

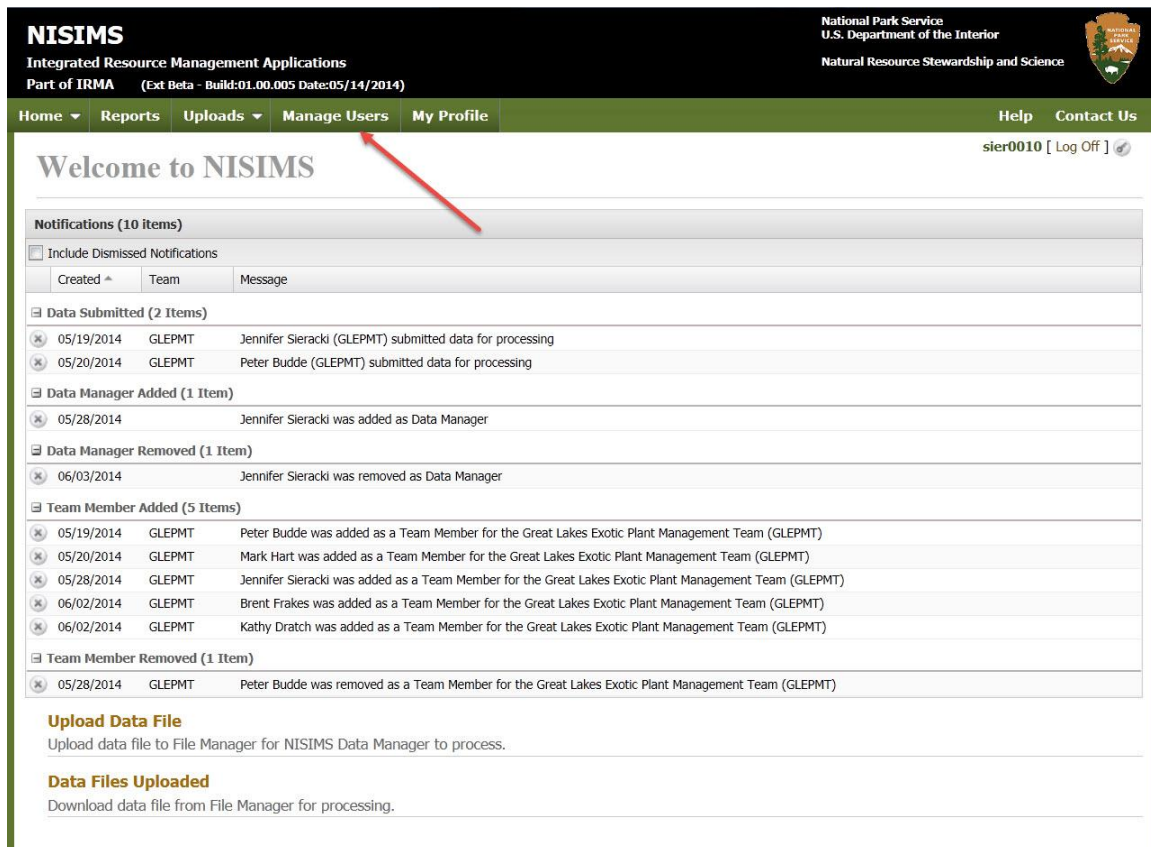
Title: How to Add Users to NISIMS

Summary: Provides step-by-step guidance on how to add users to the NISIMS web interface.

Prerequisite: None

Step 1. Select to manage users

Select "Manage Users" from your home page menu.



The screenshot shows the NISIMS web interface. At the top, there is a header with the NISIMS logo, the text "Integrated Resource Management Applications", and "Part of IRMA (Ext Beta - Build:01.00.005 Date:05/14/2014)". To the right of the header, it says "National Park Service U.S. Department of the Interior Natural Resource Stewardship and Science" and includes a logo. Below the header is a navigation bar with links: Home, Reports, Uploads, Manage Users, My Profile, Help, and Contact Us. The "Manage Users" link is highlighted with a red arrow. Below the navigation bar, the main content area displays a "Welcome to NISIMS" message. Underneath, there is a "Notifications (10 Items)" section with a table of notifications. The table has columns for "Created", "Team", and "Message". The notifications are grouped by type: "Data Submitted (2 Items)", "Data Manager Added (1 Item)", "Data Manager Removed (1 Item)", "Team Member Added (5 Items)", and "Team Member Removed (1 Item)". Each notification includes a date, a team name, and a description of the action. At the bottom of the notifications section, there are two sections: "Upload Data File" and "Data Files Uploaded".

