



User manual

Administration console



EXPECTED USE

The Administration Console is designed specifically for the management of accounts and user groups that will interact with the services provided by NOSWORK based on the characteristics of the plan selected for use.

This document is a guide for using the Administration Console application. Through its content, the user who interacts with the application will learn to work with the different functionalities that make it up .



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NOSWORK Management Console

Access to the system

The interface ([Figure 1](#)) shows the access control area for administrator-type users. To do this, the User must be entered, the Password of the user who will access the system and the captcha code correctly entered. Once the data has been entered, click on the Enter button.

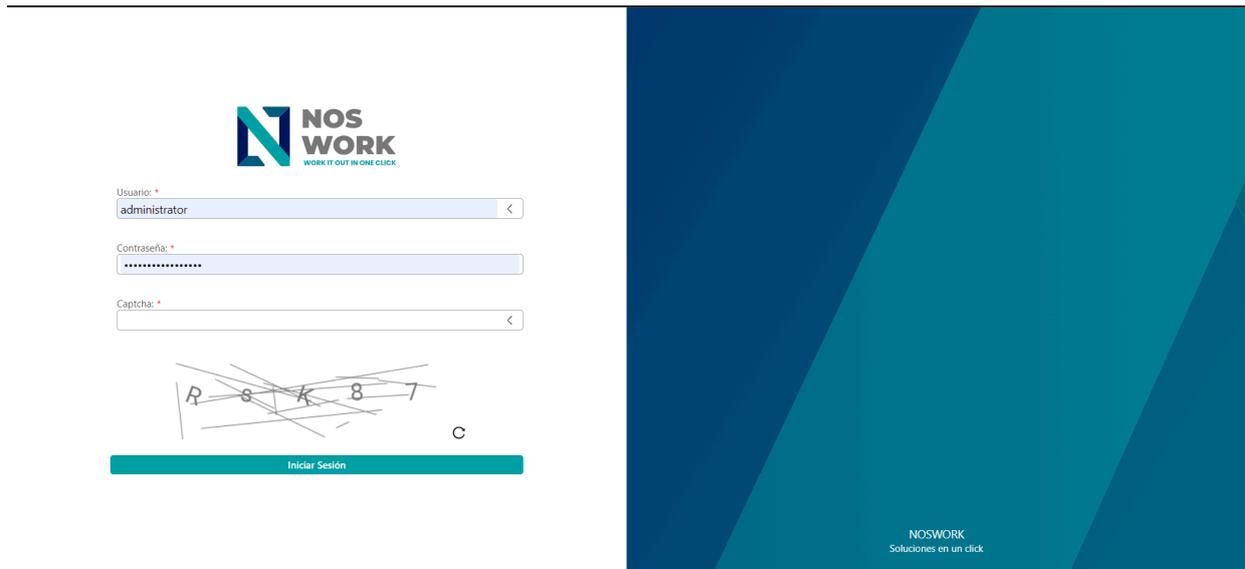


Figure 1Login

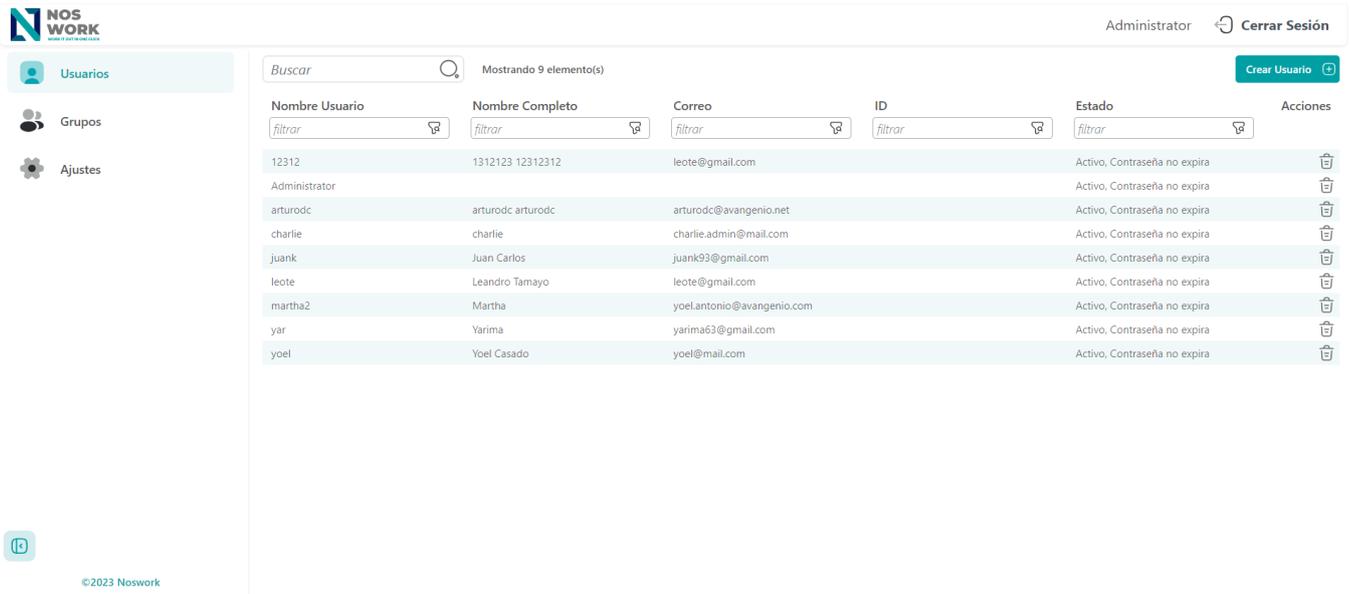
1 Description of the main system page .

