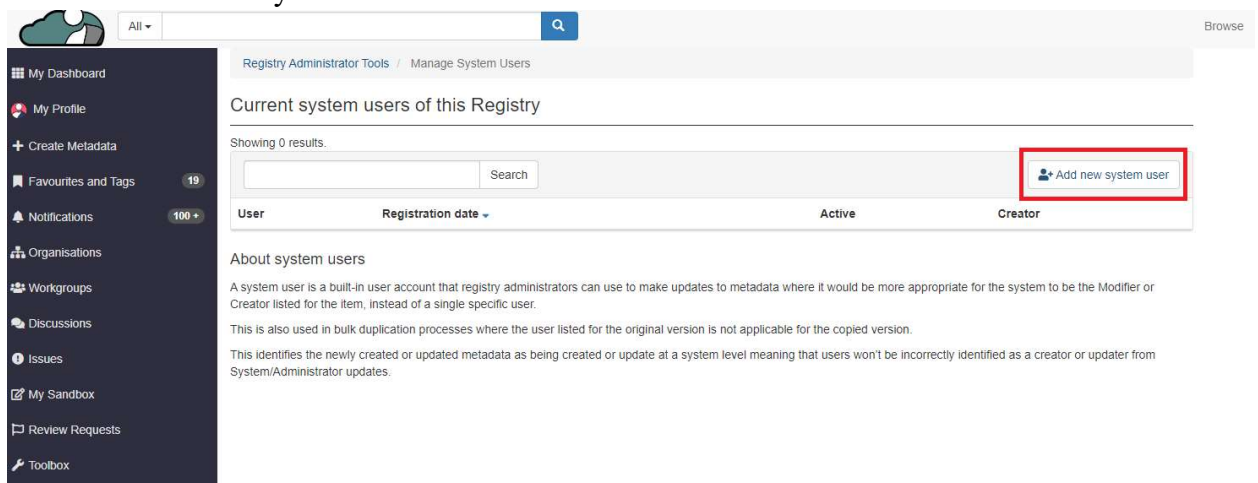
1. From "My dashboard", navigate to the "Administrator tools" located in the side panel.

The screenshot displays the 'My Dashboard' interface for Muskan Mangla. The top navigation bar includes a search bar, 'Browse', 'Help', and the user's name 'Muskan (Admin)'. The main content area is titled 'My Dashboard - Muskan Mangla' and features three primary action buttons: 'Create new metadata', 'View my workgroups', and 'View my profile'. Below these is a 'Recent Notifications' section with several entries, such as 'Life Event Characteristics (editable item) has been updated. 1 week ago' and 'Test DE12 (editable item) has a new proposed supersede relationship in the workgroup MAST Workgroup 1 week, 5 days ago'. On the right side, there are two sections: 'Recently viewed metadata' and 'Recent Actions', both with 'See more' links. The left-hand side panel contains a list of navigation options, with 'Administrator tools' highlighted by a red box.

2. Click on the "Manage system users".



3. Click on "Add new system user".



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.

The screenshot shows the 'Create new system user' form. The left sidebar contains navigation items: My Dashboard, My Profile, Create Metadata, Favourites and Tags (19), Notifications (100+), Organisations, Workgroups, Discussions, Issues, My Sandbox, Review Requests, and Toolbox. The main form area has the following fields:

- Short name:** Mast
- Full name:** Mast user
- Email address:** system.user@aristotlemetadata.com
- Associated users:**
 - muskan.mangla@a...a.com (muskan.mangla@aristotlemetadata.com)
 - Robyn (robyn@aristotlemetadata.com)

At the bottom right, there are 'Cancel' and 'Create' buttons. The 'Create' button is highlighted with a blue border.

5. Once all the details have been filled out, the admin is required to click on the "Create" button.

This screenshot is identical to the previous one, showing the 'Create new system user' form. The 'Create' button at the bottom right is now highlighted with a red rectangle, indicating the final step in the process.

6. The system user is successfully created.

Registry Administrator Tools / Manage System Users

Current system users of this Registry

Showing 1 results.