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Welcome to NISIMS sier0010 [Log Off]

Notifications (10 Items)

☐ Include Dismissed Notifications

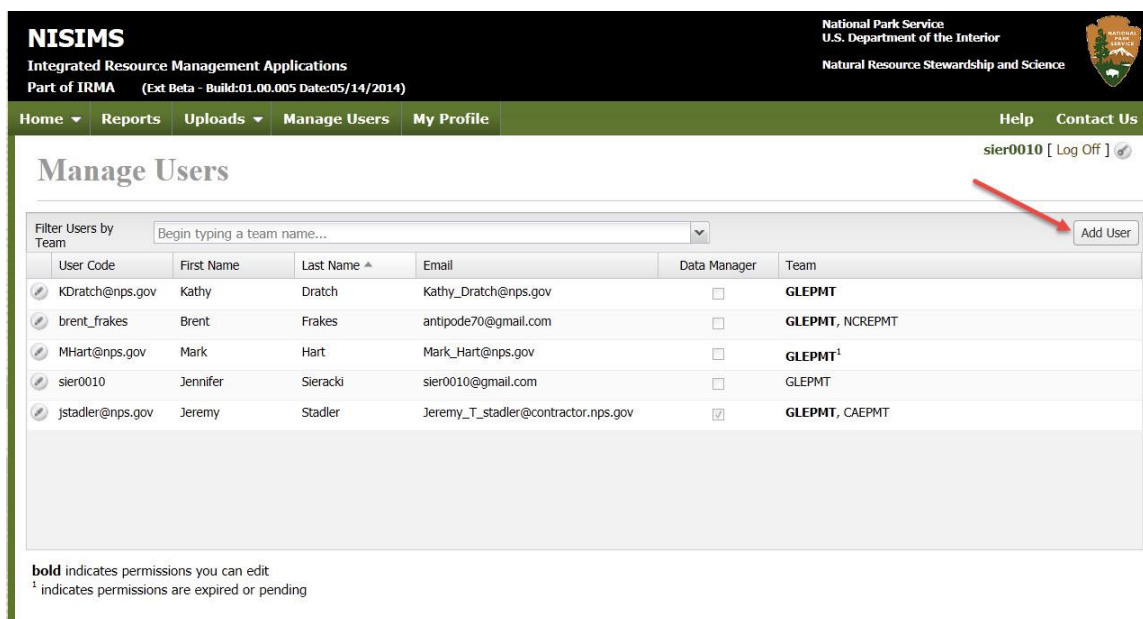
Created	Team	Message
Data Submitted (2 Items)		
05/19/2014	GLEPMT	Jennifer Sieracki (GLEPMT) submitted data for processing
05/20/2014	GLEPMT	Peter Budde (GLEPMT) submitted data for processing
Data Manager Added (1 Item)		
05/28/2014		Jennifer Sieracki was added as Data Manager
Data Manager Removed (1 Item)		
06/03/2014		Jennifer Sieracki was removed as Data Manager
Team Member Added (5 Items)		
05/19/2014	GLEPMT	Peter Budde was added as a Team Member for the Great Lakes Exotic Plant Management Team (GLEPMT)
05/20/2014	GLEPMT	Mark Hart was added as a Team Member for the Great Lakes Exotic Plant Management Team (GLEPMT)
05/28/2014	GLEPMT	Jennifer Sieracki was added as a Team Member for the Great Lakes Exotic Plant Management Team (GLEPMT)
06/02/2014	GLEPMT	Brent Frakes was added as a Team Member for the Great Lakes Exotic Plant Management Team (GLEPMT)
06/02/2014	GLEPMT	Kathy Dratch was added as a Team Member for the Great Lakes Exotic Plant Management Team (GLEPMT)
Team Member Removed (1 Item)		
05/28/2014	GLEPMT	Peter Budde was removed as a Team Member for the Great Lakes Exotic Plant Management Team (GLEPMT)

Upload Data File
Upload data file to File Manager for NISIMS Data Manager to process.

Data Files Uploaded
Download data file from File Manager for processing.

Step 2. Add user

From the “Manage Users” page, click the “Add User” button.



