

- The height of each bar falls within a specific range, but you can move the pointer over either bar to see the precise maximum figure for that bar.
- If you click either bar in a group quota graph, a group information page appears. The page lists the name and a description of the group and contains a View Group Members button that you can click to view current members and add new members.
- The monthly bandwidth and disk space graphs reflect the information shown under the Features header on the Account Summary page.

Customize Connect Enterprise

If your organization purchased the Connect Enterprise Customization features, the Customization link is enabled on the Administration tab. The Customization features let you adapt the appearance of your Connect Enterprise Server installation to match your organization's identity.

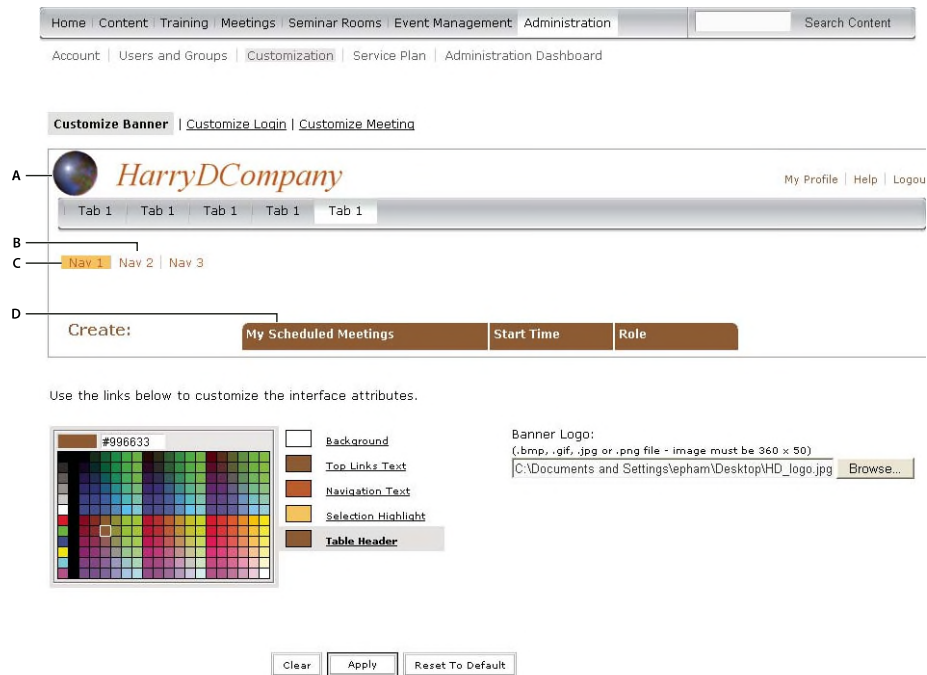
See also

"About Acrobat Connect Professional meetings" on page 29

Customize the Connect Enterprise Manager UI

Use the Customize Banner link to customize the following elements of the Connect Enterprise Manager user interface (UI):

- Background color.
- Top links text color (for the My Profile, Help, and Logout links in the upper-right corner).
- Navigation text color (for the links below the tab bar).
- Selection highlight color.
- Table header color (for the bars that identify page titles or columns on list pages).
- Banner logo, the image that appears in the upper-left corner of Connect Enterprise Manager. This image is clickable, and takes the user to the web address you specify. The image must be a JPEG, PNG, GIF, or BMP file and must be 275 x 50 pixels.



Customize Banner settings

A. Banner logo B. Navigation text C. Selection highlight D. Table header

1 Click the Administration tab.

2 Click Customization.

3 To change the color of the background, top links text, navigation text, selection highlight, or table header, click the item name in the list to the right of the color grid; then click a color in the grid or type a color code, such as #33CC66, directly into the text field. The color swatch at the top of the grid changes to the color you clicked in the grid or specified in the text field.

To change the color swatch to the previous setting, click Clear. To restore all colors and the banner logo to the Connect Enterprise Server defaults, click Reset To Default.

4 To select a banner logo, click Browse below the Banner Logo heading and browse for the logo image (JPEG, PNG, GIF, or BMP file). If you don't select a logo, the Connect Enterprise logo appears in the banner.

5 Click Apply to save your changes.

Your changes appear in five to ten seconds; alternatively, you can refresh the page.

Note: After selecting a new banner logo, the logo is displayed in the preview area. When you click Apply to save your changes, the banner preview area may change and once again display the default banner. This behavior is a result of cache settings, particularly how the cache is set to check for and update new items, in your web browser. Users, however, will see the new banner logo.