User	Registration date	Active	Creator
Mast (System)	now	True	Muskan

[Add new system user](#)

[Manage](#)

About system users

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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".

Registry Administrator Tools / Manage System Users

Current system users of this Registry

Showing 1 results.

User	Registration date	Active	Creator
Mast (System)	21 hours ago	True	Muskan

[Add new system user](#)

[Manage](#)

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2. Click on the "view profile" button.

Registry Administrator Tools / Manage System Users

Current system users of this Registry

Showing 1 results.

User	Registration date	Active	Creator	
Mast (System)	21 hours ago	True	Muskan	Manage

About system users

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This identifies the newly created or updated metadata as being created or updated at a system level meaning that the user is not identified as a creator or updater from System/Administrator updates.

- View profile
- Edit profile
- Manage API Token for the system to
- Bulk Change roles
- Deactivate this user

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

Registry Administrator tools / Manage System Users / View profile

⚠ This registry has a content policy enabled. Certain permissions might have been disabled for this user.

View profile for Mast

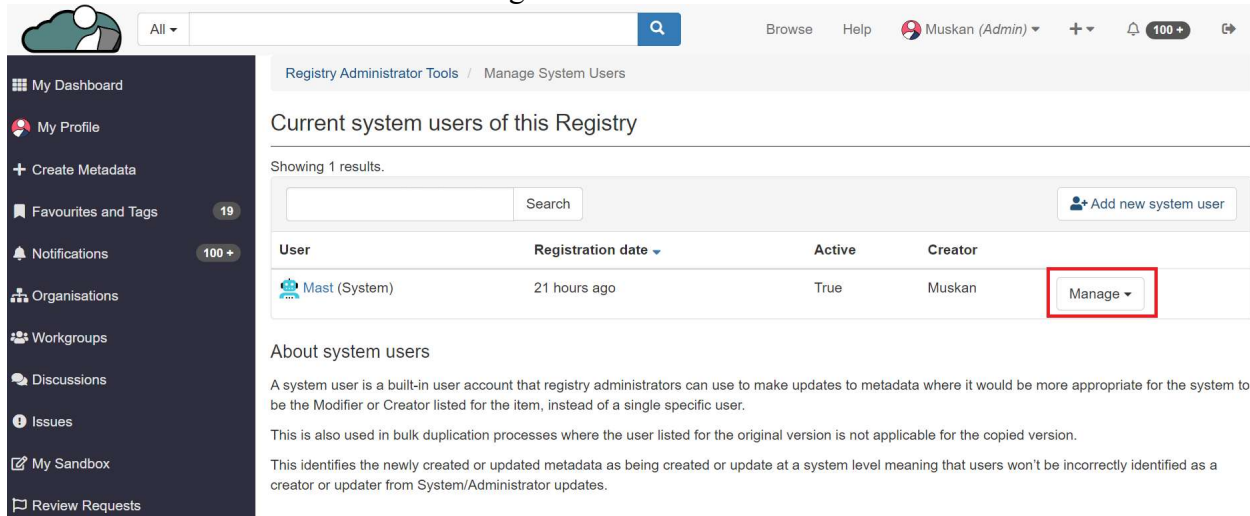
Mast user (System)	
Personal Info	
Email	system.user@aristotlemetadata.com
Display Name	Mast
Full Name	Mast user
Creator	Muskan Mangla (muskan.mangla@aristotlemetadata.com)
Associated User(s)	(robyn@aristotlemetadata.com) (muskan.mangla@aristotlemetadata.com)
Account activity details	