Figure [2](#) shows the main interface of the System Administration Console. It shows the elements that make up the link menus, lists and action buttons of the system. By default, the Users link is selected, showing the list of all users created in the system.

Upper banner : In the upper banner is the system banner in which the system identifier and the data of your authenticated user are displayed.

Left side menu : in the menu you will find access to the user management, group management and configuration links.

Data display form: form where the data referring to the link selected in the side menu and the action buttons on the elements found in the form are displayed.



Administrador [Cerrar Sesión](#)

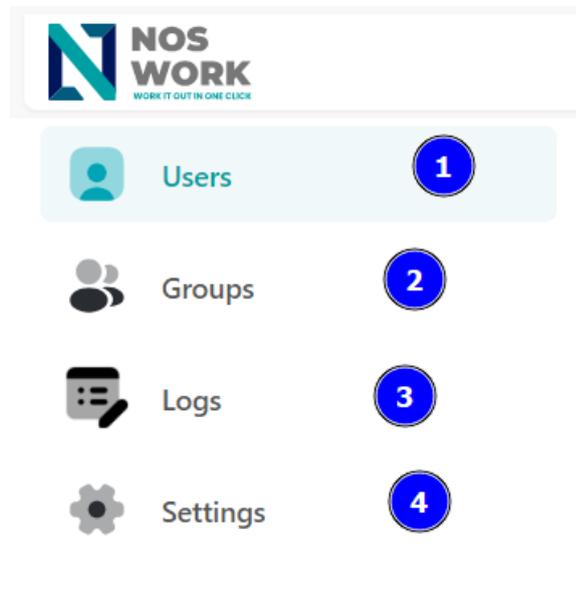
Buscar Mostrando 9 elemento(s) [Crear Usuario](#)

Nombre Usuario	Nombre Completo	Correo	ID	Estado	Acciones
12312	1312123 12312312	leote@gmail.com		Activo, Contraseña no expira	
Administrator				Activo, Contraseña no expira	
arturodc	arturodc arturodc	arturodc@avangenio.net		Activo, Contraseña no expira	
charlie	charlie	charlie.admin@mail.com		Activo, Contraseña no expira	
juank	Juan Carlos	juank93@gmail.com		Activo, Contraseña no expira	
leote	Leandro Tamayo	leote@gmail.com		Activo, Contraseña no expira	
martha2	Martha	yoelantonio@avangenio.com		Activo, Contraseña no expira	
yar	Yarima	yarima63@gmail.com		Activo, Contraseña no expira	
yoel	Yoel Casado	yoel@mail.com		Activo, Contraseña no expira	

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Figure 2 Home Page/User List

1.1 Links menu



NOS WORK
WORK IT OUT IN ONE CLICK

- Users **1**
- Groups **2**
- Logs **3**
- Settings **4**

Figure 3 Menu

1.2 Link to Users

When accessing the Users link in the menu, the list of users created in the system is displayed (See [Figure 3](#)).

<input type="text" value="Buscar"/> Mostrando 9 elemento(s) Exportar a JSON Exportar a CSV Crear Usuario					
Nombre Usuario	Nombre Completo	Correo	ID	Estado	Acciones
<input type="text" value="filtrar"/>	<input type="text" value="filtrar"/>	<input type="text" value="filtrar"/>	<input type="text" value="filtrar"/>	<input type="text" value="filtrar"/>	
Administrator				Activo, Contraseña no expira	
aevis	Ana Evis	anaevis@avangenio.com		Activo, Contraseña no expira	
arturodc	Art Díaz	arturodc@mm.com		Activo, Contraseña no expira	
danielc	Daniel Chico Barceló	danielchico@avangenio.com		Activo, Contraseña no expira	
dsaroster	Dianly Santilier Pérez	dinalys@avangenio.com		Activo, Contraseña no expira	
liliar	Lilia Rosa	liliar@avangenio.com		Activo, Contraseña no expira	
lyss	Lyss González	juank93@gmail.com		Activo, Contraseña no expira	
osantos	Orelvis Matomoros Santos	osantos@avnagenio.com		Activo, Contraseña no expira	
yaritza	Yaritza Bárbara González Ramírez	yaritza@gmail.com		Activo, Contraseña no expira	

Figure 4List of users

Figure 4 shows the list of all users created in the system, as well as the **Export to JSON** buttons that allow the user to download the list of users in a file in . json , the **Export to CSV** button that allows the user to download in a .csv file (Excel), and displays a general search field (filter) and specific search fields (See [Figure 5](#)) for user details which when Entering values in them displays the results that match the applied search criteria (See [Figure 5](#)).

