

## Table of Contents

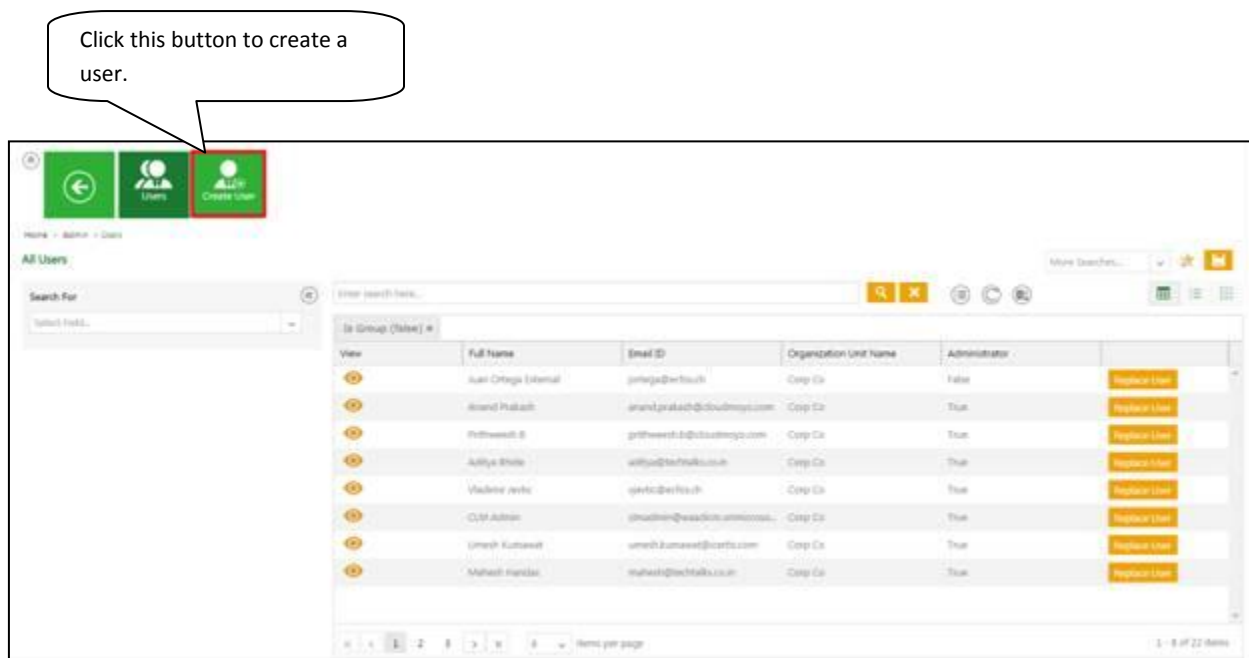
Introduction .....	1
Personal Details .....	2
Work Details.....	6
Team .....	6

## Introduction

ICM allows you to create new users for your organization.

To create a new user:

1. On the ICM Home page, click **Admin**.
2. On the **Admin** page, click **Users** to open the **Users** page.
3. On the **Users** page, click **Create User**.



4. The **Create User** page consists of two tabs.
  - Details
  - Team

Enter the following information in each tab as follows and click **Next** to go to the next tab.





The **Details** page consists of two sections.