Actions

- Edit Profile
- User Roles
- Sandbox

Editing the profile

1. Admin needs to click on "Manage".

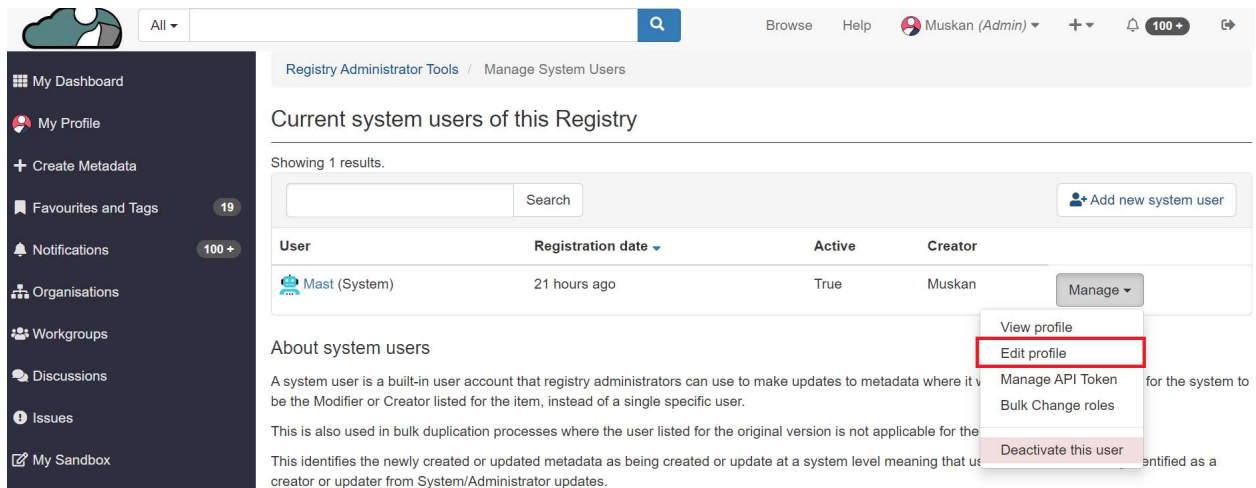


The screenshot shows the 'Registry Administrator Tools / Manage System Users' page. The main heading is 'Current system users of this Registry'. Below this, it says 'Showing 1 results.' and there is a search bar and an 'Add new system user' button. A table lists the system users:

User	Registration date	Active	Creator	
Mast (System)	21 hours ago	True	Muskan	Manage

The 'Manage' button in the table is highlighted with a red box. Below the table, there is a section titled 'About system users' with explanatory text.

2. Click on the "edit profile" button.



The screenshot shows the same 'Registry Administrator Tools / Manage System Users' page. The 'Manage' button for the 'Mast (System)' user is clicked, and a dropdown menu is visible. The 'Edit profile' option is highlighted with a red box.

The dropdown menu options are:

- View profile
- Edit profile
- Manage API Token
- Bulk Change roles
- Deactivate this user

The 'Edit profile' option is the one to be selected according to the instructions.

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

Registry Administrator tools / Manage System Users / View profile / Edit profile

Edit account details for Mast

Email address
system.user@aristotlemetadata.com

Full name
Mast user

Display Name
Mast

Associated users

- ✕ muskan.mangla@aristotlemetadata.com
- ✕ robyn@aristotlemetadata.com

✕ Cancel Save Changes

Manage API Token

1. Admin needs to click on "Manage".

Registry Administrator Tools / Manage System Users

Current system users of this Registry

Showing 1 results.

Search Add new system user

User	Registration date	Active	Creator	
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2. Click on the "Manage API Token" button.

Registry Administrator Tools / Manage System Users

Current system users of this Registry

Showing 1 results.

Search Add new system user

User	Registration date	Active	Creator	
Mast (System)	21 hours ago	True	Muskan	Manage

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- View profile
- Edit profile
- Manage API Token**
- Bulk Change roles
- Deactivate this user

