



User Management System

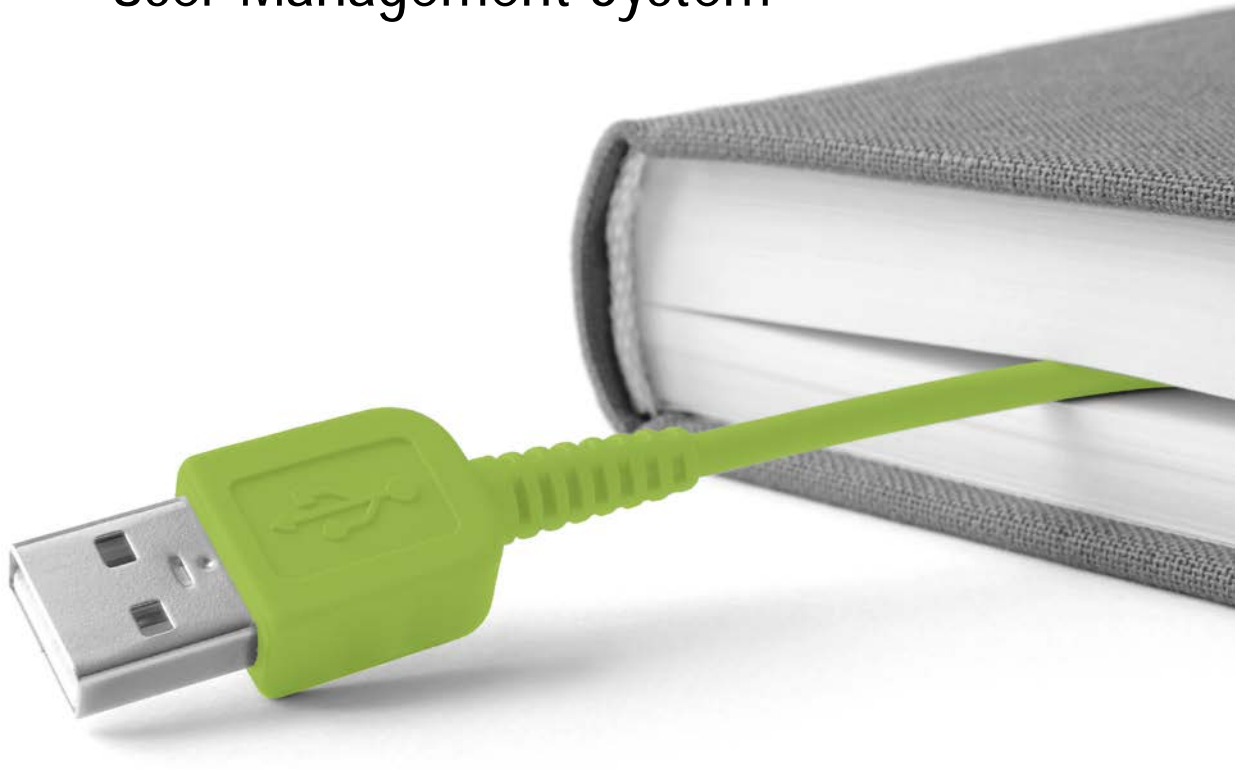


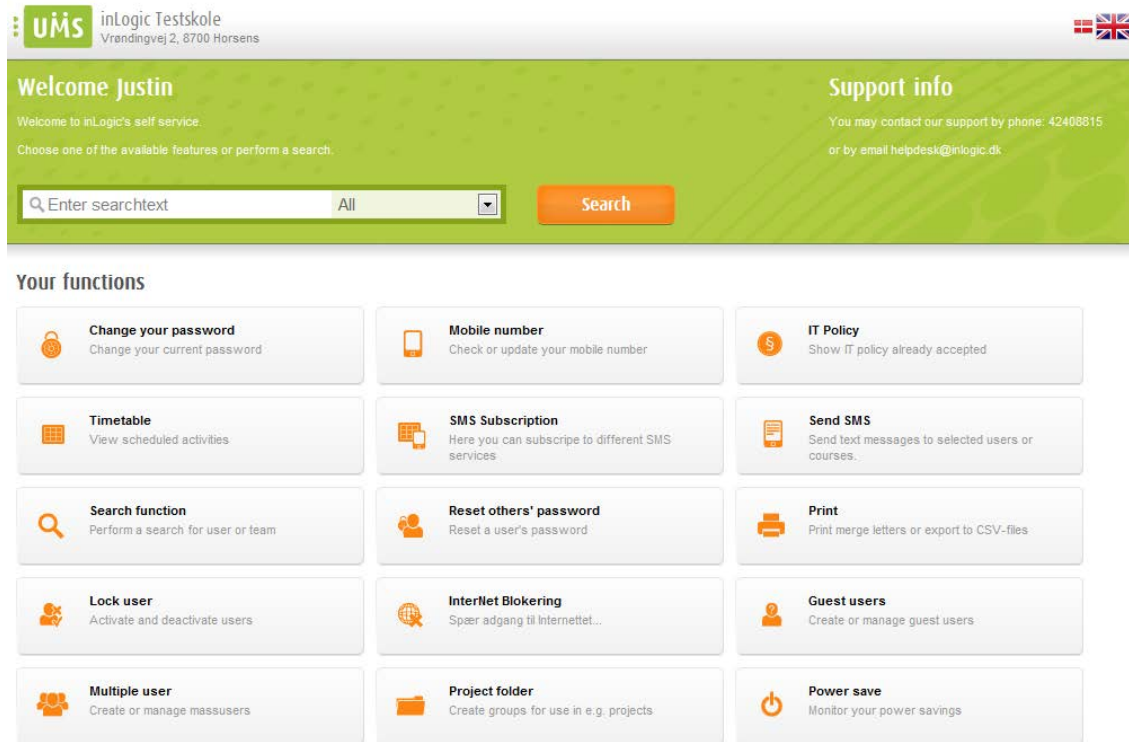
Table of Contents

UMS Web manual.....	3
Change your password.....	5
Mobile number.....	6
IT Policy	7
Your info.....	8
Timetable	9
SMS Subscription.....	10
Grades	11
Send SMS	12
SMS News	13
Search function	14
Change others' password.....	15
Print.....	16
Lock user.....	18
Internet block.....	19
Guest users.....	20
Multiple users	22
Project folder	24
Powersave	27

UMS Web manual

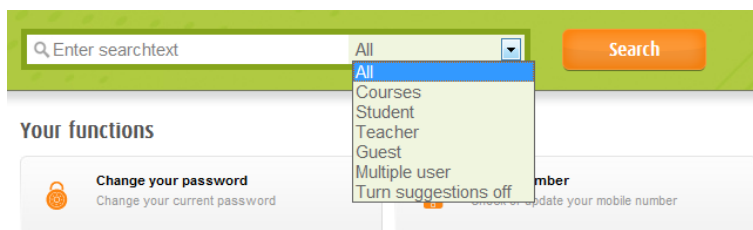
The start page gives access to the functions that are possible to use.

The picture below does therefore not necessarily reflect the start page of the institution.



It is possible to perform a search directly on the homepage. To minimize the shown subjects you can specify the type being searched for.

As soon as you have entered more than one character in the search field, proposals will be shown containing all the entered characters. The more precise a search, the fewer items will be listed.



A search done directly on the home page provides a list of found subjects and a function list, so you can choose which function to perform after selecting the subject.

Some features are type specific and therefore you cannot choose the "Modify guest user" if you have searched for and selected a Course.

All
Search

Your search is showing 1 hit(s)

ID	Name	Type	
hg12-10	hg Turbo	Courses	<input checked="" type="checkbox"/>

Your functions

Send SMS

Reset password

Activate/deactivate user


Print

Save as CSV

Modify guest user

Modify mass users

Change your password



Change your password
 Change your current password

If you have received the welcome letter from the school and wish to access your mail, it might be necessary to change the assigned password before accessing the webmail.