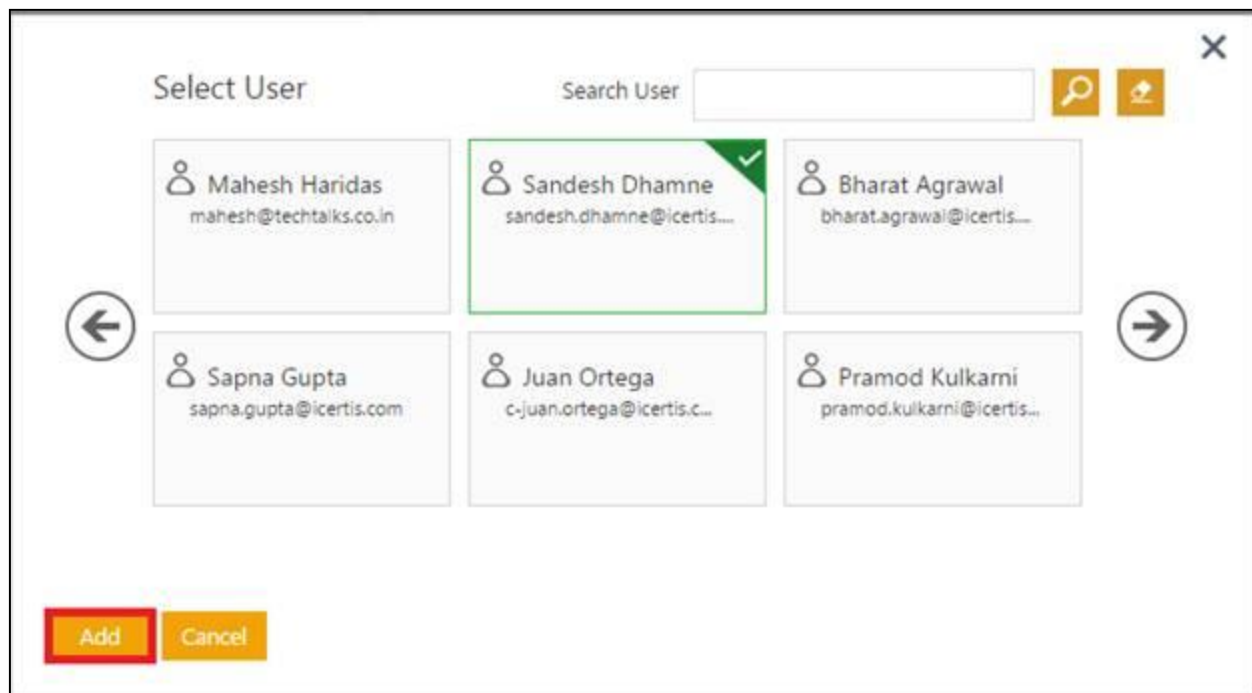
- Personal Details
- Work Details

Now, let us go through the process of entering appropriate information in these sections.

## Personal Details



Enter the following information on this page and click **Next**.


Field	Description
First Name	Enter the first name of the user.
Last Name	Enter the last name of the user.
Email Address	Enter the email address of the user.
Organization Unit	Click the  icon and select the appropriate organization unit of the user.
Type of User	Select whether the user is <b>Internal</b> or <b>External</b> . Internal users are the ICM users while external users are non-ICM users. You can also create an external user with logon privileges.
Is Administrator	Select <b>Yes</b> if you want to set the user as an administrator.
Supervisor User	Click the  icon to add supervisor. In the <b>Select User</b> box, select the supervisor user and then click <b>Add</b> . Alternatively, in the <b>Search User</b> box, enter the name of the desired user and then click  icon. Use the scroll arrows  to scroll through users.



**Note:** The **Select User** box displays the supervisors that are in the selected organization unit. The system displays only those ICM users who are active.

Field	Description
Hierarchy Level	Enter or select a positive integer number. The number depends on your organization hierarchy. For example, for some organizations, <b>hierarchy level one</b> may be the top level while for some organizations, <b>hierarchy level ten</b> may be the top level.