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

Registry Administrator Tools / Manage System Users / Manage User Token

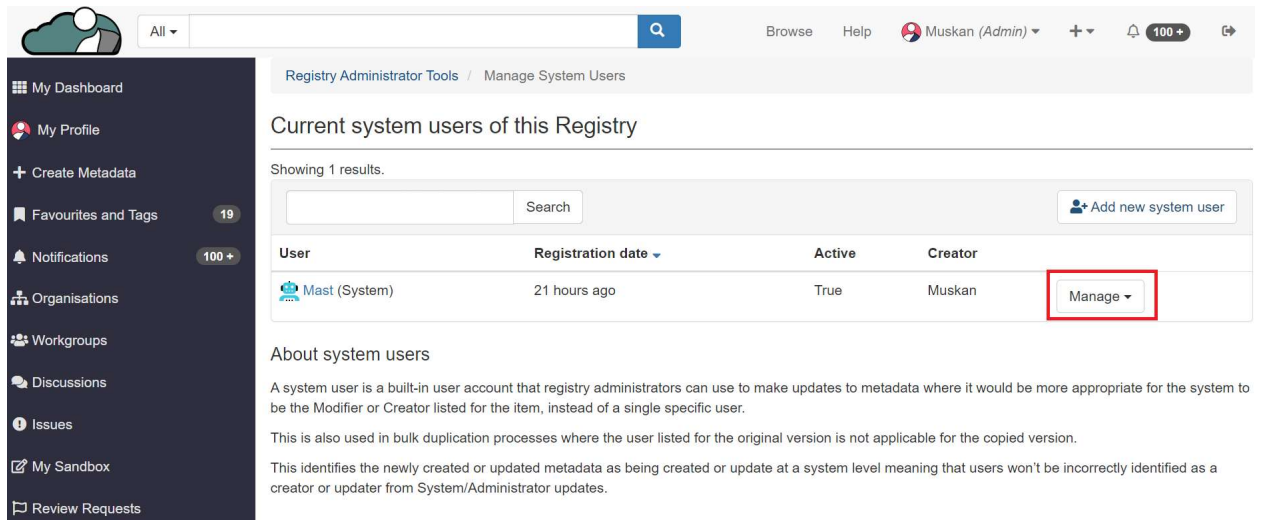
Manage tokens for Mast

Generate New Token

Name	Created	Expiry date	Delete
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Bulk Change of Roles

1. Admin needs to click on "Manage".

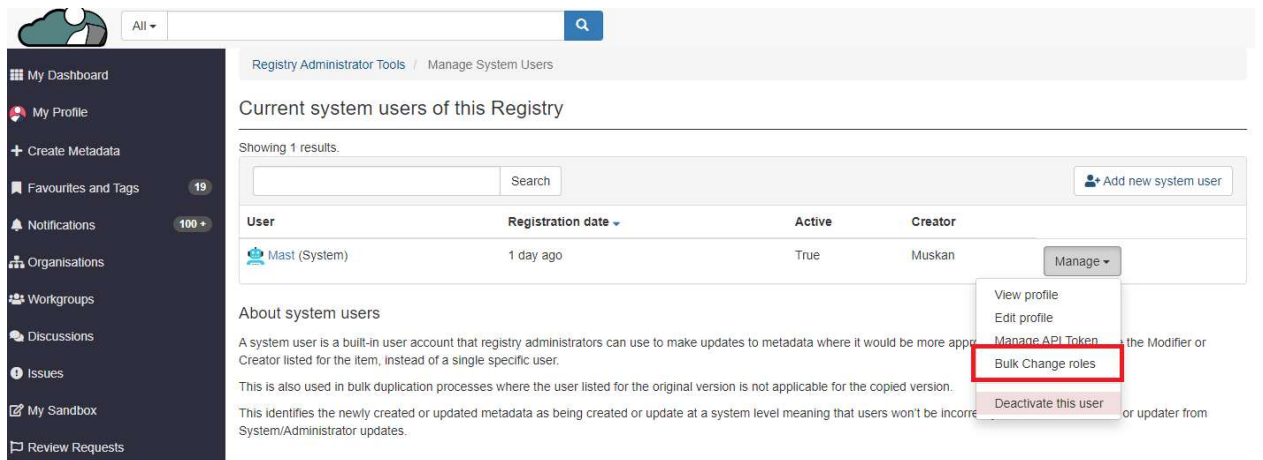


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The 'Manage' button in the table is highlighted with a red box. Below the table, there is a section titled 'About system users' with explanatory text.