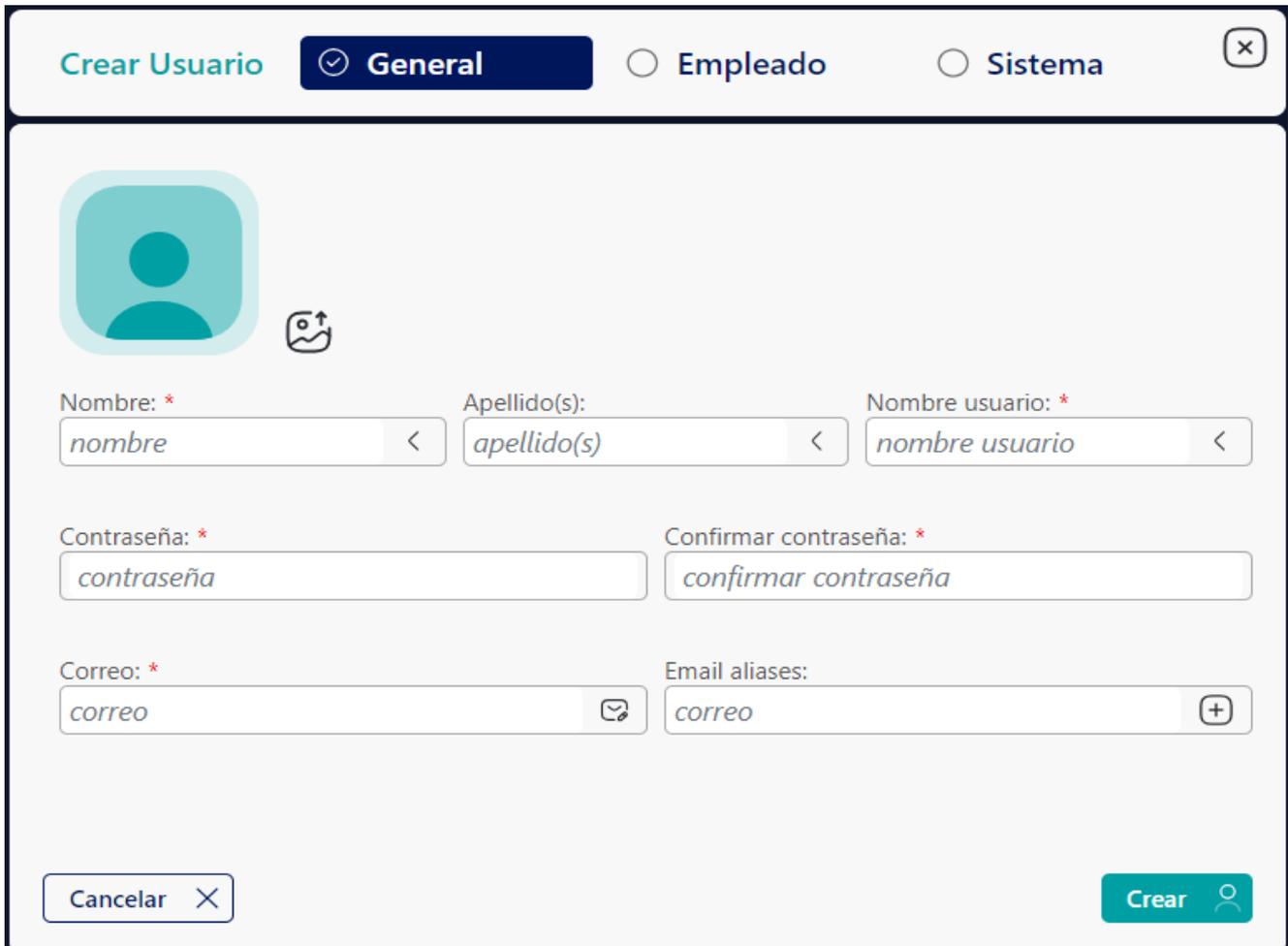
<input type="text" value="Buscar"/> Mostrando 1 elemento(s) Exportar a JSON Exportar a CSV Crear Usuario					
Nombre Usuario	Nombre Completo	Correo	ID	Estado	Acciones
<input type="text" value="filtrar"/>	<input type="text" value="Ana"/>	<input type="text" value="filtrar"/>	<input type="text" value="filtrar"/>	<input type="text" value="filtrar"/>	
aevis	Ana Evis	anaevis@avangenio.com		Activo, Contraseña no expira	

Figure 5Filters

Create user button is displayed , which when selected shows the user the form that allows them to enter the data necessary to create a new user.

1.2.1 Create user

In the Group Listing window, when the user selects the **Create Group button** , the system displays the form to collect the data of the new user to be added (See [Figure 6](#)).



Crear Usuario **General** Empleado Sistema ✕

Nombre: * < Apellido(s): < Nombre usuario: * <

Contraseña: * Confirmar contraseña: *

Correo: *  Email aliases: 

✕ 

Figure 6Create users/General Data

Once in the Create User form, if the user selects the **Cancel option** , the system returns to the User List view.