Change your password
✕

Here you can change your existing password
 NOTE: Your new password has to be a minimum of 8 characters, including both numbers and characters.

Username

Domain

Old password

New password


Repeat new password

Change

You enter the username and password contained in the welcome letter and then choose a new password.

If you log on and change your password, it is possible to receive the new password by SMS.

This requires that you have registered your mobile number either using UMS web or in the student administration.


Change your password
✕

Here you can change your existing password
 Your new password must consist of a minimum of 8 characters, one of which must be a number and one that must be a special character (i.e., ! @ # ^ & * % \$ #). Special characters are created by pressing the "Shift" key and a number key at the same time.

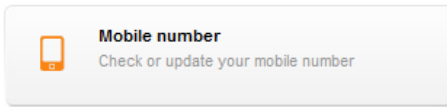
New password

Repeat new password

☒ Receive SMS with the new password

Change

Mobile number



Register your mobile number to use the UMS Web SMS services.
If you do not want this, you will receive the sent text in an email.

The number which might be registered, in the student administrative system, will appear in the box. ¹



Register your mobile number

Enter the number you wish to use when receiving SMS's

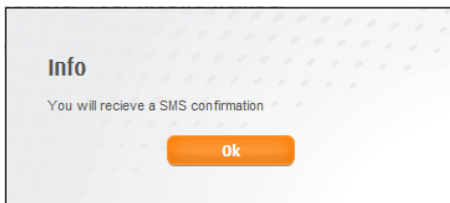
Mobile number

1

Update **Remove**

The registered number will be used solely by the institution's SMS equipment and will not appear anywhere.

After registering a confirmation will be sent to the entered number.

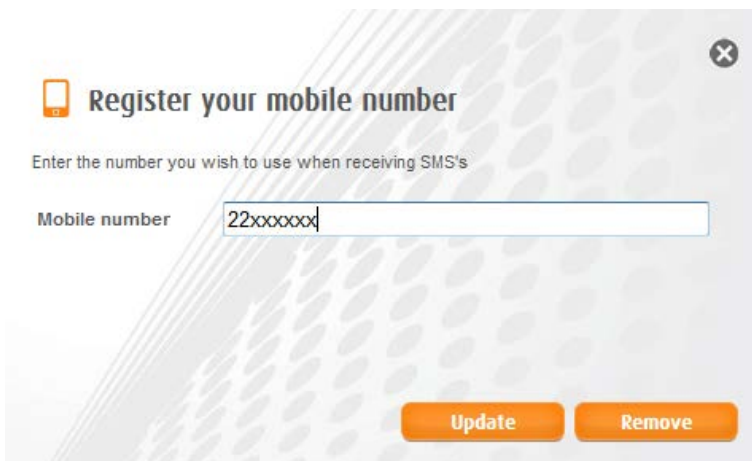


Info

You will receive a SMS confirmation

Ok

Hereafter the registered number will appear when entering the function.