2. Click on the Bulk Change roles button.

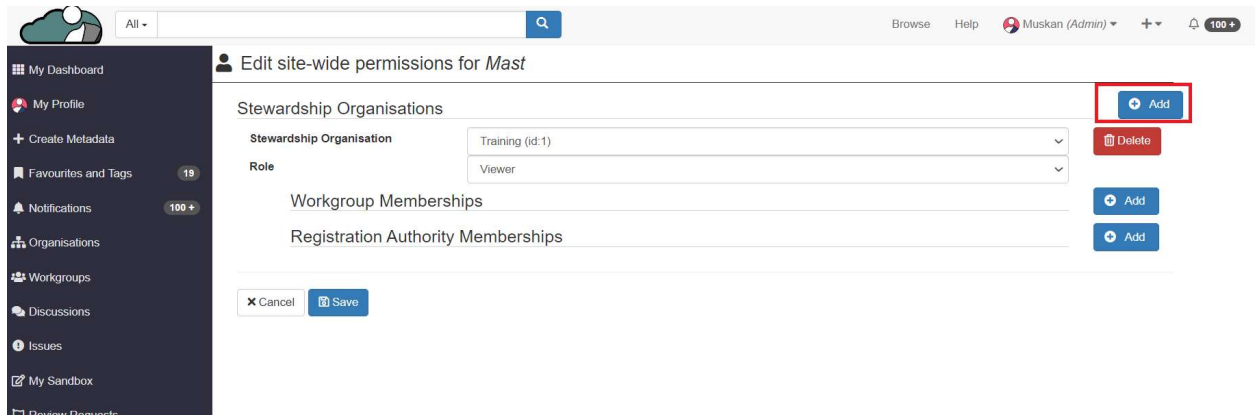


The screenshot shows the same 'Registry Administrator Tools / Manage System Users' page. The 'Manage' button for the 'Mast (System)' user is now open, showing a dropdown menu with the following options:

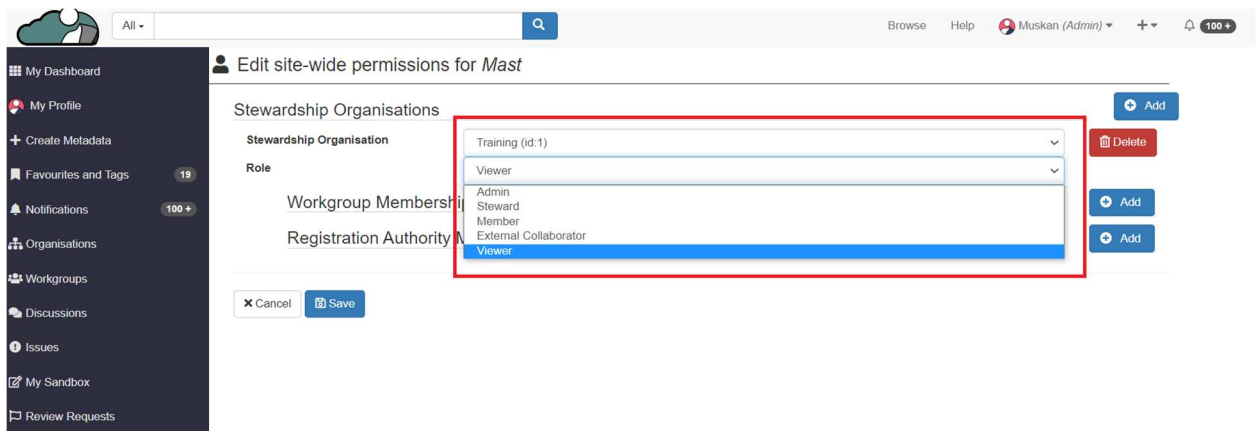
- View profile
- Edit profile
- Manage API Token
- Bulk Change roles**
- Deactivate this user

The 'Bulk Change roles' option is highlighted with a red box. The rest of the page content remains the same as in the previous screenshot.