Customize the Connect Enterprise login page

Use the Customize Login link to customize the Connect Enterprise login page. You can modify any of the following attributes:

- Meeting title color
- Login text color
- Background color (login area color)
- Main logo image, which must be a 410 x 310 pixel JPEG, PNG, GIF, or BMP file

Customize Login settings

A. Main logo B. Meeting title C. Login text D. Background

- 1 Click the Administration tab.
 - 2 Click Customization.
 - 3 Click Customize Login.
 - 4 To change the color of the meeting title text, login text color, or background color, click the item name in the list to the right of the color grid; then click the color in the grid. The color swatch at the top of the grid changes to the color you clicked.
- To change the color swatch to the previous setting, click Clear. To restore the original setting, click Reset To Default.
- 5 To select a main logo, click Browse below the Main Logo heading and browse for the logo image (JPG, PNG, GIF, or BMP file). If you don't select a logo, the Connect Enterprise logo is used as the main logo.
 - 6 Click Apply to save your changes.

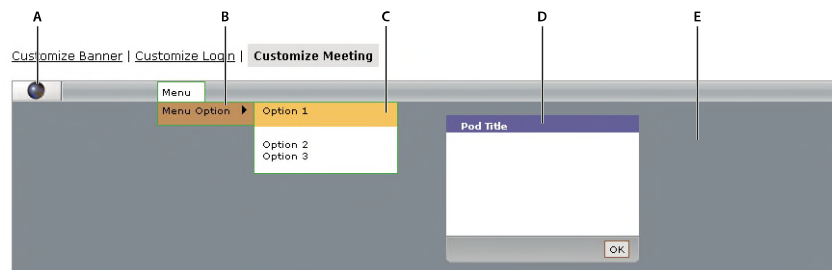
Your changes appear in five to ten seconds; alternatively, you can refresh the page.

Note: After selecting a new main logo, the logo is displayed in the preview area. When you click Apply to save your changes, the main logo preview area may change and once again display the default logo. This behavior is a result of cache settings, particularly how the cache is set to check for and update new items, in your web browser. Users, however, will see the new main logo.

Customize the appearance of an Acrobat Connect Professional Meeting

You can use the Customize Meeting option to modify the appearance of Acrobat Connect Professional Meeting. The settings you apply here appear in every meeting created in your organization's account. (However, these settings do not affect the meeting layout, which the host designs to accommodate the meeting's function.) The Customize Meeting option allows you to change the following:

- Highlight color of the item selected in a primary menu
- Highlight color of the item selected in a secondary menu (the cascading menu that appears after the user selects an item in the primary menu)
- Button rollover color (the color outline that appears around a button when you move the pointer over it)
- Background color
- Title bar color (the color of the pod title)
- Meeting logo (a 50 x 20 pixel JPG, PNG, BMP, or GIF file to use for your organization's meetings)
- Meeting URL (a website to which users are directed when they click the meeting logo)



Use the links below to customize the interface attributes.

#6666FF

Menu Highlight 1

Menu Highlight 2

Button Rollover

Background

Title Bar

Meeting Logo:
(.bmp, .gif, .jpg or .png file - image must be 50 x 20)
C:\Documents and Settings\W_logo.jpg

Logo URL
Enter a URL for a website that will be launched from the meeting logo.

Customize Meeting settings

A. Meeting logo B. Menu highlight 1 C. Menu highlight 2 D. Title bar E. Background

- 1 Click the Administration tab.
- 2 Click Customization.
- 3 Click Customize Meeting.

4 To change the color of the menu highlights, button rollover, background, or title bar, click the item name in the list to the right of the color grid; then click a color in the grid. The color swatch at the top of the grid changes to the color you clicked.

To change the color swatch to the previous setting, click Clear. To restore the original setting, click Reset To Default.

5 To select a meeting logo, click Browse below the Meeting Logo heading and browse for the logo image (JPEG, PNG, GIF, or BMP file). If you do not select a logo, the Connect Enterprise logo is used.

6 To specify a URL for the meeting logo, enter the URL in the Logo URL text box. (This is the URL of the website users go to when they click the logo.)

7 Click Apply to save your changes.

Your changes appear in 5 to 10 seconds; alternatively, you can refresh the page.

Account reports

About account reports

When you click the Administration tab, the Account Summary page appears. On this page, you can click the Reports link to access several reports.

Training Reports

This feature summarizes learner quota information (number of learners compared with the number allowed). Training reports are not downloadable.