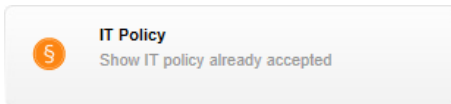
Register your mobile number

Enter the number you wish to use when receiving SMS's

Mobile number

Update **Remove**

IT Policy

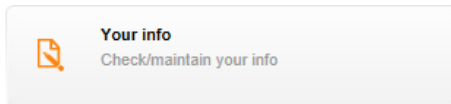


A presentation of the IT rule that has been accepted.



Makes it possible to see the accepted IT rule regarding the use of the schools IT facilities.

Your info



Check / maintain your information



Your information

Personal information

Name: Justin Howson
 Address: Silkeborgvej 140
 8700, Horsens
 Private email: juh@inlogic.dk Mailforwarding is off
 Home phone: 42408815
 Private mobile: -
 Work mobile: 22379337
 Work phone: -

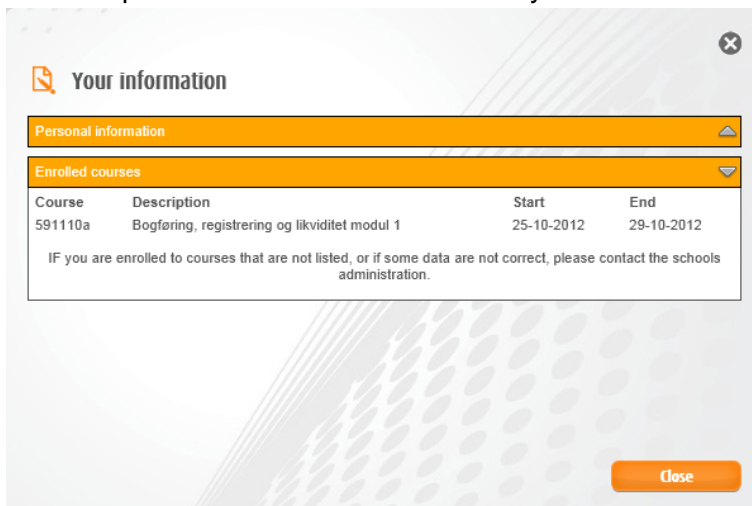
Enrolled courses

Edit

Close

Here it is possible to edit private email, home phone, private mobile number, work mobile or work phone.

It is also possible to see which activities you are enrolled in.



Your information

Personal information

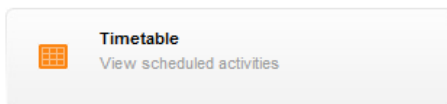
Enrolled courses

Course	Description	Start	End
591110a	Bogføring, registrering og likviditet modul 1	25-10-2012	29-10-2012

IF you are enrolled to courses that are not listed, or if some data are not correct, please contact the schools administration.

Close

Timetable



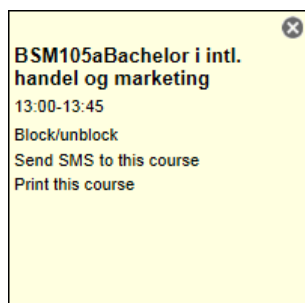
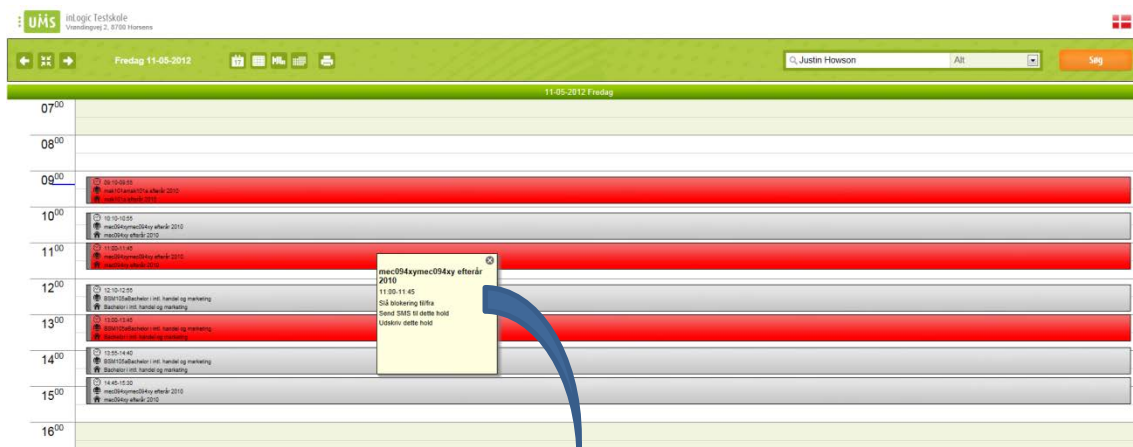
The presentation of timetables can be on at daily, weekly or monthly basis.