Employee field at the top of the form, the system displays the data to be filled out regarding the user as an employee (See [Figure 7](#)).

Crear Usuario General Empleado Sistema ✕

Identificación: < Rol: < Manager: ▾

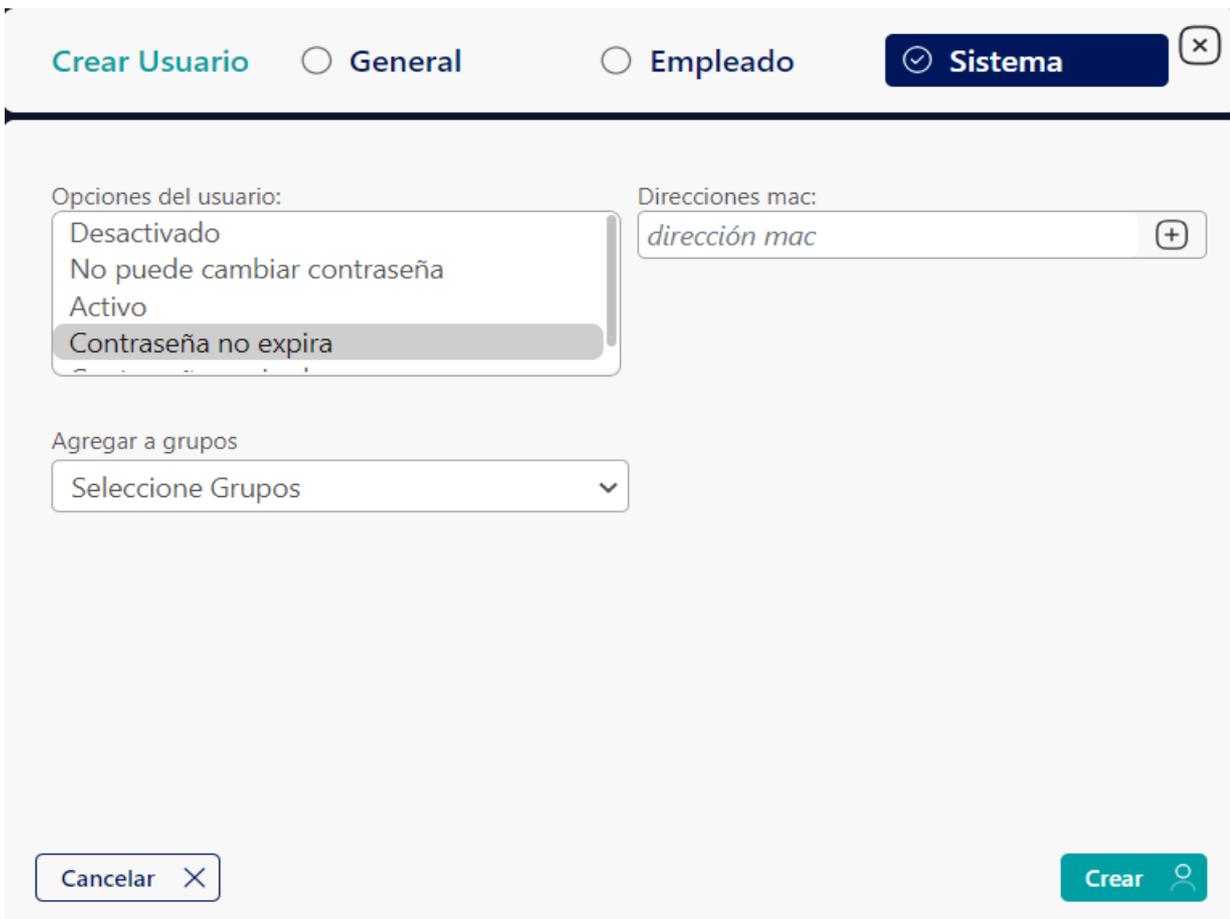
Dirección del ID: < Dirección actual: <

Teléfono(s) hogar: (+) Teléfono(s) celular: (+) Teléfono(s) oficina: (+)

✕ 

Figure 7 Create user / Employee data

System field , they are shown the data regarding their account password, Mac address of their PC and whether they belong to any group (see [Figure 8](#)).



Crear Usuario General Empleado Sistema ✕

Opciones del usuario:
Desactivado
No puede cambiar contraseña
Activo
Contraseña no expira

Direcciones mac:
dirección mac +

Agregar a grupos
Seleccione Grupos ▼

Cancelar ✕ Crear 

Figure 8 Create user/System data

Once the mandatory data has been entered, if the user selects the **Create button**, the system closes the form and a message is displayed informing that the user was successfully created (See [Figure 7](#)) and returns to the My profile view.



Figure 9 Informational message

1.2.2 Edit user

In the User List view, if the user selects an item from the list, the system displays the Edit **User form** (See [Figure 10](#)).



Editar Usuario General Empleado Sistema

Nombre: * < Apellido(s): < Nombre usuario: * <

Correo: *  Email aliases: 

Figure 10Edit user

Once in the form to edit the information, if the user selects the **Cancel option** the system returns to the User List view.

