

Creating User

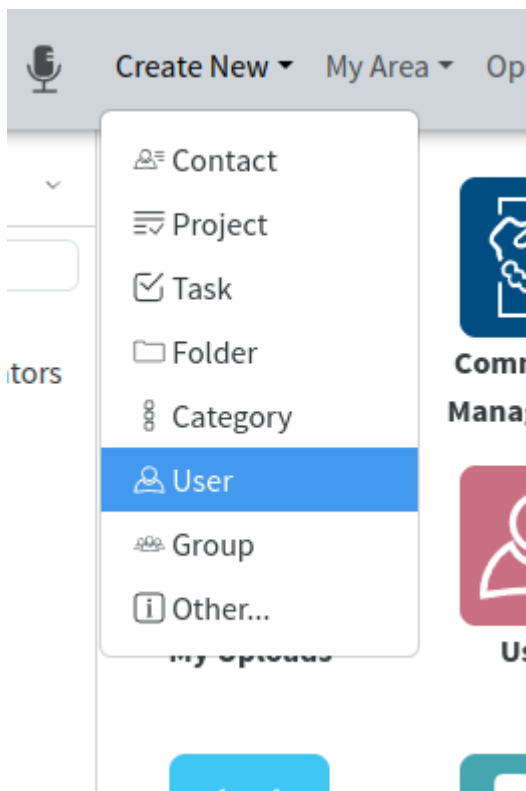
Like every Server-clients oriented software Profuz LAPIS allows to manage users with different level of privileges. Adding new user can be done from main Create New drop-down menu. Same is valid for adding new Groups. Each user can be defined to be member of different groups e.g.

- Subtitling QC
- Subtitling Editing
- Subtitling Approval

Accessing permission rights for each task, subtask or other data can be managed by entering inside the location. Go to Action → Edit → Permissions. Click to edit per specific permission request.

Creating User

To create an User go to **Create New - User**



The new window appear where the details about User have to be defined.

Only Username is mandatory.

GP George Peterson (Draft-User)



Standard edit ▾

Collaborators: Administrator

Username *

Password

Groups

- Subtitling Clients
- Subcontractors

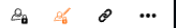
Contact Book

User's Folder

By pressing Create, the User is created.

More details can be added

GP George Peterson (User)



George Peterson

Overview Details Main Contact All Contacts Calendar Activities

Username
George Peterson

Time Zone

GP George Peterson (User) Created by Administrator on 15/11/2024, 21:59:24

GP George Peterson Send Reset Password Email Change Password

Overview **Details** Main Contact All Contacts Calendar Activities

Properties

Username
George Peterson

Groups
Managers

Contacts

Permissions
[View Permissions](#)

User's Folder

To connect an Existing contact to the User:

- By quick editing

GP George Peterson (User) Last modified by Administrator on 15/11/2024, 22:01:29

GP George Peterson Send Reset Password Email Change Password

Overview **Details** Main Contact All Contacts Calendar Activities

Properties

Username
George Peterson

Groups
Managers

Contacts

georg

George Peterson

Yota Georgakopoulou

User's Folder

- By Actions - Edit

GP George Peterson (Draft-User)



Standard edit ▾

Collaborators: Administrator

Username *

George Peterson

Password

Password

Repeat Password

Groups

Managers × Filter...

Contacts

×

- George Peterson
- Yota Georgakopoulou

User's Folder

Filter...

Activities

Types

Cancel

Save

The details of the contact now appear in the Main Contact tab

GP George Peterson (User)



George Peterson

Send Reset Password Email

Change Password

[Overview](#) [Details](#) **[Main Contact](#)** [All Contacts](#) [Calendar](#) [Activities](#)

Edit Contact Details



Full Name
George Peterson

Web sites

Phone Numbers
+555-123-4567-890

Emails
george@example.net


Properties

Description
Loves automobiles and dogs. Has its own pet.

Company

When contact is attached it may have also an image of the user

GP George Peterson (User)




George Peterson

Overview Details **Main Contact** All Contacts Calendar

Full Name
George Peterson

George Peterson (User) Last modified by Administrator on 15/11/2024, 22:03:




George Peterson

Send Reset Password Email Change Password

Overview Details **Main Contact** All Contacts Calendar Activities

Edit Contact Details

| | | |
|---|---|-----------|
|  | Full Name George Peterson | Web sites |
| | Phone Numbers +555-123-4567-890 | |
| | Emails george@example.net | |

Properties

Description
Loves automobiles and dogs. Has its own pet.

Companv

Revision #2

Created 15 November 2024 16:20:16 by Pierre

Updated 15 November 2024 20:10:17 by Pierre