It is possible to see other people's timetables if you have the necessary privileges.

Use the search box **1** to find the desired user or activity.

At each timetable block there are a number of options depending on the institution's installation.



SMS Subscription



SMS Subscription


Here you can subscribe to different SMS services

Subscribe to the services provided by the school.

Choose preferred language

English

✕



SMS subscription

Choose the services you wish to subscribe to.

☒

News

Subscribe to receive news from the school.

☒

SMS today's timetable

Subscribe to this service if you want to receive an SMS containing the lessons for today, x hours before the first lesson starts. Be advised that there is no guarantee for delivery of SMS and the service must be used to supplement the existing timetable.

Hours before:

☐

Timetable changes

Subscribe to receive an SMS when changes occur in today's timetable.

☐

SMS Grades

Subscribe to receive recently released grades.

Number used: 22379337


Change

Update


“Choose preferred language”


Choose the language of the text messages to be sent.

Grades


Grades
 See your registered grades


See the grades that you have achieved.


inLogic Testskole
 Værdingsvej 2, 8700 Horsens





Karakter
 Oversigt over alle dine registrerede karakterer.
 Hvis der angives karakterer og forkerte, testes du fremværende dag i studieadministrationen.


Info
 Antal karakterer: 3
 Seneste karakter: 01-06-2011




Karakter oversigt

PB i offentlig administration - Tværfaglig skriftlig opgave, 1. eksamen Dato: 01-06-2011 Antal eksaminenter: 19	Eksamenstype: Skriftlig Gennemsnit for eksamen: 4.1	10
PB i offentlig administration - Tværfagligt projekt		Bestået
PB i offentlig administration - Kommunikationsprojekt (skr. eks.)		Bestået


 User Management System from
 



Send SMS



Send SMS
Send text messages to selected users or courses.

It is possible to send to individual users or entire teams.

If you wish to send notice of a canceled lesson find the specific course under "Send SMS" and mark it.

Search

Your search is showing 63 hit(s)


ID	Name	Type	
555910intro	HG-introduktion	Courses	<input checked="" type="checkbox"/>
hg01-10	hg1 Turbo	Courses	<input type="checkbox"/>
hg01-10-IT	hg01-10-IT	Courses	<input type="checkbox"/>
hg01-10-SS	hg01-10-SS	Courses	<input type="checkbox"/>
hg02hg06-IT	hg02hg06-IT	Courses	<input type="checkbox"/>
hg02hg06-SS	hg02hg06-SS	Courses	<input type="checkbox"/>
hg02-10	hg1 Basis	Courses	<input type="checkbox"/>
hg03hg11-SS	hg03hg11-SS	Courses	<input type="checkbox"/>

Dine funktioner

Then choose "Send SMS" and the SMS will be sent to all the registered students.

Click "Show missing numbers" to see the students that have not yet registered

Students, who have not registered their mobile number, will receive the SMS by email as a text message.



You have selected HG-introduktion

✕

Enter a custom text. Or select one of the predefined messages

Choose message

Message

Characters left 42

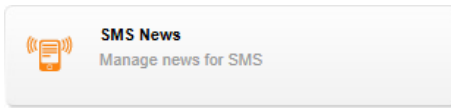
Custom text

Hi HG-introduktion
Third lesson has been cancelled.
Prepare for next weeks project instead :)
Regards Anders Andersen

☒ Send copy to my phone
☒ Allow reply to this SMS?
☐ Include future students

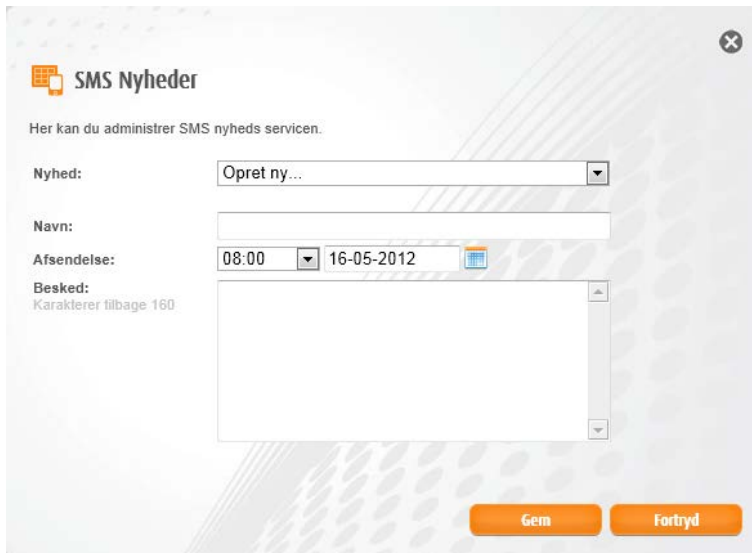
You can choose one of the predefined templates or choose to enter the custom text.