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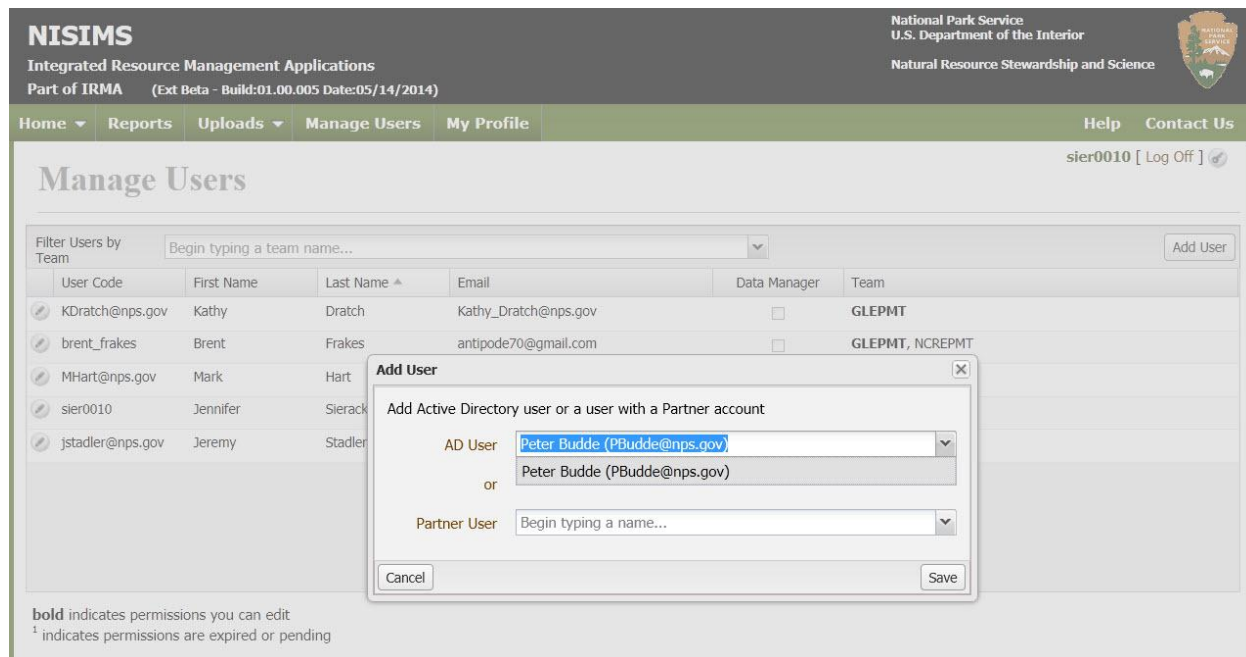
Manage Users

Filter Users by Team: Begin typing a team name...

User Code	First Name	Last Name ▲	Email	Data Manager	Team
KDratch@nps.gov	Kathy	Dratch	Kathy_Dratch@nps.gov	☐	GLEPMT
brent_frakes	Brent	Frakes	antipode70@gmail.com	☐	GLEPMT, NCREPMT
MHart@nps.gov	Mark	Hart	Mark_Hart@nps.gov	☐	GLEPMT ¹
sier0010	Jennifer	Sieracki	sier0010@gmail.com	☐	GLEPMT
jstadler@nps.gov	Jeremy	Stadler	Jeremy_T_stadler@contractor.nps.gov	☒	GLEPMT, CAEPMT

bold indicates permissions you can edit
¹ indicates permissions are expired or pending

The “Add User” form will pop up. Begin typing the name of the user you want to add from the appropriate drop-down list. A list of potential users will build below the name you are typing.



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sier0010 [Log Off]

Manage Users

Filter Users by Team: Begin typing a team name...

User Code	First Name	Last Name ▲	Email	Data Manager	Team
KDratch@nps.gov	Kathy	Dratch	Kathy_Dratch@nps.gov	☐	GLEPMT
brent_frakes	Brent	Frakes	antipode70@gmail.com	☐	GLEPMT, NCREPMT
MHart@nps.gov	Mark	Hart			
sier0010	Jennifer	Sieracki			
jstadler@nps.gov	Jeremy	Stadler			

Add User

Add Active Directory user or a user with a Partner account

AD User: Peter Budde (PBudde@nps.gov)

or

Partner User: Begin typing a name...