Is Authorized Signatory	<p>Select <b>Yes</b> if you want the user to be authorized signatory for agreement. The user appears as internal or external signatory as follows:</p> <p><b>Internal Signatory:</b> If the user type is internal.</p> <p><b>External Signatory:</b> If the user type is external.</p>
Assign User Group	<p>Click the  icon to assign the user group to the user you are creating. In the <b>Assign User Group</b> box, select the user group. Click <b>Add</b>.</p>
Assign Security Group	<p>Click the  icon to assign the security group to the user you are creating. In the <b>Assign Security Group</b> box, click.... to select the security group and then click <b>Add</b>.</p>
Access Expiry Date	<p>Select the expiry date for the user. After this date, the user access to ICM is unavailable.</p> <p><b>Note:</b> If you are an administrator, you can change the access expiry date to a future date allowing the user to access ICM till the newly specified date.</p>



Home > Admin > Users > Create User

## Create User


**1** Details **2** Team


**Personal Details**


First Name \*



Last Name \*


Email Address \*

Organization Unit \*  


Type Of User  


Is Administrator  On 


Supervisor User   



Hierarchy Level  

---

Is Authorized Signatory  On 

Assign User Group  

Assign Security Group  

Access Expiry Date   

**Work Details**


## Work Details

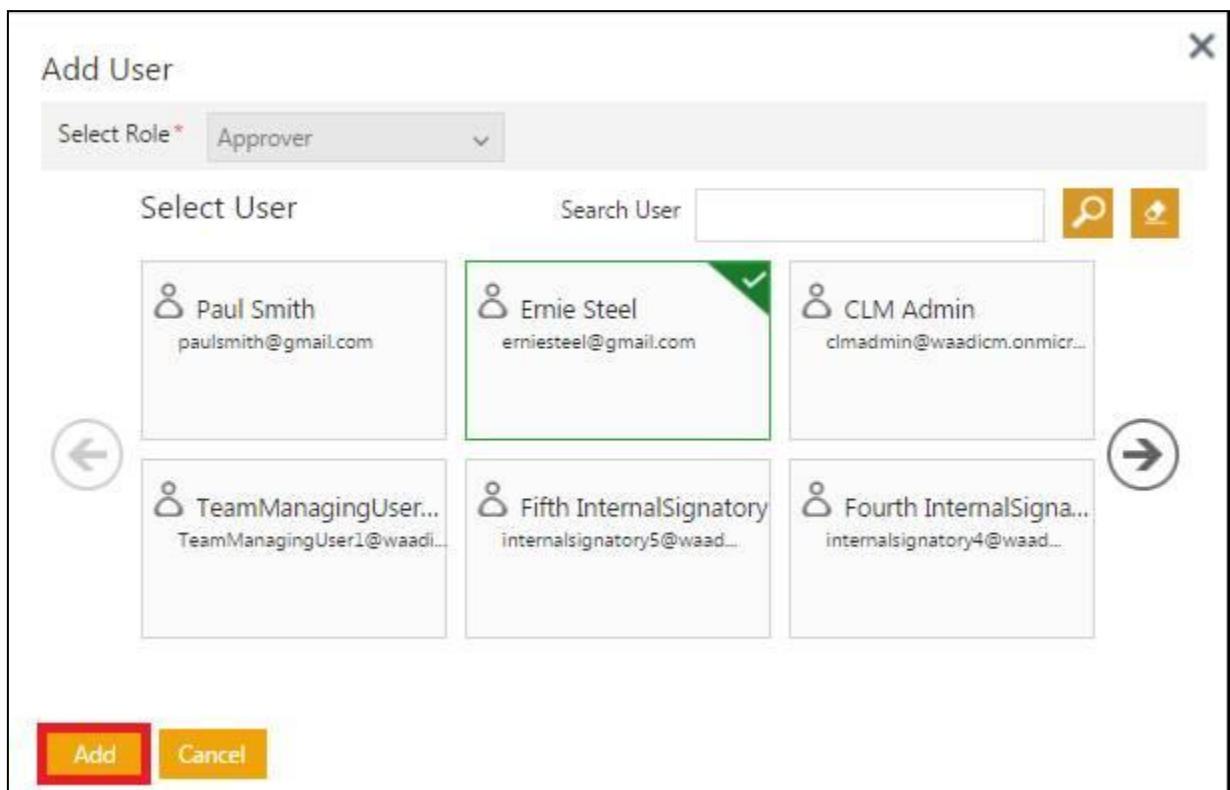
Configure the attributes to display in the **Work Details** area as per the requirement of your organization. You can create these attributes in the **Contract Type- Masterdata** which is pre-configured according to the requirements of your organization.

