

USER MANAGEMENT

1. USERS' PROFILE

There are two types of users in eQuATIC:

1.1 Institutional admin (advanced user)

The local (national) admin is the advanced eQuATIC user who has access to user management, to data uploads, and to the overview of indicator scores.

1.2 Institutional user

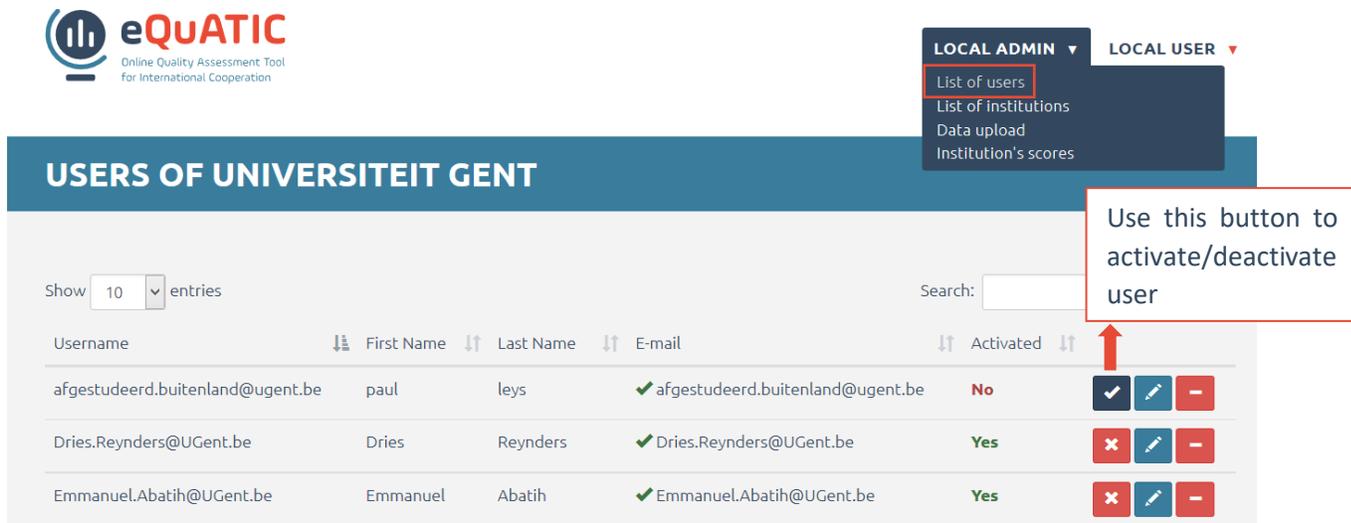
The standard user has access to quality reports describing the cooperation with a certain institution based on the indicators. The reports also explain how the indicator scores are calculated.

2. INSTITUTIONAL ADMIN - USER MANAGEMENT

2.1 General user management

Each institution has one or more local administrators (local admin). The local admin takes care of user management of his/her institution via the *local admin menu - list of users*. A user can register via <https://appqasx.ugent.be/equatic/account/login> for any institution using eQuATIC by typing the institution's name.

It is up to the local admin to verify if the user can get access to eQuATIC for his/her own institution. The local admin gives access to users by activating them. The local admin can also deactivate a user who will then lose access to eQuATIC.



LOCAL ADMIN ▾ LOCAL USER ▾

- List of users
- List of institutions
- Data upload
- Institution's scores

USERS OF UNIVERSITEIT GENT

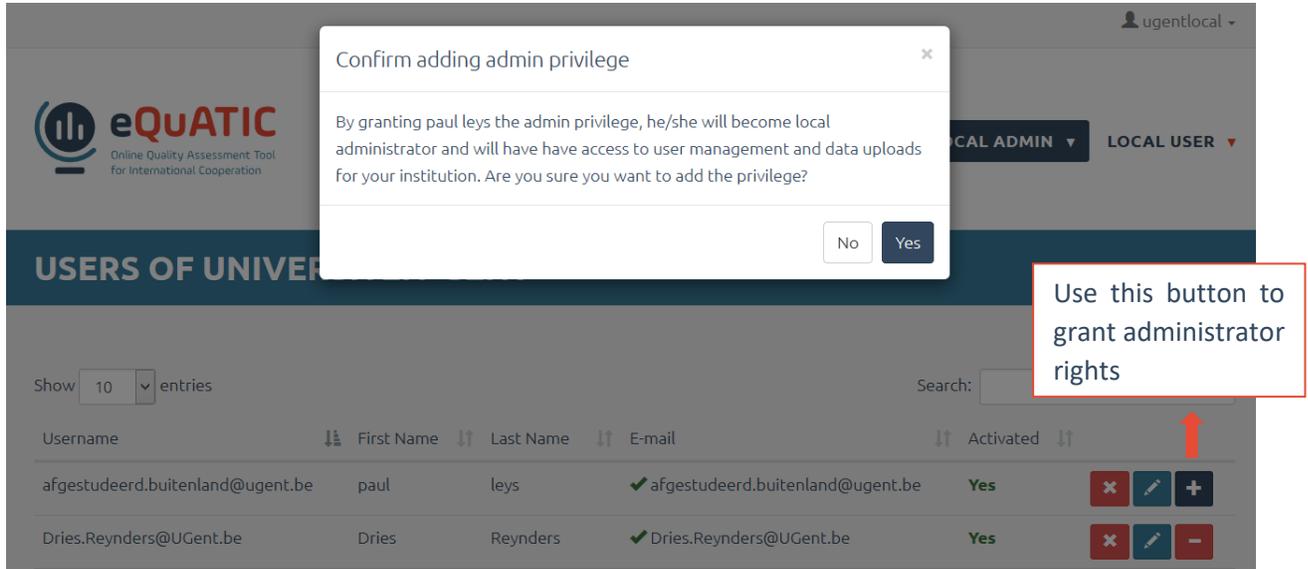
Show entries Search:

Username	First Name	Last Name	E-mail	Activated	
afgestudeerd.buitenland@ugent.be	paul	leys	✓ afgestudeerd.buitenland@ugent.be	No	☑ ✎ -
Dries.Reynders@UGent.be	Dries	Reynders	✓ Dries.Reynders@UGent.be	Yes	✘ ✎ -
Emmanuel.Abatih@UGent.be	Emmanuel	Abatih	✓ Emmanuel.Abatih@UGent.be	Yes	✘ ✎ -

Use this button to activate/deactivate user

2.2 Adding an institutional admin

The local admin can add other local admins for his/her institution via the *local admin menu - list of users*. Local admin uses the '+' or '-' button to add/delete the admin privilege.



The screenshot shows the eQuATIC user management interface. A confirmation dialog is open, asking for confirmation to grant admin privileges to a user named 'paul leys'. The dialog text reads: "Confirm adding admin privilege. By granting paul leys the admin privilege, he/she will become local administrator and will have access to user management and data uploads for your institution. Are you sure you want to add the privilege?" with 'No' and 'Yes' buttons.

Below the dialog, a table lists users. A red box highlights the '+' button in the action column for the user 'afgestudeerd.buitenland@ugent.be', with the text "Use this button to grant administrator rights".

Username	First Name	Last Name	E-mail	Activated	
afgestudeerd.buitenland@ugent.be	paul	leys	✓ afgestudeerd.buitenland@ugent.be	Yes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Dries.Reynders@UGent.be	Dries	Reynders	✓ Dries.Reynders@UGent.be	Yes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>