Meeting Reports

This feature shows the maximum number of attendees supported by Acrobat Connect Professional at one time (concurrent peak) for the current month compared with the allowable quota, and the number of users currently participating in active meetings, both live and non-live.

This information is followed by a list of active meetings (that is, meetings currently in progress). You can use this list to monitor meetings, and you can click a meeting name to intervene. For example, if you must free up spaces for another meeting, you can enter an active meeting and send the host a message saying that some people must exit from the meeting.

Meeting reports are not downloadable.

Event Reports

This feature shows the number of active (current) events for the Connect Enterprise account, and a list of these. For each, the report shows the event name, number of registered users, event start date, and event completion date. You can click the name of a specific event to open the Event Information page for this event and see more information. Some Event reports, such as the attendee/absentee reports, are downloadable.

Downloadable Reports

This feature provides the ability to download five different kinds of reports as CSV files that you can export to external systems, such as spreadsheets. You can download the following reports:

- Interactions report
- Users report

- Assets report
- Questions report
- Slide Views report

You can also apply report filters that show data for specified time periods or users.

When you download a CSV file, you have the option of saving or opening the report. If you are running Connect Enterprise Manager in an Internet Explorer browser and choose to open the report, Windows automatically opens it in Excel. In this case, the information is difficult to read because you must double-click each cell to see its information.

Another option is to save the CSV file to your desktop and open the file from Notepad, which makes it easier to read. (To open Notepad, select Start > Accessories > Notepad.)

See also

“Setting and removing report filters” on page 99

Download a report

- 1 Click the Administration tab.
- 2 Click Reports.
- 3 Click Downloadable Reports.
- 4 Click one of the Download Report Data buttons.
- 5 Click Open or Save, as appropriate.

Note: Each downloaded report that you save is named “data.csv” by default. When you save the file, give it a unique identifying name; for example, “interactionsMarch05.csv.”

Where appropriate, you can further define the information for a particular downloadable report by using report filters.

See also

“Setting and removing report filters” on page 99

About the Interactions report

This report summarizes user access. A unique transaction ID is generated each time a user attends a meeting, attends a seminar, views content, takes a course, or accesses a curriculum. The Interactions report presents the following data:

Column name	Description
transaction-id	Unique ID for this transaction
sco-id	Unique ID used by Learning Management System (LMS) to identify different Shareable Content Objects (SCO)
type	Type of object accessed, such as content, meeting, or event
name	Object name as it appears in the content listing
url	Object that the user accessed

Column name	Description
principal-id	Unique ID for the user
login	Name of user who accessed this transaction
user-name	Unique user name
score	The user's score
status	Status of transaction: passed, failed, complete, or in-progress
date-created	Date this transaction occurred
date-closed	Date this transaction ended

The Interaction report excludes certification numbers and max scores.

About the Users report

This downloadable report lists users and associated profile attributes using data listed in the following table:

Column name	Description
principal-id	Unique ID for the user
login	Unique user identifier
name	Unique user name
email	User's e-mail address.
manager	The login of the user's manager (manager is always set to NULL.)
type	User or guest (type is always set to user.)

Data is generated in this view whenever a user creates, updates, or deletes a user.

If you select the Include Custom Fields option, custom information from user profiles is added to the report. When customizing user profiles, there are three mandatory fields (first name, last name, and e-mail) and you may include up to 8 additional custom fields to be included in the Users report.

The Users report excludes the following information:

- Password, which is not stored in plain text.
- Time zone and language, which are not available in human readable form; for example, PST is 323.

Note: Deleted users do not appear in the Users report. Deleted users continue to exist in the Interactions report.

About the Assets report

Data is generated in an Assets report whenever a user creates a meeting, event, seminar, curriculum, or course, or uploads content. The report lists the following data on system objects (such as meetings, content, courses, and so on):

Column name	Description
sco-id	Unique ID used by Learning Management System (LMS) to identify different Shareable Content Objects (SCO)
url	Unique identifier for the object
type	Either a presentation, course, FLV file, SWF file, image, archive, meeting, curriculum, folder, or event
name	Object name as it appears in the content listing
date-created	Date on which the object is scheduled to begin
date-end	Date on which the object is scheduled to end
date-modified	Date this object was modified
description	Object summary information entered when a new meeting, content, course, or other object type is created

About the Questions report

The Questions report lists responses to questions and quizzes from all the Connect Enterprise applications. Data is generated in this report whenever a user answers a quiz question in a course or curriculum, answers a registration question, responds to a poll in a meeting or seminar, or adds a custom form to a meeting, seminar, course, or curriculum. The report provides the following information:

Column name	Description
transaction-id	Unique ID for this transaction
question	Text of the question
response	User's response to the question
score	Number of points awarded for the response
principal-id	Unique ID for the user
date-created	Date the record was created

If a question has multiple answers, each answer is presented in its own row.

