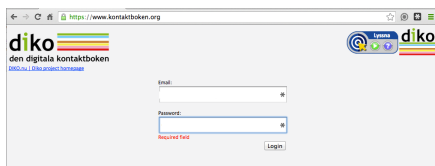
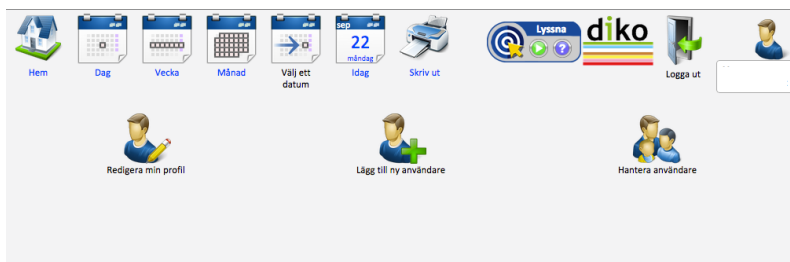


## Short guide for DIKO-admins

### 1. Log in to DIKO with your e-mail address and password



### 2. If you don't arrive directly at the functions page, click on the figure in the top right corner to get there.



### 3. If you are a new user, select [Edit my profile] to change your password.

You can also change other details in your profile and add a picture of yourself. When you are done editing, select "Update user".

### 4. To add a new user, select [Add user].

a.) Enter the user's first name, last name, e-mail address and password.

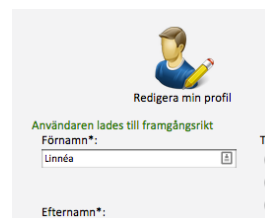
b.) Select user type by checking the box for "User" or "Guest". The first user you add has to be a "User".

c.) Check the boxes for the user settings that you want for the new user. These can be changed later on.

d.) When all information is entered or selected, select "Add new user".

If everything works as planned, you get the confirmation "The user has been added successfully".

e.) You can now log in and try your new user.



## 5. To add a guest for your new user

Do the same as in paragraph 4, but also set user relations.

The screenshot shows the 'Lägg till ny användare' (Add new user) form in the DIKO system. The form is divided into several sections:

- Navigation:** Home, Day, Week, Month, Choose a date, Today, Print, Listen, DIKO logo, Logout, and user profile (Mona Blom Liljeqvist).
- Actions:** Besök annan persons diko, Redigera min profil, Lägg till ny användare, Hantera användare.
- Form Fields:**
  - Förnamn\* (First name)
  - Efternamn\* (Last name)
  - Ny e postadress:\*\* (New email address)
  - Nytt lösenord:\*\* (New password)
  - Bekräfta nytt lösenord:\*\* (Confirm new password)
- User Settings:**
  - Typ av användare\* (User type): Admin, Användare, Gäst (selected).
  - Användarrelationer (User relations): Rätt att ändra (selected), Kalle Anka (Användare).
  - Användarinställningar (User settings):
    - Kan redigera kommentarer
    - Kan ladda upp media
    - Kan lägga till media i dag
    - Kan lägga till textbeskrivning
    - Kan rotera media
    - Kan skriva ut media
    - Kan redigera profilinformation
    - Kan redigera profilbild
- Buttons:** Avbryt, Lägg till ny användare.

**User relations** has to do with the rights that the user/guest you are editing is going to have in relation to the other users that are listed under "User relations". You can set the user relations differently towards different users.

You can choose between **No relation** (-), **"Look and comment"** and **"Right to change"**. (I suggest that you select "No relation" towards your DIKO, when you are editing a user that you don't want to have access to the DIKO that you have as admin.)

The user relations are specific for the user you are currently editing. But to what extent they work in the relation between users, depends on two things: a.) the user relations, b.) the settings for the user that is visited.

**Example 1:** According to the settings (as seen in the picture above), the Guest has the right to edit comments (the box "can edit comments" is checked). The Guest has also the rights to make changes to another person's diary (the user relations to the user Kalle Anka are set to "Right to change"). But this is only valid if the user Kalle Anka can receive comments, according to his user settings.

**Example 2.** According to the User settings in the picture above, this guest has the right to upload media, add media to a day and add text. But this is only valid in relation to the user Kalle Anka, as long as the user relations are set to "Right to change". If the user relations are changed to "Look and comment", this guest will no longer be able to perform these tasks in the diary of Kalle Anka.

A **guest** has no DIKO diary of his/her own. For two **users**, the same settings can be made as shown above. But since a **user** has his/her own DIKO, you have to set the user relations for both users.

## 6. Manage users

With [Manage users] you can manage the users that you administrate. When you select that function, you get a list with all your users.

| Antal användare: 2 |         |           |                 |              |   |              |            |
|--------------------|---------|-----------|-----------------|--------------|---|--------------|------------|
| Profilbild         | Förnamn | Efternamn | E post          | Användarroll | Användarrelationer                              | Antal bilder | Funktioner |
|                    | Hilma   | Karotz    | hilma@karotz.nu | Användare    | Admins: Nalle,<br>Guests: Johan, Tessie, Beata, | 5            |            |
|                    | Beata   | Nabaztag  | beata@karotz.nu | Gäst         | Admins: Nalle,<br>Hosts: Tessie, Hilma,         | 0            |            |

Under "Functions" you find the icons that lead to the tasks that can be performed.



Through the icon [**Visit another person's DIKO**] the Admin can **visit** the selected user's diary.



Through the icon [**Edit user**] the Admin can **edit** the user's settings.

## 7. Visit users

Hilma Karotz

Tessie Sköldpadda

As admin, you don't need to go through the function "Manage users" in order to visit your users' DIKO diaries. You can do that directly from the function page (just like everyone else who has a relation to a user). Don't be worried if you don't see the guests on this page. They don't have their own DIKO, so they can't be visited.

## 8. Admin with a DIKO diary

As admin you can choose to have your own DIKO, but I recommend that you create a **User** for yourself, instead of using your admin account for your diary. That will make it easier to separate the roles.

Lund 2014-11-16

Bitte Rydeman