

A product of eLecta Communications Ltd.



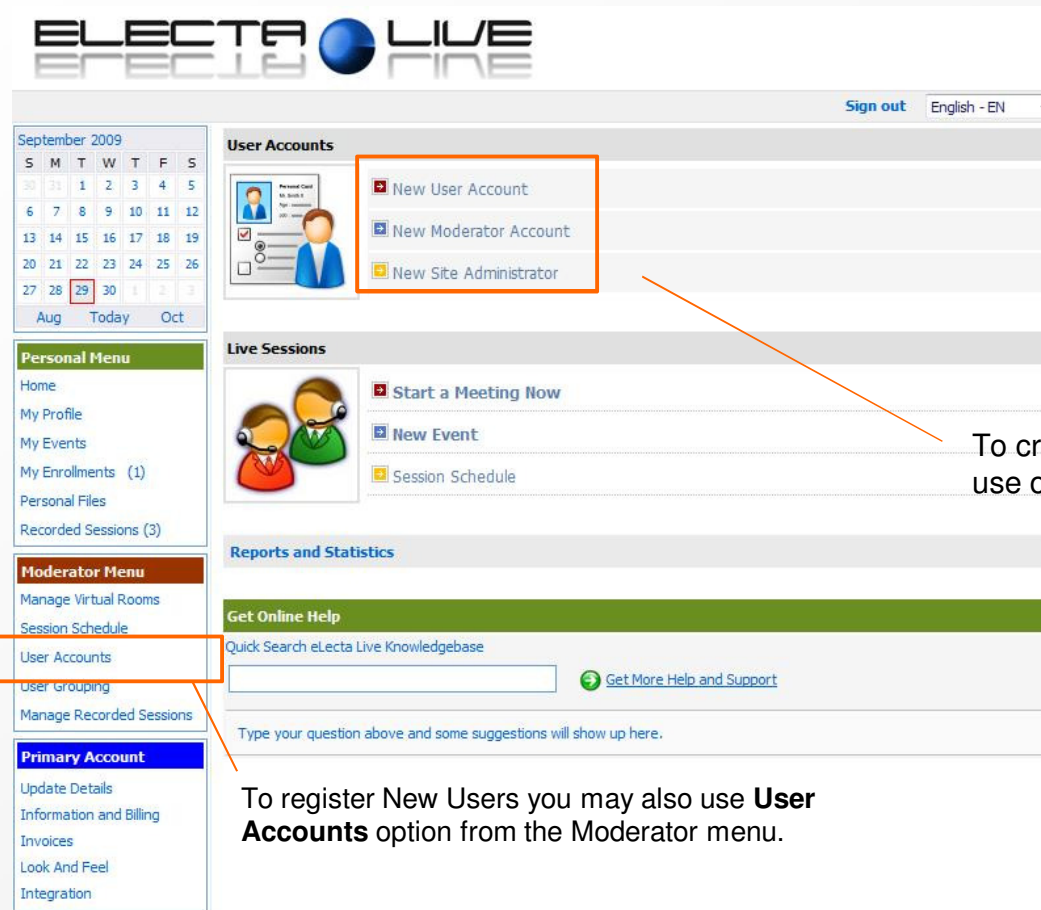
Moderators' Reference

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# Manage User Accounts & Users Grouping

# How to create a New User Account

Use the User Accounts shortcuts or Moderator Menu ->> User Accounts



The screenshot shows the eLecta Live user interface. At the top left is a calendar for September 2009. Below it is a 'Personal Menu' with links like Home, My Profile, My Events, My Enrollments (1), Personal Files, and Recorded Sessions (3). To the right of the calendar is the 'User Accounts' section, which contains three links: 'New User Account', 'New Moderator Account', and 'New Site Administrator'. Below this is the 'Live Sessions' section with links for 'Start a Meeting Now', 'New Event', and 'Session Schedule'. Further down is the 'Reports and Statistics' section and a 'Get Online Help' section with a search bar and a 'Get More Help and Support' link. On the left side, there is a 'Moderator Menu' with links for 'Manage Virtual Rooms', 'Session Schedule', 'User Accounts', 'User Grouping', and 'Manage Recorded Sessions'. The 'User Accounts' link in the Moderator Menu is highlighted with an orange box. Below the Moderator Menu is a 'Primary Account' section with links for 'Update Details', 'Information and Billing', 'Invoices', 'Look And Feel', and 'Integration'.

To create a New User (Moderator or Site Administrator)\* account use one of the **Manage User Accounts** Shortcuts.

To register New Users you may also use **User Accounts** option from the Moderator menu.