SMS News



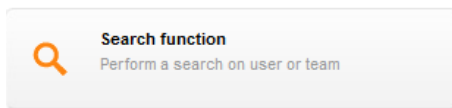
Part of SMS Subscription

This is where you create the SMS news which can be subscribed to in "SMS Subscription"



It is possible to specify a date and a time if the intent is not to publish at once.

Search function



Depending on the institution's module package you will either be presented for the activities you are associated or you will have to search for them manually.




No scheduled activities found for your account

To begin a search, type in the search box.
For a more specific search, refine searchterms.


If the activities you are associated are not displayed by default, you can advantageous search using the search box on the home page.



The Search function page is advantageous when the activities a user is associated to are shown. This will allow a given user to quickly get an overview and made a choice, since most function calls are made to activities related to the user.

Change others' password


Reset others' password
 Reset a user's password

It is possible to change the password for a single user, multiple users or an entire course.


 inLogic Testskole
 Vrengingvej 2, 8700 Horsens

Change other users password


Help a user getting a new password

All


Your search is showing 18 hit(s)

ID	Name	Type	
hgVF1110deko	hgVF1110deko	Courses	<input type="checkbox"/>
hgVF1110gra	hgVF1110gra	Courses	<input type="checkbox"/>
hgVF1110idr	hgVF1110idr	Courses	<input type="checkbox"/>
hgVF1110priv	hgVF1110priv	Courses	<input type="checkbox"/>
hgVF1110rekl	hgVF1110rekl	Courses	<input type="checkbox"/>
hgVF1110we	hgVF1110we	Courses	<input type="checkbox"/>
hgVF2110dDC1	Dansk niv D+C	Courses	<input type="checkbox"/>
hgVF2110dDC2	Dansk niv D+C	Courses	<input type="checkbox"/>

Your functions


Reset password

If you change password for a single user, the users name will appear in the prompt box otherwise there will be a reference to the number of users affected.

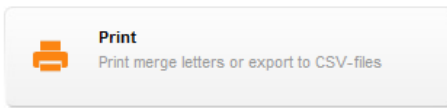

You have selected 31 users

The selected users password will be reset

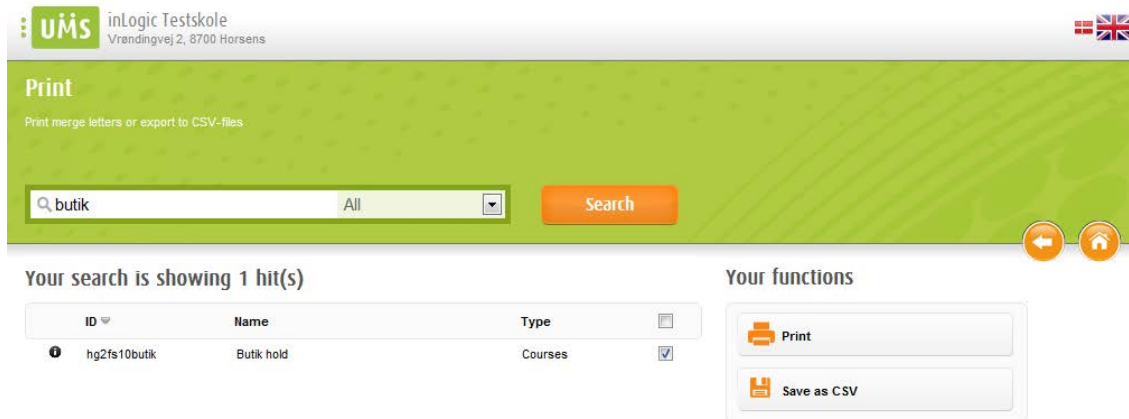
☐ Password change at next login?

Reset

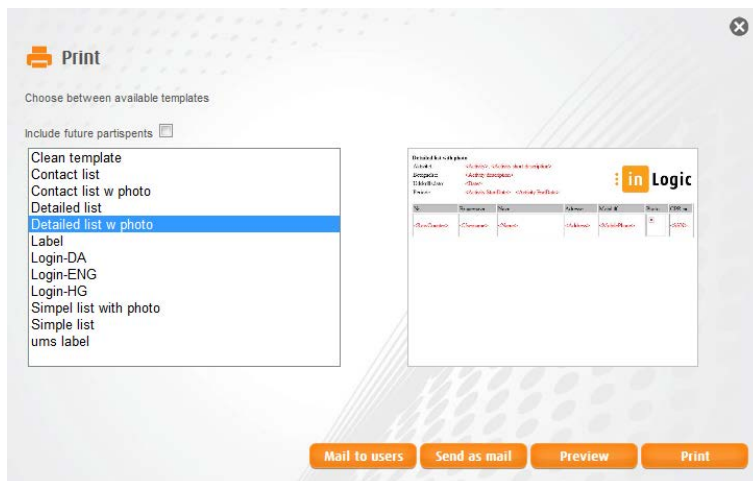
Print



It is possible to print merge letters for users or save data as a CSV-file.



Choose a template and send it by email or print it.



"Mail to users"

Merge letters will be sent to the users attending the course.

"Send as email"

Merge letters, for the chosen users, will be sent to the user logged on.