Cancel Save

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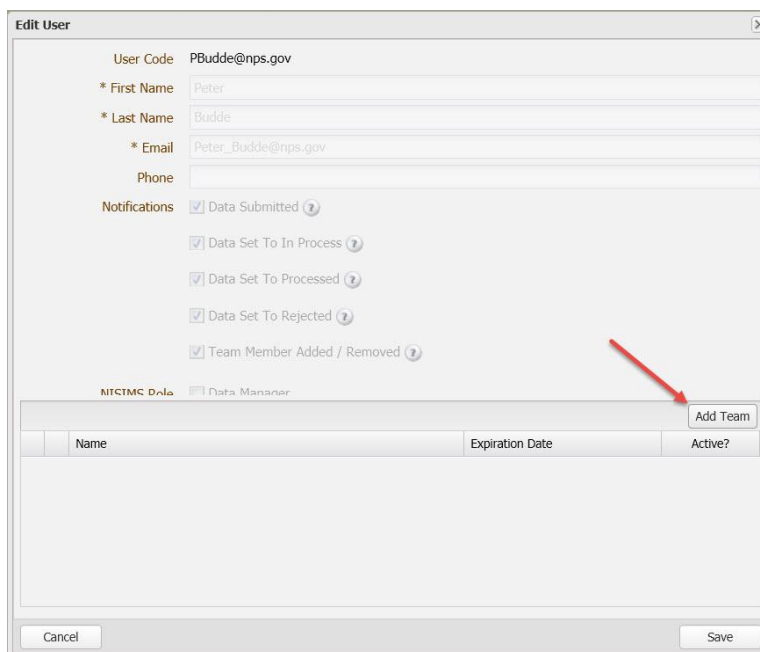
Select the user you want to add from the drop-down list and click “Save”.

Step 3. Add new user to a team.

From the “Edit User” form, you will be able to add a user to the team(s) you manage.

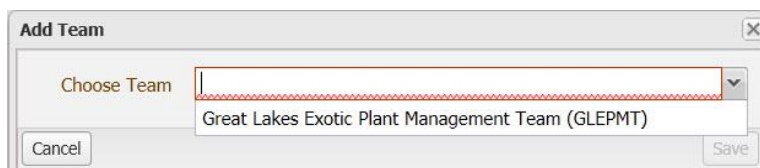
To do this:

1. Click the “Add Team” button from the “Edit User” form.



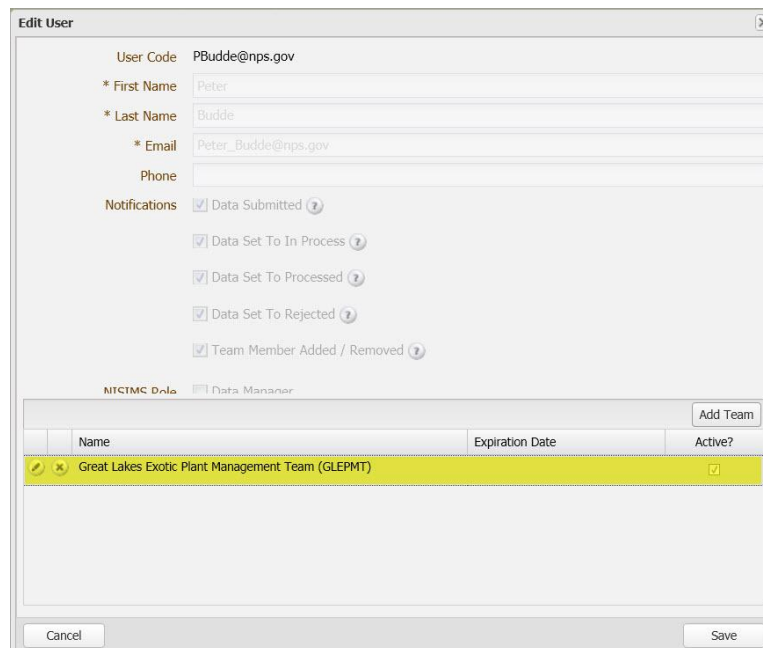
The screenshot shows the 'Edit User' form. At the top, the 'User Code' is 'PBudde@nps.gov'. Below this are fields for '* First Name' (Peter), '* Last Name' (Budde), and '* Email' (Peter_Budde@nps.gov). There is also a 'Phone' field. Under the 'Notifications' section, several checkboxes are checked: 'Data Submitted', 'Data Set To In Process', 'Data Set To Processed', 'Data Set To Rejected', and 'Team Member Added / Removed'. At the bottom of the form, there is a table with columns 'Name', 'Expiration Date', and 'Active?'. A red arrow points to the 'Add Team' button located at the bottom right of the form.

2. The “Add Team” form will pop up. Select the team you wish to give the new user access to from the drop-down list and click “Save”.