The Question report excludes the following information:

- Correct or Incorrect, which can be determined by checking for a non-zero score
- Date answered, which does not exist in the version 410 schema

About the Slide Views report

The Slide Views report describes the slides or pages viewed by Connect Enterprise users. Report data is generated whenever a user views content, a course, or a curriculum. The report provides the following data:

Column name	Description
transaction-id	Unique ID for this transaction
page	Number of the slide or page that was viewed
date-created	Date of the viewing
principal-id	Unique ID for the user

Generate a Custom URL Management report

Connect Enterprise lets you create custom URLs for meetings, training, events, or seminars. A custom URL is a name that is easy to remember, and it is appended to the domain name of your Connect Enterprise server. Users can create a custom URL when they set up a Connect Enterprise function (a meeting, an event, and so on). If the function to which the custom URL was initially assigned is subsequently deleted, the custom URL can be used for another Connect Enterprise function by another user.

You can use the Custom URL Management report to obtain information about the owner and attributes of a specific custom URL.

- 1 Click the Administration tab.
- 2 Click Reports.
- 3 Click Custom URL Management.
- 4 In the Search For text box, enter the custom URL you are searching for, and click Search. You must type in the exact custom URL text for the report to display. (The text is not case-sensitive, though, so typing in “meeting123” is the same as “Meeting123.”)

The page displays the Content Information report, which provides the following information:

Title The title of the meeting, content, course, curriculum, seminar, or event that is using this URL.

Type The type of function this URL is being used for (meeting, content, training, and so on).

User The individual who is using the URL.

URL The full path of this custom URL.

Date Created The date and time the function using this custom URL was created.

Date Modified The date and time the function using this custom URL was modified. If it was never modified, the creation date is shown.

Connect Enterprise permissions

About Connect Enterprise permissions

The permissions structure of Connect Enterprise protects the integrity of data. In Connect Enterprise, every user account has specific access permissions to the application's information repositories and features. The Connect Enterprise administrator's job is to create, add, remove, and manage user accounts and their permissions, for both individual users and groups. The administrator performs these tasks using the Administration tab, which is not available to other Connect Enterprise users.

To manage user accounts and permissions for users and groups, click the Administration tab at the top of the Connect Enterprise Manager window, and then click the Users And Groups link below the tab names.

Connect Enterprise information is stored in libraries, each of which is associated with a different activity and application, and each application is represented by its own tab in Connect Enterprise Manager. The libraries are Content, Training, Meetings, Seminar, and Event but you see only the tabs for the applications that your organization purchased.

Each file and folder in the Connect Enterprise libraries has different access permissions for different users. These folder and file permissions are set in one of the following ways:

- By the creator of the folder or file
- By the Connect Enterprise administrator
- According to membership in a Built-in group (for example, the Administrators group, the Authors group, and so on)

The permissions associated with a specific file or folder are called its *permission profile*.

Although there are four permission settings (Manage, Publish, View, Denied) that apply across all the Connect Enterprise libraries, not all the libraries have the same combination of these permissions, so you must be aware of the permissions that apply to each library.

In addition, there is another set of permissions that can be assigned to a file or folder: attendance permissions, which designate the access permissions and the role of each attendee in a meeting, training, event, or seminar. Whereas Connect Enterprise library permission types address who can manage library files, attendance permissions designate what role an attendee plays in a specific meeting, training, event, or seminar, and who can view Connect Enterprise library content. (For example, the Meetings application provides the attendance roles Host, Participant, and Presenter.) Attendance roles are defined by the user who creates the meeting, training, event, seminar, or content. As an administrator, you might be less involved with attendance permissions.

See also

“About Built-in groups” on page 233

“About library permissions” on page 14

Multiple permissions precedence

If a user belongs to one or more groups, it is possible that multiple permissions apply to a single file or folder. In such a case, the user's permissions are resolved as follows (higher numbered levels take precedence):

Level 1 If the user has View, Publish, or Manage permissions through group-acquired permissions, the permission granting the greatest access to features applies. These three group permissions are additive.

Level 2 If the user has any Denied permission through group-acquired permissions, all group-acquired View, Publish, or Manage permissions are removed and the user is not allowed access.