If the user selects the Change Password button, the system displays the form to change the password of the selected user (See [Figure 11](#)).

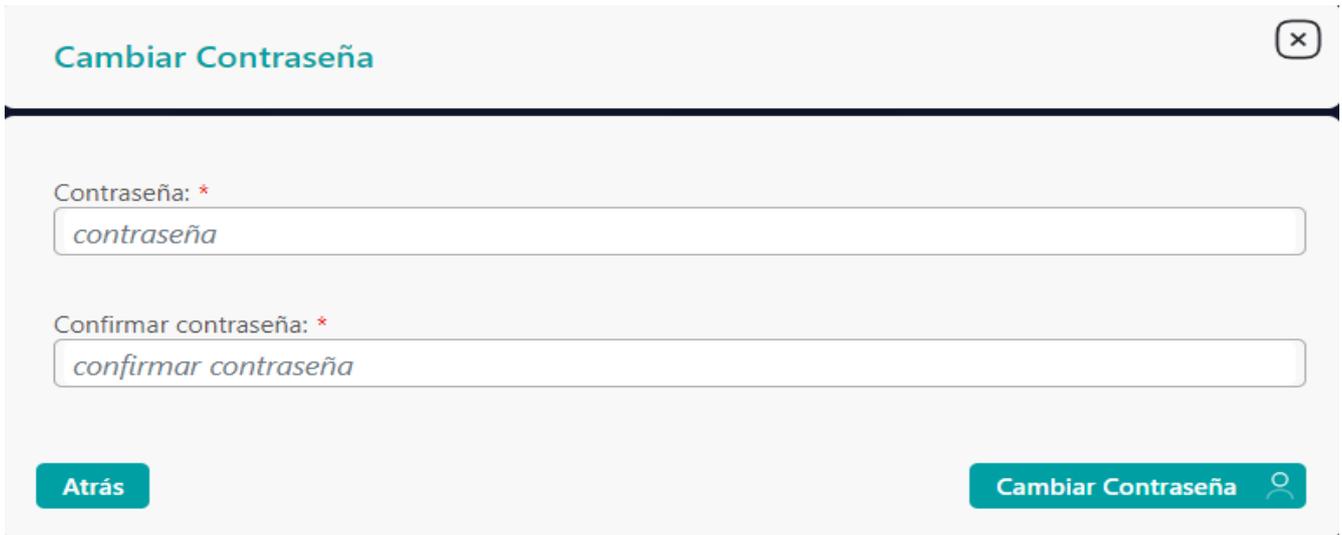


Figure 11 Edit user/Change password

While in the Change Password form, if the user selects the **Back option**, the system returns to the Edit User Information form.

Once the information to change the password has been specified, if the user selects the **Change password option**, the system once the password has been updated, a message is displayed informing that the password was changed successfully (See [Figure 12](#)).

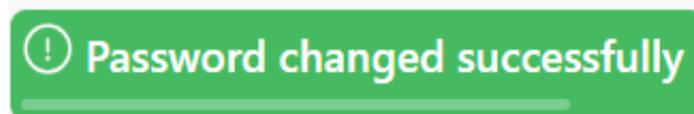


Figure 12 Informational message

Once the data has been modified, if the user selects the **Update button**, the system, once the data has been updated, displays a message informing that the update was carried out successfully (See [Figure 13](#)) and return to the My Profile view.



Figure 13 Informational message

1.2.3 Delete user

In the User List view, if the user selects the Delete User option, the system displays a pop-up window to confirm the operation (See [Figure 14](#)).

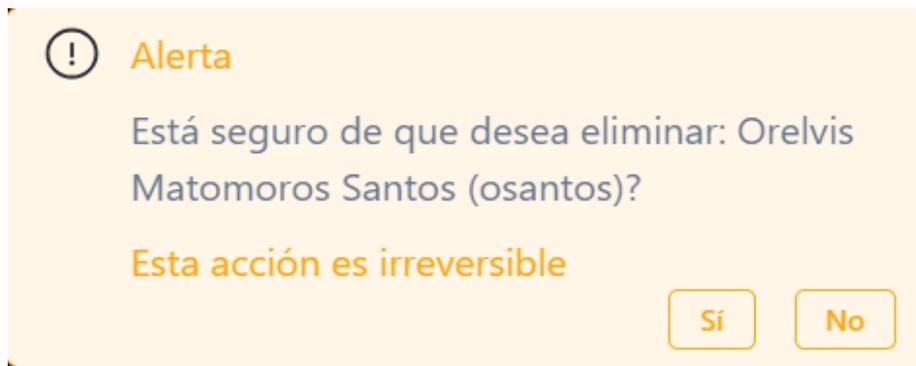


Figure 14Delete user/Confirmation message

Once in the confirmation message to delete the user, if the user selects the **No option** the system returns to the User List view.

Yes option, the system deletes the user and displays the successful deletion information message (See [Figure 15](#)) and returns to the User List view.



Figure 15Informational message

1.3 Link to Groups

When accessing the Groups link, the action buttons and general and specific filtering fields for the details of each group are displayed, as well as the buttons to export the list of groups in JSON and CSV format.