The screenshot shows the 'Add Team' form. It has a 'Choose Team' dropdown menu. The dropdown is open, showing a list of teams, with 'Great Lakes Exotic Plant Management Team (GLEPMT)' selected. There are 'Cancel' and 'Save' buttons at the bottom of the form.

- The team will be added to the user's profile.

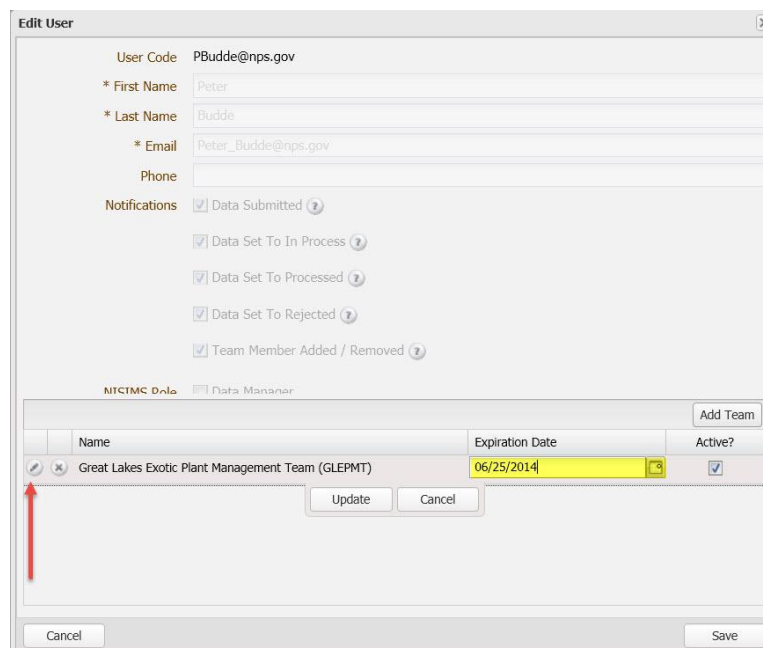


The 'Edit User' window displays the following information:

- User Code: PBudde@nps.gov
- * First Name: Peter
- * Last Name: Budde
- * Email: Peter_Budde@nps.gov
- Phone: (empty field)
- Notifications:
 - ☒ Data Submitted
 - ☒ Data Set To In Process
 - ☒ Data Set To Processed
 - ☒ Data Set To Rejected
 - ☒ Team Member Added / Removed
- NTICIM Data: Data Manager
- Buttons: Add Team, Cancel, Save
- Table:

Name	Expiration Date	Active?
Great Lakes Exotic Plant Management Team (GLEPMT)		☒

- (Optional) You may add an expiration date to allow the user access to the team's data. Do this by clicking the Edit button next to the team name. This will allow you to edit the date field. Click the "Update" button when done.



The 'Edit User' window is shown with the team's expiration date updated. A red arrow points to the edit icon (pencil) next to the team name.

- User Code: PBudde@nps.gov
- * First Name: Peter
- * Last Name: Budde
- * Email: Peter_Budde@nps.gov
- Phone: (empty field)
- Notifications:
 - ☒ Data Submitted
 - ☒ Data Set To In Process
 - ☒ Data Set To Processed
 - ☒ Data Set To Rejected
 - ☒ Team Member Added / Removed
- NTICIM Data: Data Manager
- Buttons: Add Team, Cancel, Save
- Table:

Name	Expiration Date	Active?
Great Lakes Exotic Plant Management Team (GLEPMT)	06/25/2014	☒
- Buttons: Update, Cancel (located below the table row)

- Click the “Save” button once all edits are complete.

The new user will now appear on the “Manage Users” page. You may further edit and delete user profiles from this list. You will receive notification via email that a new user has been added.

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Manage Users
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Filter Users by Team Begin typing a team name... Add User

User Code	First Name	Last Name ^	Email	Data Manager	Team
PBudde@nps.gov	Peter	Budde	Peter_Budde@nps.gov	☐	GLEPMT
KDratch@nps.gov	Kathy	Dratch	Kathy_Dratch@nps.gov	☐	GLEPMT
brent_frakes	Brent	Frakes	antipode70@gmail.com	☐	GLEPMT, NCREPMT
MHart@nps.gov	Mark	Hart	Mark_Hart@nps.gov	☐	GLEPMT¹
sier0010	Jennifer	Sieracki	sier0010@gmail.com	☐	GLEPMT
jstadler@nps.gov	Jeremy	Stadler	Jeremy_T_stadler@contractor.nps.gov	☒	GLEPMT, CAEPMT

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