"Preview"

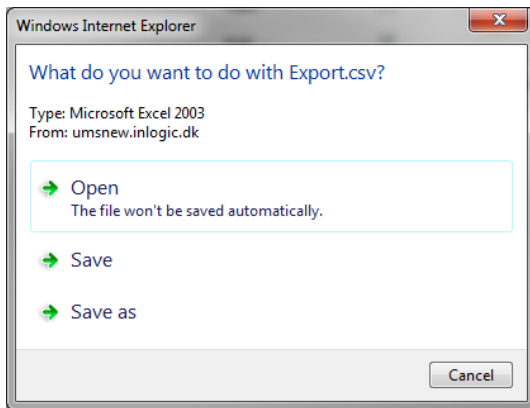
Displays a full-size preview of the chosen template.

"Print"

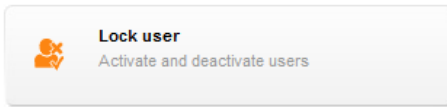
Merge letters, for the chosen users, will be printed for delivery.

"Save as CSV"

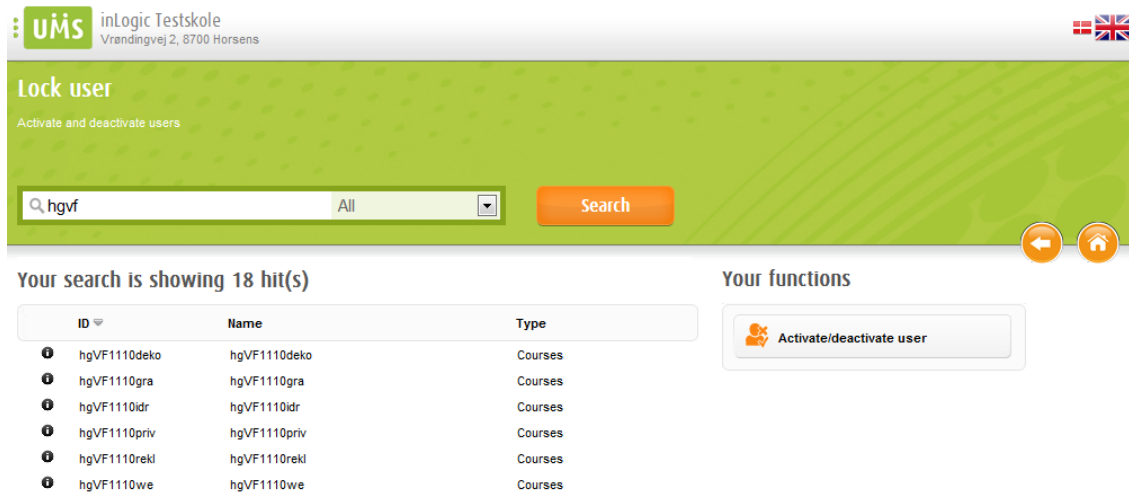
Save or open the listed user info in a CSV-file.



Lock user



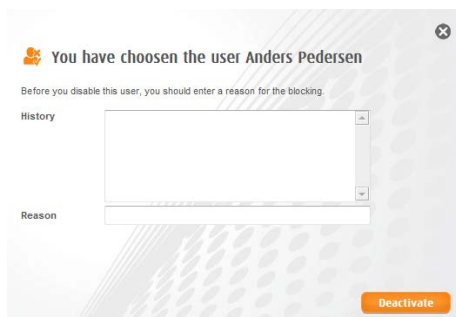
It is possible to deactivate/activate a single user, multiple users or an entire course.



ID	Name	Type
hgVF1110deko	hgVF1110deko	Courses
hgVF1110gra	hgVF1110gra	Courses
hgVF1110idr	hgVF1110idr	Courses
hgVF1110priv	hgVF1110priv	Courses
hgVF1110rekl	hgVF1110rekl	Courses
hgVF1110we	hgVF1110we	Courses

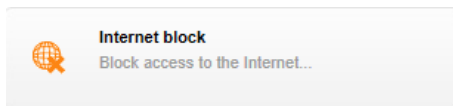
Deactivated users will not be able to log on to their domain account.

It will be possible to specify a reason for the deactivation, so others can see what the cause is.



Similarly, a history will indicate if there have been previous cases.

Internet block



It is possible to block a single user or an entire team.

inLogic Testskole
Vrøndingvej 2, 8700 Horsens

Internet block
Block one of your lessons directly, or create a block manually.

Search: hh21 All Search

Your search is showing 9 hit(s)

ID	Name	Type
HH210MAT10	MAT B C+K	Courses
HH211MAT10	Mat B D	Courses
HH212MAT10	MAT B E	Courses
HH213MAT10	MAT B F	Courses

Dine funktioner

+ Opret Blokering

- Fjern Blokering

Søg

Dine funktioner

+ Opret Blokering

- Fjern Blokering

Dagens skema


15:10-15:55 mak101a

17:10-17:00 mak101a


15:10-15:55
Aktivitet: mak101a
Aktivitets beskrivelse: mak101a efterår 2010
Fag beskrivelse: BMF + Salg
Lærer: Jørgen Skjott - caj
Klik for at blokere denne time...



Your timetable will appear below “Your features”, which will provide a quick and easy access to blocking ongoing or future lessons.