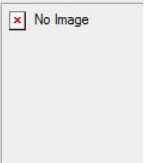
\* New Moderator and New Administrator Account options are disabled in eLecta Live Tutor edition, as it supports only one Moderator.

# Fill in User Account Details

## Specify User's Name, Email Address and Other Details

**User Account Details**

**General Details**

First Name [\*]  

Last Name [\*]

Email Address [\*]

Username [\*]  This name is free.

Password [\*]

Retype Password [\*]

Account Type

**Contact and Additional Details**

Country

City

Address

Zip (Postal Code)

Contact Phone

Company (Profession)

Language

Birth Date

Gender  Male  Female

**Accessibility Options**

Access to sessions

Account expires

Invisible Attendee

Fill in the **General details**

The Contact and Additional details are **optional**.

**Personal Menu**

- Home
- My Profile
- My Events
- My Enrollments
- Personal Files
- Recorded Sessions (3)

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**Moderator Menu**

- Manage Virtual Rooms
- Session Schedule
- User Accounts**
- User Grouping
- Manage Recorded Sessions

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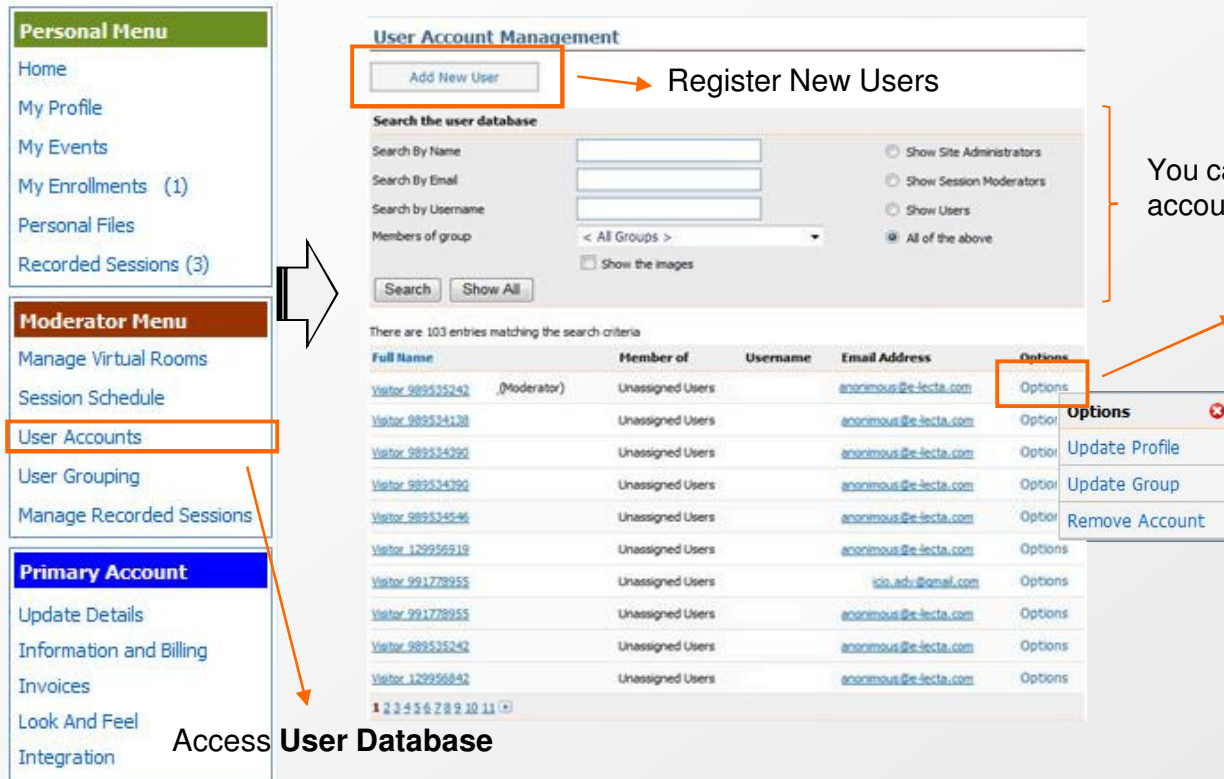
**Primary Account**

- Update Details
- Information and Billing
- Invoices
- Look And Feel
- Integration

Once created the newly registered account is accessible from **Moderator Menu - >> User Accounts**

# Modifying User Accounts

## Update Profile. Update Group. Remove Account.



**Register New Users**

**Access User Database**

You can use the **filters** to navigate to the User account you need if not currently on view.

To Modify a User Account click on **Options** link and select the respective option from the menu.

