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# **RM Integris**

## **Creating/Deactivating Integris User Accounts**

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**LBR G2 support website: <http://171.33.198.190/g2/Index.htm>**

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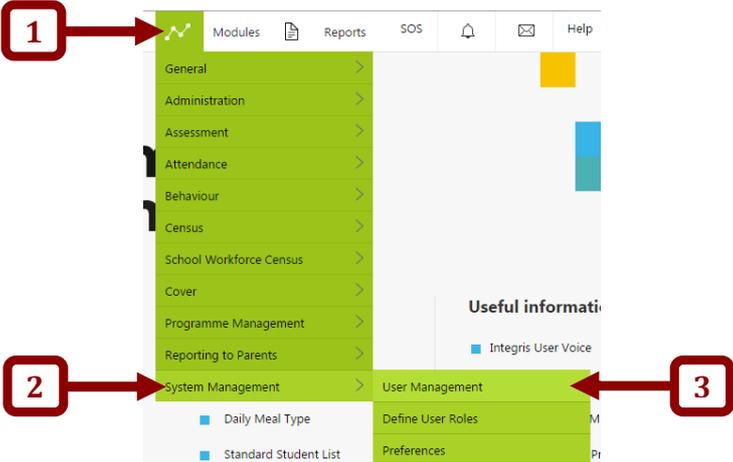
## Introduction to Integris User Accounts

Before Staff and any other chosen members of the Local Authority can access an Integris Database, a User Account will need to be created for them.

In order to create a user account, the person you are creating an account for must first have a staff record in the **Modules > General > Staff Details** area (for instructions on Adding Staff Members please see the **Add, Edit, Transfer & Delete Staff Records** guidance document).

## Creating a User Account

To create a user account, go to **Modules (1) System Management (2) > User Management (3)**



Click the **Add User** button...

User Management

Username	Name	Expiry Date	Web Sv.	Active	Locked	Logged In	+
ADMIN_SMSTRAIN_MSTR_07	Not Specified ADMIN ADMIN	07 Jan 2050	No	Yes	No	No	
apirie	Miss Anita Pirie	18 Apr 2020	No	Yes	No	No	
Assessment	Mr Brian Aldwich	08 Oct 2010	No	Yes	No	No	
cboyd0000	Mrs Catherine Boyd	05 Mar 2018	No	Yes	No	No	
EWO_user	LA . EWO	26 Oct 2018	No	Yes	No	No	
ITunit0000	LA IT Unit	30 Jul 2018	No	Yes	No	Yes	
LA_317_0000	Not Specified ADMIN ADMIN	30 Sep 2050	No	Yes	No	No	
RDSupport	LA Research Data	31 Jul 2015	No	Yes	No	No	

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Click on the magnifying glass...

Add User

Users Roles

User Type: Staff Member

Username: \*

Expiry Date: \*

Active:

Web Services:

User Desktop: Not Specified

Staff Member: \*

Name:

Reference No.:

Staff Code:

Primary Email:

Alternative Email:

The usual staff search page will appear, search for the member of staff you are creating the user account for.

Once you are taken back to the **Add User** page, you will be able to enter the User ID **(1)**, an Expiry date **(2)** and a temporary password **(3)** (ensure that the **User must change password on next login?** Box is ticked **(4)**). Then click on the **Roles Tab (5)**

Add User

Users Roles

User Type: Staff Member

Username: \* AFerguson0000

Expiry Date: \* 17 Jun 2019

Active:

Web Services:

User Desktop: Not Specified

Staff Member: \* Mr Andy Ferguson

Name: Andy Ferguson

Reference No.: 96

Staff Code: ARF

Primary Email:

Alternative Email:

Password: \* .....

Confirm Password: \* .....

User must change password on next login?

Annotations: (1) points to Username, (2) points to Expiry Date, (3) points to Password fields, (4) points to 'User must change password on next login?' checkbox, (5) points to Roles tab.

**NOTE: The User ID should be the users' first initial, followed by the full surname, followed by the last four digits of the schools DFE number.**

**Example: ASurname1234**

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Select the roles that the user needs from the right hand side (1) and click the **Add>>** button (2). Then click **Save** (3).