Guest users


Guest users
 Create or manage guest users

It is possible to create guest users which can be assigned to guest lecturers, consultants and the like.


 inLogic Testskole
 Vrøndingvej 2, 8700 Horsens

Create guest users

Create or manage guest users

Your search is showing 4 hit(s)


ID	Name	Type
GU191	Anders Andersen	Guest
GU192	Claus Clausen	Guest
GU193	Niels Nielsen	Guest
GU194	Storm Pedersen	Guest

Your functions

- Create guest user
- Modify guest user
- Delete guest user
- Print

Enter the user's first name and last name. Mobile number can be entered if the user is to be able to use the institutions SMS' services.

Validity ¹ indicates the period that the account will be active. It is possible to edit the end date, if it turns out the user needs to extend his stay.


Create guest users

Maximum period for this template is 30 days

Choose template:

Name:

Company:

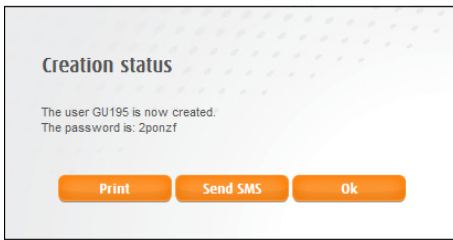
Mobilenummer:

Valid ¹:

Comments:

After creation the username and password can be printed and delivered to the user.

If the mobile number has been entered, the information can be sent by SMS to the user.

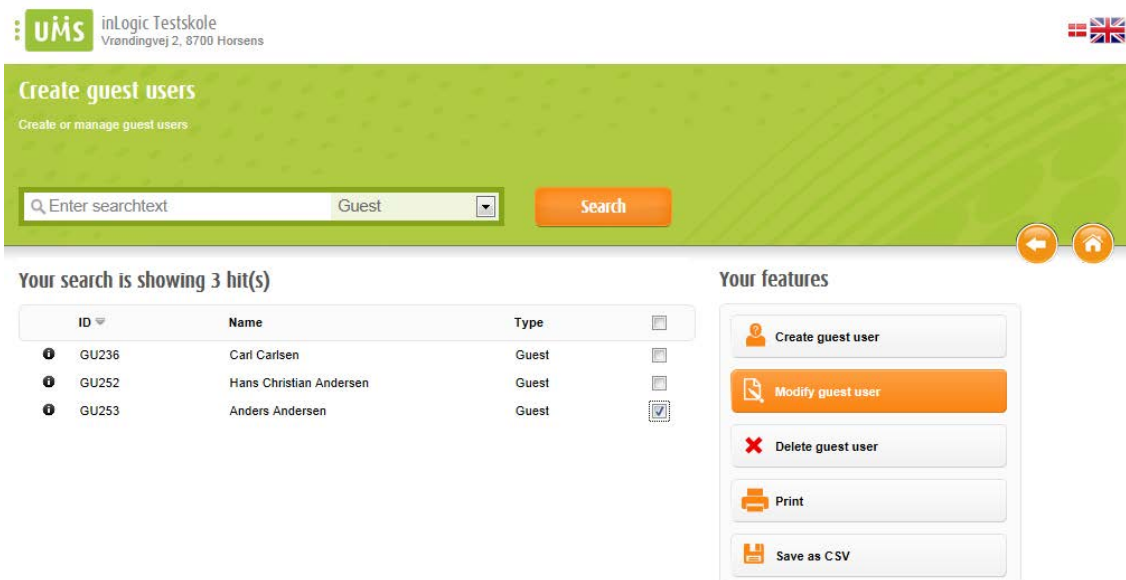


If desired you can add the guests SSN in the comments field, thus making it possible to identify the user.

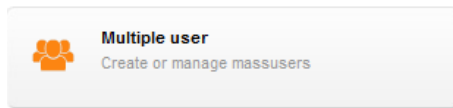
By hovering the information icon the guest's information will appear.



To see what has been entered in the comments field, the user must be marked and "Modify guest user" selected.