Full Name	Member of	Username	Email Address	Options
Visitor_982535242	(Moderator)	Unassigned Users	anonymous@e-lecta.com	Options
Visitor_982534128	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_982534390	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_982534390	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_982534546	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_128956819	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_991778955	Unassigned Users	icn.adv@gmail.com	icn.adv@gmail.com	Options
Visitor_991778955	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_982535242	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor_128956842	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options

**Options**

- Update Profile
- Update Group
- Remove Account

- **Update Profile** option allows you to update User's Account details;

- Select **Update Group** option to assign a user to a group or change user's current group.

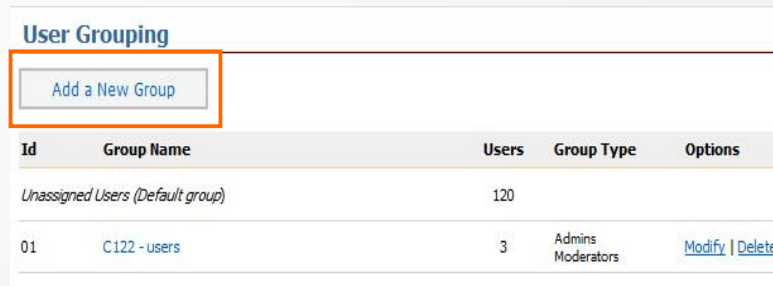
- Select **Remove account** option to delete a user account;

# User Grouping

## Concept and Usage

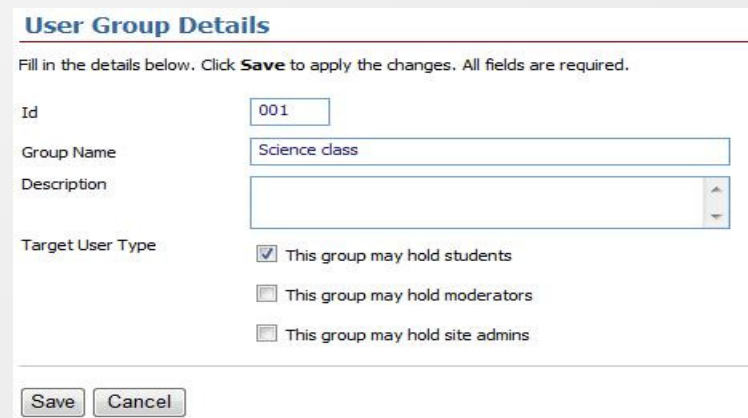
With the **User Grouping** option of eLecta Live you can group your users in your database for faster searching and by relevancy.

This feature is available for site administrators from the "**User Grouping**" menu.



Initially all your users are in the default "**Unassigned Users**" group.

To create a **New User Group** click on the **User Grouping** menu ->> **Add a New Group** and Fill in the **User Group Details**: specify the group code, name and description ->> Click **Save**



A screenshot of the User Group Details form. The form contains the following fields and options:

- Id: 001
- Group Name: Science class
- Description: (empty text area)
- Target User Type:
  - This group may hold students
  - This group may hold moderators
  - This group may hold site admins
- Buttons: Save, Cancel

# Update Group

Moving users from one group to another

## Personal Menu

- Home
- My Profile
- My Events
- My Enrollments
- Personal Files
- Recorded Sessions (3)

## Moderator Menu

- Manage Virtual Rooms
- Session Schedule
- User Accounts
- User Grouping
- Manage Recorded Sessions

## Primary Account

- Update Details
- Information and Billing
- Invoices
- Look And Feel
- Integration



### User Account Management

Add New User

Search the user database

Search By Name

Search By Email

Search by Username

Members of group:

Show the images

Show Site Administrators

Show Session Moderators

Show Users

All of the above

There are 103 entries matching the search criteria

Full Name	Member of	Username	Email Address	Options
Visitor 989534342 (Moderator)	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 989534138	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 989534390	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 989534390	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 989534546	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 129956919	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 991778955	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 991778955	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 989534342	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options
Visitor 129956842	Unassigned Users	anonymous@e-lecta.com	anonymous@e-lecta.com	Options

Click on the "Options" link and then "Update Group".

Options

- Update Profile
- Update Group
- Remove Account

### Update User Group

User: Visitor 989534390

Currently member Of: Unassigned Users

Move to Group:

Change user's group from the drop-down menu and click Save.

You can move users from one group to another from the "User Account" menu.

Additionally - each time you update a user account you will be given the option to place this user into one of your groups (if any defined).

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# Enjoy Your eLecta Live Sessions

For technical support write to

[support@e-lecta.com](mailto:support@e-lecta.com)