In addition, the list of groups created in the system is shown (See Figure 1 6) and the buttons to **Manage members** and **Delete groups** .

Buscar Mostrando 21 elemento(s) Exportar a JSON Exportar a CSV Crear Grupo

Nombre	Descripción	Correo	Tipo	Acciones
Administrators	Administrators have complete and unrestricted access to the computer/domain		Grupo de Seguridad	
ALMA MATER	Prmiados 2023 UH	casadogonzalez@gmail.com	Lista de Distribución	
asdfasdf	asdf		Grupo de Seguridad	
CALVO 23	sdadsd	sadad@adada.com	Lista de Distribución	
Clavo	Clavo	clavo@clavo.com	Lista de Distribución	
Clavo Recprd	sssf		Grupo de Seguridad	
dddd		adad@ada.com	Lista de Distribución	
Domain Admins	Designated administrators of the domain		Grupo de Seguridad	
Domain Users	All domain users		Grupo de Seguridad	
Grupo 1	utilidades	casadogonzalez@gmail.com	Lista de Distribución	
Lola paola	asdfsda	asdf@asdf.com	Lista de Distribución	
Isdmfkdsfsd 6a6c 6 6 6 6		sdfsfsdf@as.com	Grupo de Seguridad	
NEW1	dssdsd		Grupo de Seguridad	
OKdsd	OK	sdsd@dada.com	Lista de Distribución	
OKOKw	w		Grupo de Seguridad	
pppppppppppp	asdf	asd@gmail.com	Lista de Distribución	
sdsdd	sdsdd		Grupo de Seguridad	
sdsdsdsdsfsf	sdsdsdsdsfsf		Grupo de Seguridad	
sfasfasfas	fasfasfsf	sfaf@sfsf.com	Lista de Distribución	

Figure 16Groups

Additionally, the **Create group** button is displayed , which when selected displays the form that allows the user to enter the data of the new group that they want to add.

1.3.1 Create group

Once in the User List, the **Create group button is selected** , which displays the form that allows the user to enter the data of the new group they want to add (See [Figure 1 7](#)).

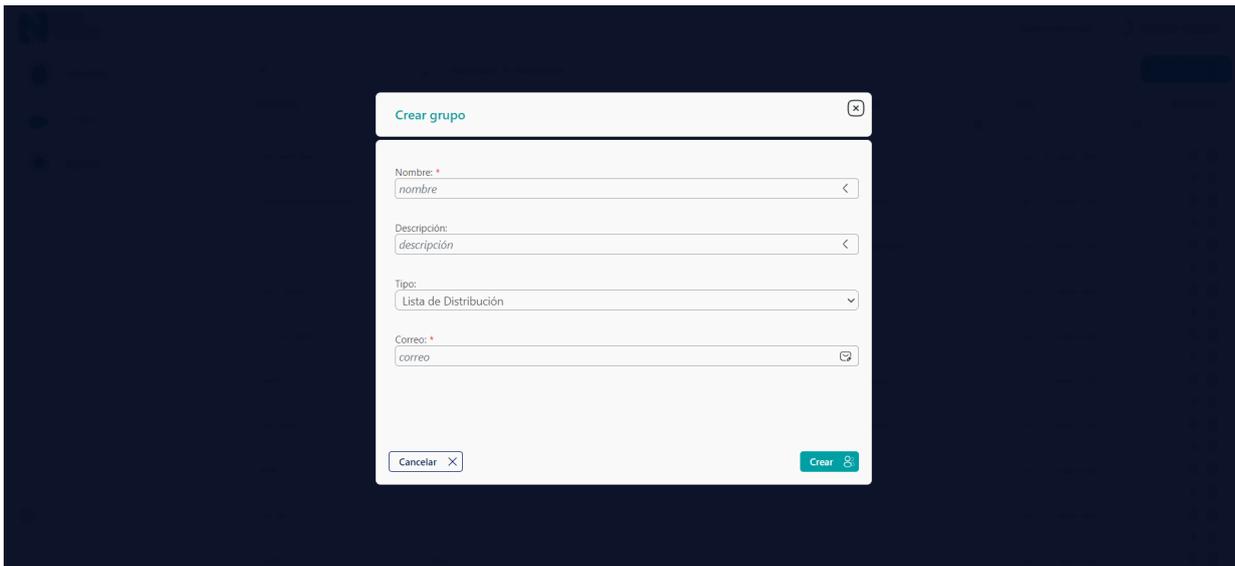


Figure 17Create new group

Once in the form to Create the new group, if the user selects the **Cancel option** , the system returns to the **Group List view** .

Once all the data that is mandatory regarding the new group has been specified and the user selects the **Create button** (See [Figure 1 8](#)).



Figure 18Information message

Manage Members and Delete Group buttons are displayed .

1.3.1 Manage members

In the **Group List window** (See [Figure 6](#)), the user selects the **Manage Member button** , the form is displayed with the list of users who belong to the selected group and a field to search and add other users, as well as the button to delete the member. member you want. (See [Figure 1 9](#)).

