

## Add or Edit User

The Users page lets you create and edit users who can access the Innovative Mobile Admin site. For example, you can create users to delegate Innovative Mobile administration tasks to them. The Users Rights and Access privileges that you can assign to a user depend on the privileges that are assigned to you. When you are editing your own user, some fields are grayed out. These fields can only be changed by the user who created your user account.

How to get here in the Innovative Mobile Administrative interface:

Users > Add New User

Users > [click a username]

## General settings

Some of the fields in this area do not affect your library's Innovative Mobile app. See each field description if you have a question about whether a field affects your library's Innovative Mobile app or not.

Option	Description
Username	Specifies the ID that the user enters to log in to the Innovative Mobile Admin site.
Full Name	Specifies the user's given name. This name can be used for reporting what actions the user has taken in the Admin site.
Password	Specifies a password for the user. The user can also change their password after logging in to the Admin site by typing a new password and then confirming that password in the Re-type password field.
Re-type Password	Confirms the value entered in the Password field when setting or changing a user's password.
Password expires after	When selected, requires the user to change their password after the number of days specified.  When the user logs in to the Admin site after the specified number of days have passed since last changing their password, they are taken to a Change Password page and must change their password before being allowed to access the Admin site.  Whenever the user changes their password on the Users page, the count of days since changing their password is reset to zero.
Time Zone	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Locale	Specifies the default language of apps, tabs, and content items created by this user.
Email Address	Specifies the user's email address. This can be used for contact information when a user needs to be contacted. If a user has been granted permissions to an app, they will receive a monthly statistics report at this email address.
Notify me about channel problems	This field does not affect your library's Innovative Mobile app. You can ignore this field.

## User Rights

Some of the fields in this area do not affect your library's Innovative Mobile app. See each field description if you have a question about whether a field affects your library's Innovative Mobile app or not.

Option	Description
Mobile Publishing	Allows the user to publish content items so that they can be used in your library's app. You should assign this right to a user if they will be creating and maintaining content for Innovative Mobile. If you assign this right to a user, you should also select the Mobile checkbox in the Content Defaults section.
Channel Settings	Allows the user to change the settings of channels that they have access to. Channel settings affect the contact information, library hours, and location information that can be displayed for a library in Innovative Mobile.
Schedule Alert and Timed Items	This field does not affect your library's Innovative Mobile app. If this right is an option, do not assign it to users that you create, so that those users will not be asked to schedule content items that they create.
Access Parent Content	Allows the user to access and modify content that is created by a parent user account. For example, if you create a content item, a user that you created would be able to access and edit the content that you created. You should assign this right to a user if you want that user to be able to maintain content that you've created.

## Content Defaults

Some of the fields in this area do not affect your library's Innovative Mobile app. See each field description if you have a question about whether a field affects your library's Innovative Mobile app or not.

Option	Description
Back Color	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Duration	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Volume	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Stretch To Fit	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Sched Length	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Mobile	Auto-publishes any content that this user creates so that it can be used in your library's app. You should select this option for a user if they will be creating and maintaining content for Innovative Mobile.

## Access

Some of the fields in this area do not affect your library's Innovative Mobile app. See each field description if you have a question about whether a field affects your library's Innovative Mobile app or not.

Option	Description
Zone Templates	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Groups	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Content Types	<p>Specifies the types of content that the user can create. Only the following types of content can be used in Innovative Mobile:</p> <ul style="list-style-type: none"><li>• Live Web Page</li><li>• RSS News Feed</li></ul> <p>You should grant these privileges to a user if they will be creating and maintaining content for Innovative Mobile.</p> <p><b>Important:</b> You should not give the user privileges to create other content types, even if they are available to you. The other content types are not used in Innovative Mobile.</p>
Text Themes	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Mobile Channels	Specifies the Mobile Channels that the user can access and change information for. You should grant these privileges to a user for each Mobile Channel that they need to update.
Surveys	This field does not affect your library's Innovative Mobile app. You can ignore this field.
Mobile Apps	Specifies the Mobile Apps that the user can edit. You should grant a user privileges to edit any Mobile App that they need to edit.