Assign Roles to User  
Staff Name : Mr Andy Ferguson Username : AFerguson0000

Users Roles

**Available Roles**

Roles

- AdhocReportAuditAll
- AdhocReports
- AdhocReportStaffAll
- AdhocReportStaffStd
- AdhocReportStudAll
- AdhocReportSuperUser
- ADMIN
- ADMIN\_NO\_CONTRACTS
- ADMIN\_NO\_STAFF
- AdvancedReportUser
- AlertsUser
- ASM\_COORDINATOR
- Assessment
- ASSESSMENT\_REPORT
- AttendanceEntry
- Behaviour
- Behaviour\_QuickEntry
- COVER
- CreateAdvancedReport
- CreateFlexibleReport
- DOCSTORE\_DELETE
- DOCSTORE\_EDIT
- DOCSTORE\_STORE
- DOCSTORE\_VIEW
- EWO

**Assigned Roles**

Roles

**Assign a Role**  
Click on a single or multiple items in the 'Available' list and click on the 'Add' button

Add >>

**Remove a Role**  
Click on a single or multiple items in the 'Member' list and click on the 'Remove' button

<< Remove

**Description**

Access to Audit Log Catalog

Save Cancel

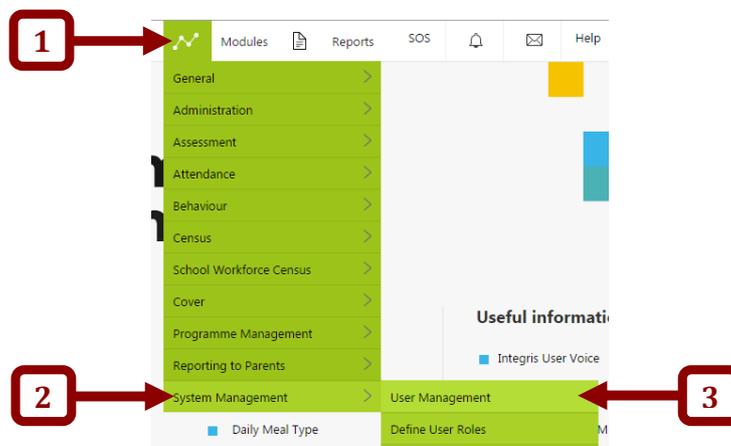
The User Account has now been created for your database.

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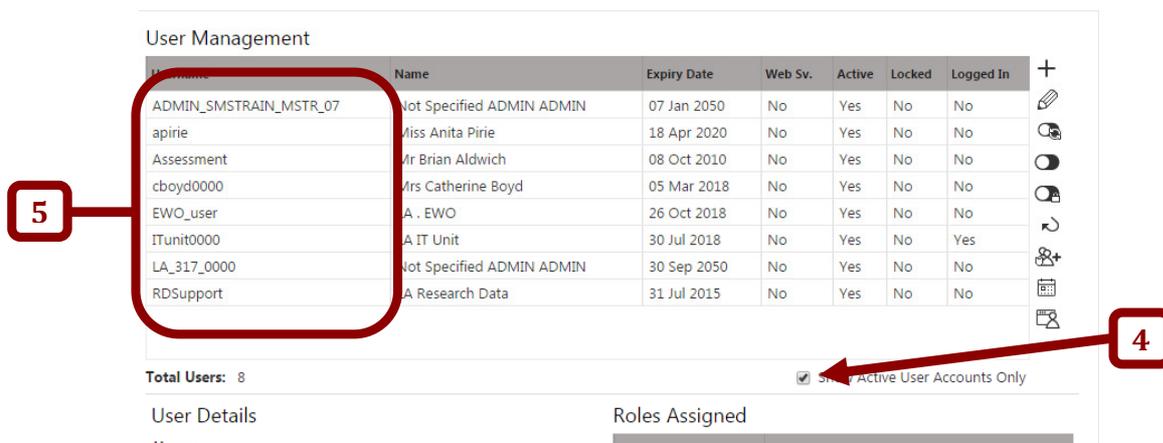
## Deactivating a User Account

When a member of staff with access to Integris leaves their position at the school, it is important to move their staff record to the former roll at the end of their last working day. This will deactivate their Integris user account so that they can no longer access the schools database.

To check that an account has been deactivated, go to **Modules (1) > System Management (2) > User Management (3)**



Check that the **'Show Active User Accounts Only' (4)** box is ticked > and ensure that the Username for the account in question no longer appears in the list of **User ID's (4)**.



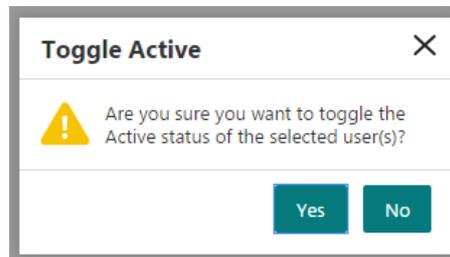
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If for any reason the Username does still appear in the list of User ID's, you will need to deactivate it manually by highlighting the Username from the **User ID** list and clicking the **'Toggle Active'** button.

User Management

Username	Name	Expiry Date	Web Sv.	Active	Locked	Logged In	
ADMIN_SMSTRAIN_MSTR_07	Not Specified ADMIN ADMIN	07 Jan 2050	No	Yes	No	No	
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RDSupport	LA Research Data	31 Jul 2015	No	Yes	No	No	

Say yes to the following message....



The account has now been deactivated and should no longer appear in the list of active User ID's.