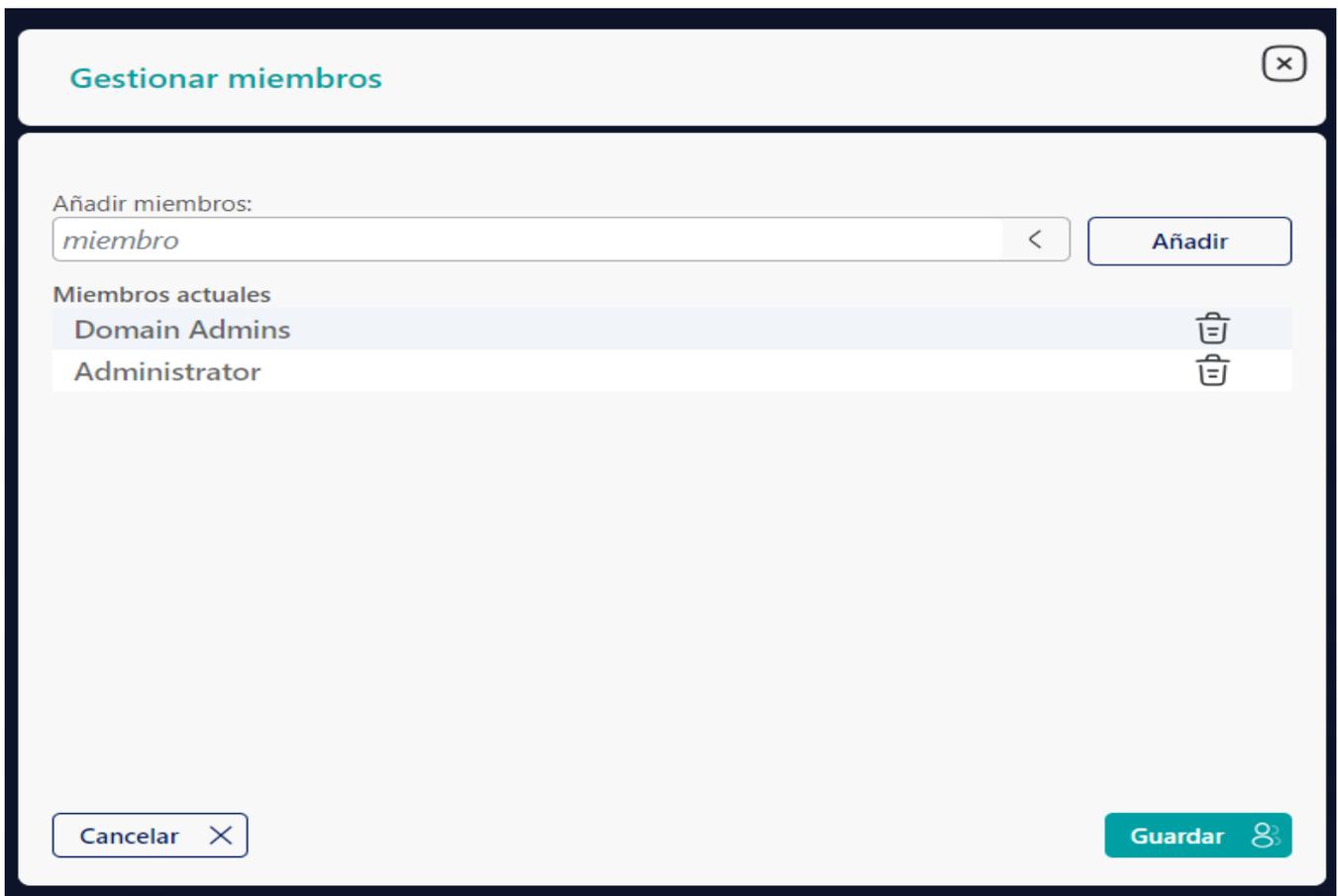


Figure 19 Manage group members

Figure [1.9](#) shows the form where the search field for users to be added to the group, the button to add said filtered users and the list of members who already belong to the group are located .

Once in the form to manage the members of a group, if the user selects the **Cancel option** , the system returns to the **Group List view** .

Once the actions of adding or deleting group members have been carried out, if the user selects the **Save option** and the changes are saved correctly, a message is displayed informing that the group members were successfully updated (See [Figure 2.0](#)).

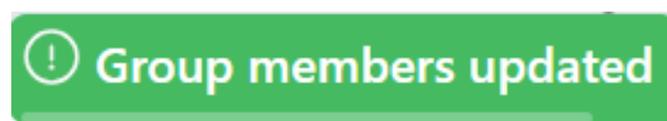


Figure 20 informational message

1.3.2 Delete group

In the **Group Listing window** (See [Figure 6](#)) the user selects the **Delete group button**, the system displays a pop-up window to confirm the operation (See [Figure 2 1](#)).