The list of attributes in the **Masterdata** type must have the attribute named **User** with the data type as **User**.

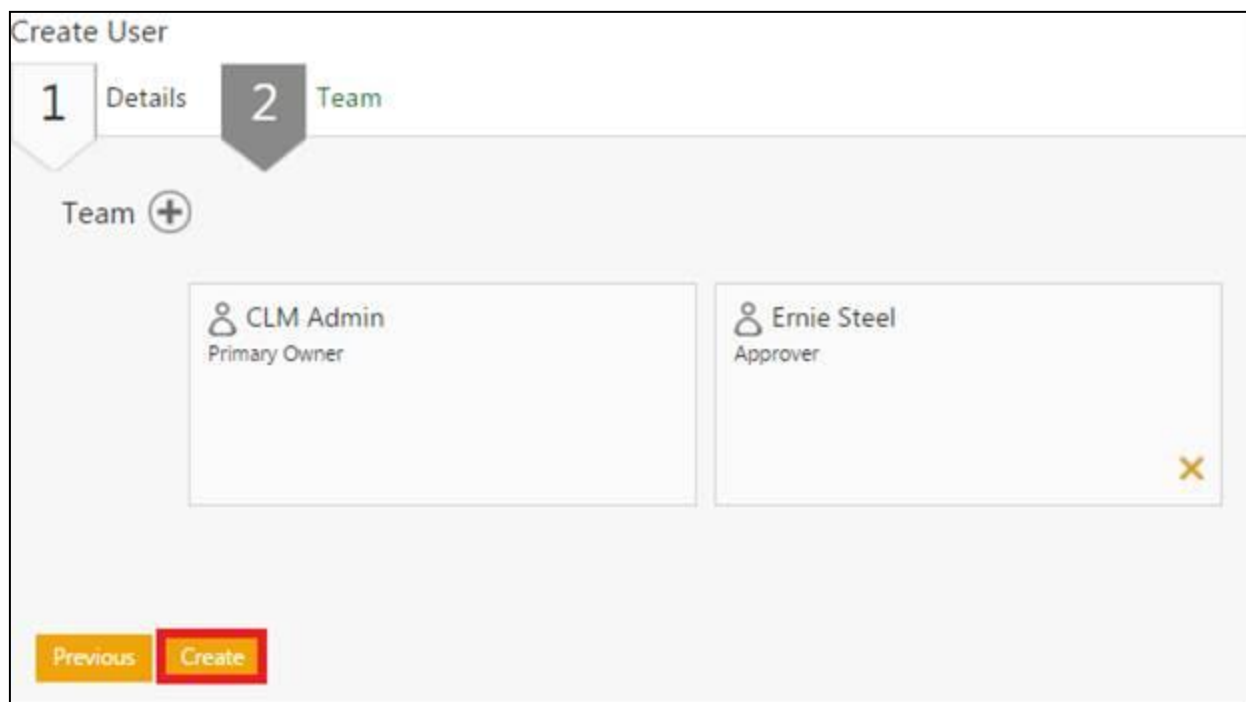
- Click **Next**. The **Team** page appears.

## Team

- On the **Team** page, click  icon alongside **Team**.
- On the **Add User** page, select the desired user with appropriate privileges and click **Add**.



- On the **Team** page, click **Create** to create a new user.



The user receives email notifications of access expiry in the following events.

- One day before access expiry date
- After the user access expires
- If admin changes the access expiry date

The user receives email notifications in the event of access expiry as follows:

Event	Subject Line
One day before the access expiry date	ICM Notification: Access of User [FullName] is expiring on [AccessExpiryDate]
After the user access expires	ICM Notification: Access of User [FullName] is expired on [AccessExpiryDate].
If admin changes the access expiry date	ICM Notification: Access expiry date of user [Full Name] is modified as [AccessExpiryDate].