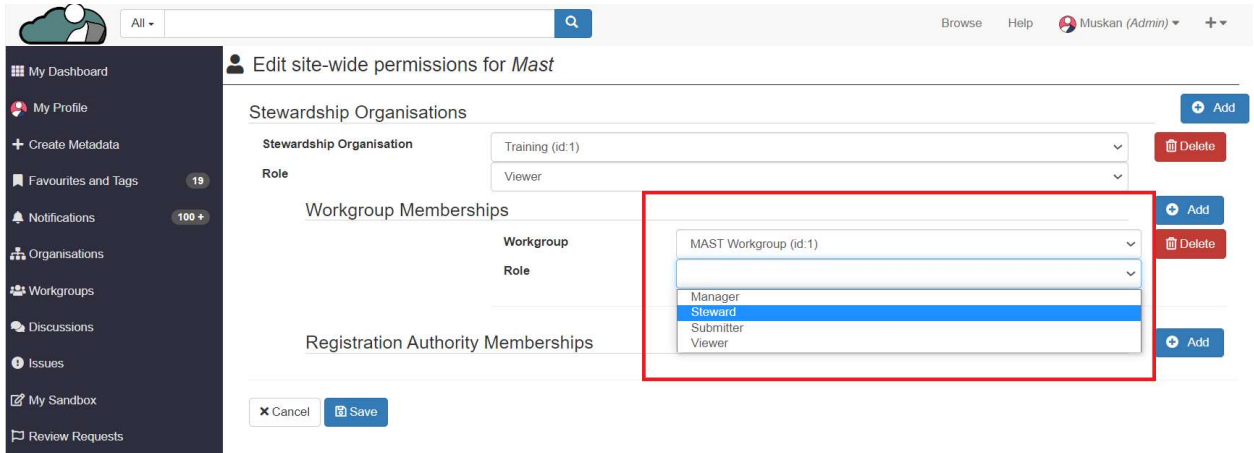
- By clicking on the "Add" button, the admin can assign the system user to different "stewardship organisations."



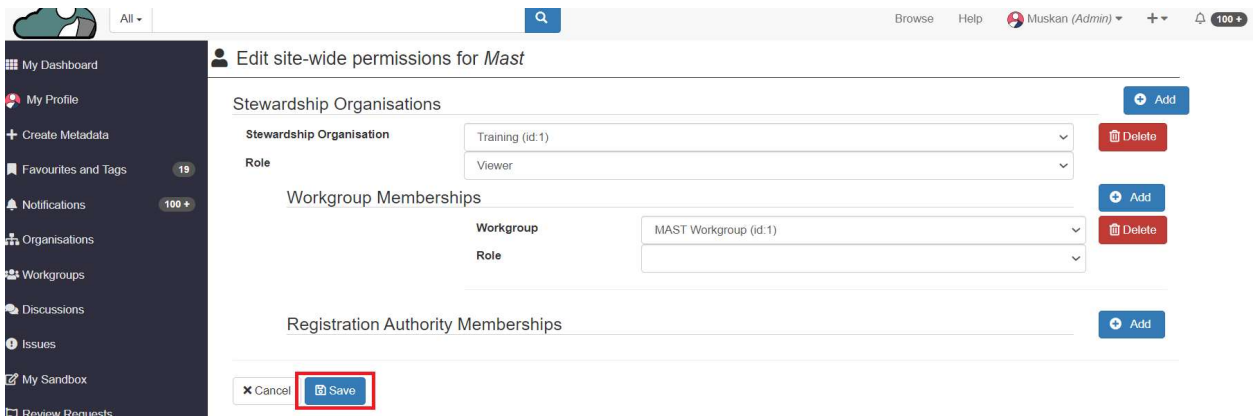
- The admin has the option to select a stewardship organisation from the list and also specify the role they want the user to fulfill within the chosen stewardship organisation.