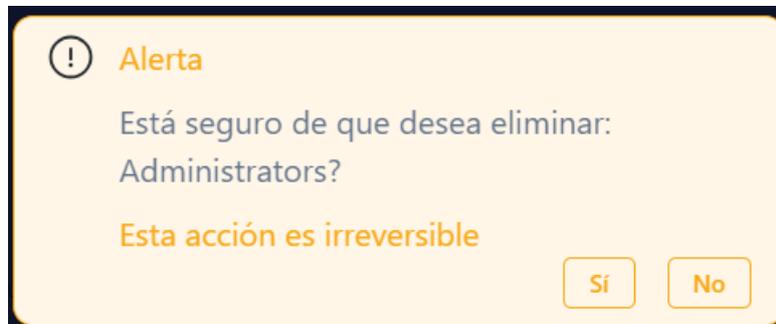


Figure 21Delete Group / Confirmation Message

Once in the confirmation message to delete the group, if the user selects the **No option** , the system returns to the Group List view (See [Figure 6](#)).

Yes option, the system deletes the group, displays the successful deletion information message (See [Figure 2 2](#)) and returns to the Group List view.



Figure 22Informational message

1.4 Link to Settings

When accessing the Settings link, the view is displayed to select the user's preferred language (See [Figure 23](#)). (Spanish English).



Figure 23Settings

1.4.1 Change language

In [Figure 23](#) In the Account Settings view, the Selection type field is displayed where the different languages that the user can select to view the information in their account are shown (See [Figure 24](#)).

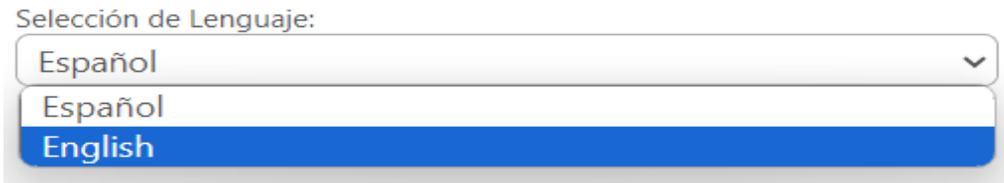
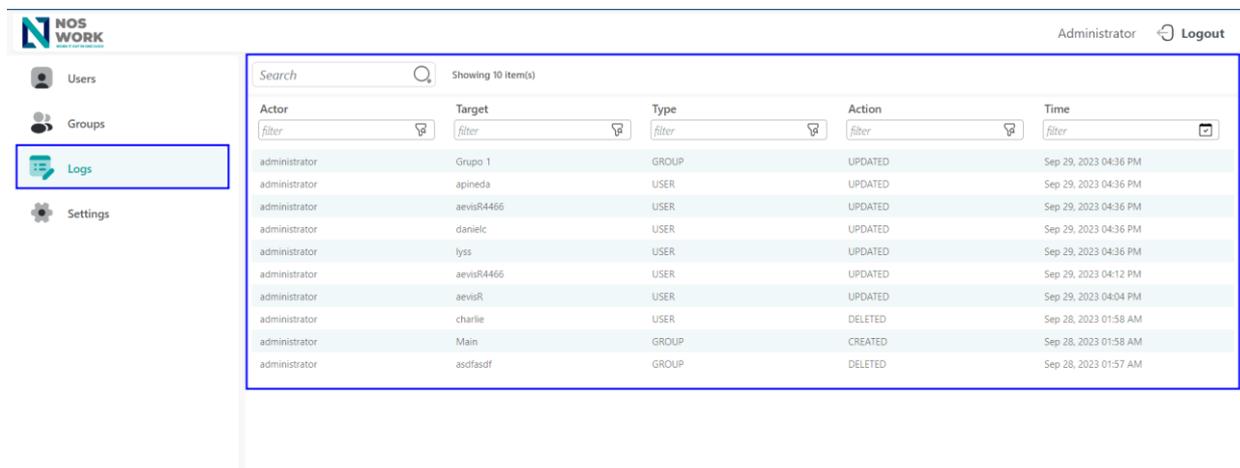


Figure 24Settings/Select languages

1.5 Link to System Logs

When accessing the **Logs link** , it is displayed the record of all operations carried out by users in the system (See [Figure 25](#)).



Actor	Target	Type	Action	Time
administrator	Grupo 1	GROUP	UPDATED	Sep 29, 2023 04:36 PM
administrator	apineda	USER	UPDATED	Sep 29, 2023 04:36 PM
administrator	aevisR4466	USER	UPDATED	Sep 29, 2023 04:36 PM
administrator	danielc	USER	UPDATED	Sep 29, 2023 04:36 PM
administrator	lyss	USER	UPDATED	Sep 29, 2023 04:36 PM
administrator	aevisR4466	USER	UPDATED	Sep 29, 2023 04:12 PM
administrator	aevisR	USER	UPDATED	Sep 29, 2023 04:04 PM
administrator	charlie	USER	DELETED	Sep 28, 2023 01:58 AM
administrator	Main	GROUP	CREATED	Sep 28, 2023 01:58 AM
administrator	asdfsdf	GROUP	DELETED	Sep 28, 2023 01:57 AM

Figure 25System logs

The records are displayed structured by user name that made the modification, modified element, element type, action performed on the element, and the date and time the action was performed.