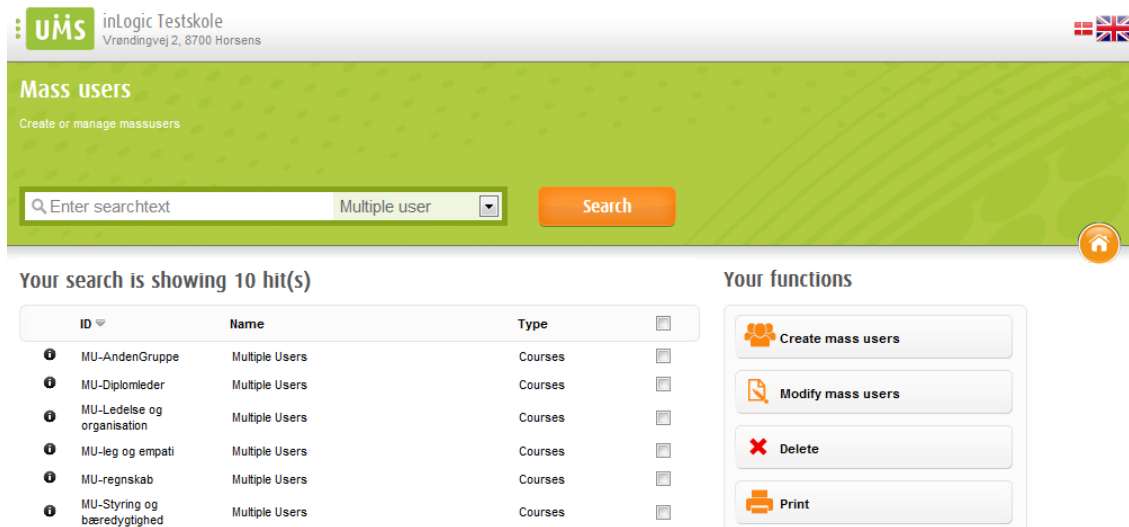


Multiple users



It is possible to create mass users which can be assigned to course participants and the like.

By default the mass users that you have created, that are still active, will be displayed.



Mass users
Create or manage massusers

Search: Enter searchtext Multiple user Search

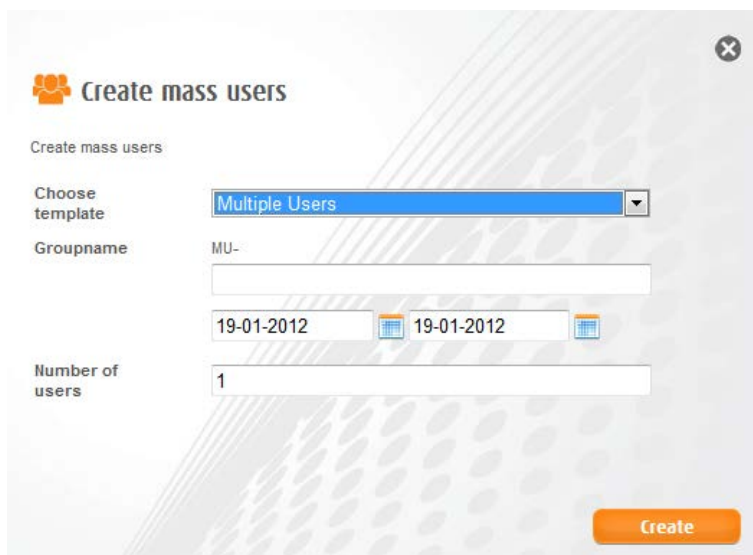
Your search is showing 10 hit(s)

ID	Name	Type
1	MU-AndenGruppe	Multiple Users
2	MU-Diplomedler	Multiple Users
3	MU-Ledelse og organisation	Multiple Users
4	MU-leg og empati	Multiple Users
5	MU-regnskab	Multiple Users
6	MU-Styring og bæredygtighed	Multiple Users

Your functions

- Create mass users
- Modify mass users
- Delete
- Print

At the creation of mass users a template is chosen, and the settings from this template will be used when creating the users.



Create mass users

Create mass users

Choose template: Multiple Users

Groupname: MU-

Start date: 19-01-2012 End date: 19-01-2012

Number of users: 1

Create

When creating mass users you specify a group name, the period the group is to be active and the number of users.

An existing group can be edited, so that additional users can be added to the course.



Modify mass users

Modify selected mass users.

Choose template: Multiple Users

Groupname: MU-Diplomleder

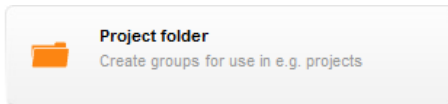
29-07-2011 15-08-2011

Number of users: 22

Add users: 0

Edit

Project folder



It is here possible to create group folders and distributions groups.

When working in project groups it can be appropriate to create a group.



The members will be able to share their documents in a common folder.

Furthermore they will be reachable through a common distribution group that will forward mails to their personal mailbox.

The institution may specify a prefix that will be applied to all group folders.

A name for the group is chosen and then members are added to the group by entering their usernames.

Gruppenavn

juh - Justin Howson
mu311 - MU311
mu312 - MU312
mu313 - MU313

Indtast brugernavn:

Tilføj bruger

Fjern bruger

OK

Fortryd

If a user is granted administrator privileges he will be able to accept or decline creation of groups and see a list of group members.

Groupnames

Metodik - Is autocreated
Økonomi - Is autocreated

Accept group

Decline group

View members

New group

Edit group

Delete group

Usernames

For some users it will be possible to create the groups permanently. But for this to work the institution needs to grant special privileges to these users.

The groupfolder will be placed here: L:\Grupper\Midlertidig

Enter the desired groupname and add members to the group.

Prefix for group: Temp-

Groupname

juh - Justin Howson

Enter username:

Groupfolder type:

☒ Temporary

☐ Permanent

Add user

Remove user

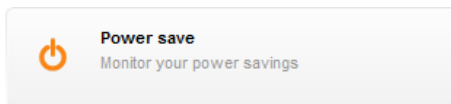
L\Grupper\Midlertidig - HG

Projektgrupper Temp - HGH

OK

Cancel

Powersave



A graphical view of the institutions savings using Powersave.



Sparet **21.215** kr

Sparet **12.123** kWh

Reduceret CO2 udslip **5.455** kg

Viser de seneste 12 måneder

chart by amCharts.com