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

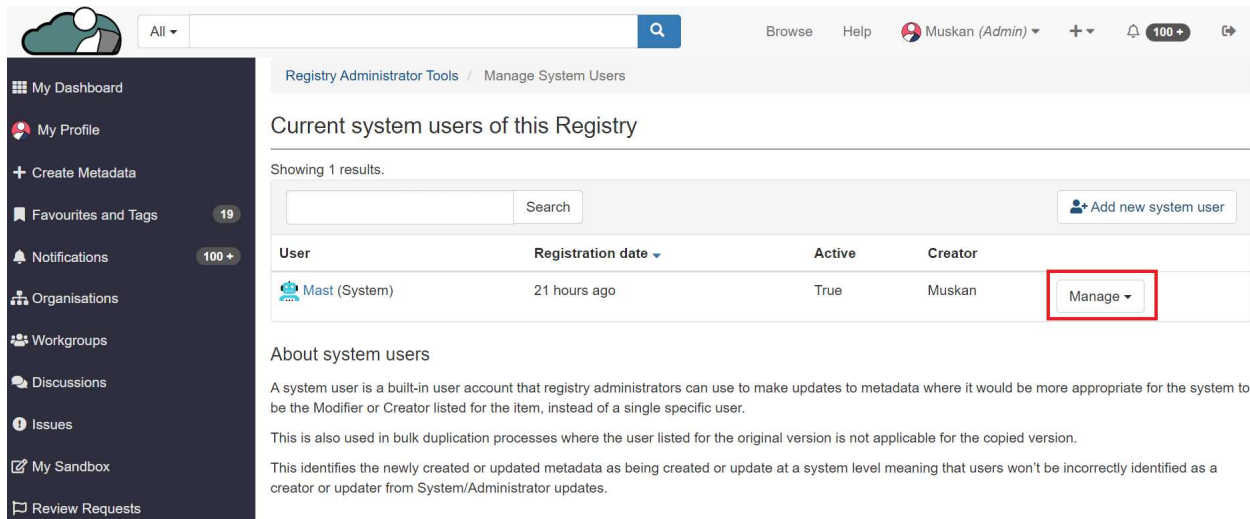


6. Admin needs to click on "save" to reflect the changes.

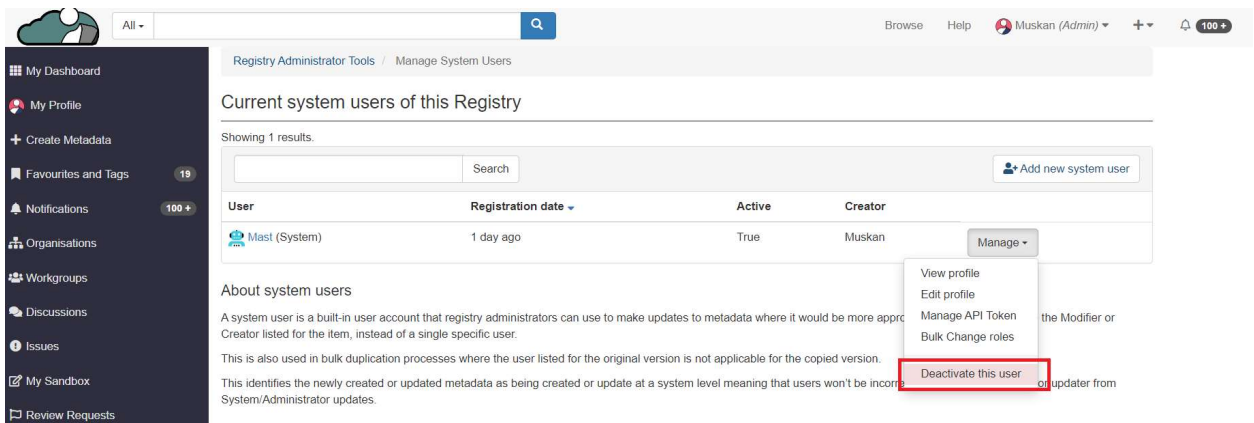


Deactivating the system user

1. Admin needs to click on "Manage".



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



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