Level 3 If the user has View, Publish, or Manage permissions through user-specific permissions, these are additive to the corresponding group-acquired permissions. In addition, these override any group-acquired Denied permission.

Level 4 If the user is specifically assigned the Denied permission setting through user-specific permissions, the user is denied access regardless of any group-acquired permissions.

Level 5 If the user is a member of the Administrator group, the administrator permission applies, regardless of any other individual or group setting.

Level 6 If there are no permissions applied by either user or group (and none is inherited from a parent folder), the user cannot access or perform any actions on the folder or file.

The following table illustrates the way that group and user permissions apply:

Group G1 permissions	Group G2 permissions	Union (G1, G2) permissions	User permissions	Resulting permissions
View	Publish	Publish	Manage	Publish+Manage
Manage	None	Manage	Publish	Publish+Manage
Denied	Publish	Denied	Manage	Manage
View	Manage	Manage	View	Manage
Manage	None	Manage	Denied	Denied
None	None	None	None	None

Here are some facts to keep in mind about permission precedence:

Setting user permissions Keep in mind that user-specific permissions are additive to the corresponding group-acquired permissions and override any group-acquired Denied permissions. Individual Denied permissions also override any group-acquired permissions.

User permissions take precedence over all group-acquired permissions. For example, to ensure that a specific user gets Manage permission for a content presentation, you can set the Manage permission for that specific user. This permission always applies, regardless of any other group permissions that are set.

Setting group permissions Use group permissions to set rules for groups of users.

Ensuring that access is denied To ensure that access is denied, set the Denied permission for the specific user. This permission overrides any group-acquired permissions.

Ensuring that access is allowed To ensure that a specific user is given at least Publish permission for a given content presentation, set their user-specific permission to Publish. Any group-acquired permissions are only additive; they cannot deny access.

Tips on working with permissions

By assigning groups or users certain permission types for a file or folder, you can control which users or groups can access certain features for that folder. For example, you can set a folder's permissions so that only certain users or groups can publish content to the folder. You can also set a folder to have the same permission as its parent folder. If the parent folder's permissions change, all folder contents inherit those permissions. To create or assign permissions for a file or folder, you must first navigate to the library's tab and open the file or folder from there.

To avoid listing and managing large numbers of users on the permission profile for a file or folder, use a group-based permission system. Create your system as follows:

Design a folder and group system You can give certain groups access to parts of the system as appropriate.

Create folders using descriptive names Use names that describe the folder's contents—for example, Human Resource Content, Product Support Content, and so on.

Create custom groups using descriptive names Use names that describe the group's permissions—for example, Human Resource Content Managers, Shared Content Viewers, and so on.

Assign permission types for your groups to specific folders or files For example, assign the Human Resource Content Managers group permission to manage the Human Resources folder in the Shared Content folder.

Create users after you create groups It's easier to create groups first, then add users to the group.

Add users to groups Add users to whichever groups are necessary for them to obtain appropriate permissions.

If you must set up exceptions such as denying a user access to certain folders, you can assign a user-based permission setting that takes precedence over the group permission, ensuring that access is prevented. User-assigned permissions always take precedence over group-assigned permissions (except for members of the administrators group).

Connect Enterprise attendance permissions

In each Connect Enterprise library there are separate roles for the individuals who are presenting information and for those who are receiving it. Attendance permissions are associated with these roles, and are different for each application.

Meetings application attendance permissions

The following attendance permissions are associated with the Meetings application:

Host A host sets up meetings, invites guests, adds content from the Content library, customizes the meeting room layout, and assigns presenter and participant roles to the appropriate attendees. The host can also perform all the tasks that presenters can. (Administrators have host permissions for all meetings by default.)

Presenter A presenter can share the desktop, windows, and applications, use text chat, broadcast live audio and video, and show content to the participants. However, the presenter does not have access to the Content library.

Participant A participant can view the content that the presenter is showing or sharing, hear and see the presenter's audio and video broadcast, use text chat, and, if given permission, broadcast audio and video.

Content application attendance permissions

The Content application does not have a separate set of attendance permissions. For the Content library, permissions are assigned for the file or folder (such as Manage, Publish, View, and Denied).

Training application attendance permissions

The Training application has two components: courses and curriculums. Both components have two attendance permissions, Enrolled and Denied. Enrolled indicates a learner whom a training manager placed in a course or curriculum; Denied indicates a user who is denied access to that course or curriculum. Usually a training manager uses the Denied permission to exclude one user from a group course (for example, if that user already took the course).

Seminars application attendance permissions

Attendance permissions are the same as those for meetings.

Events application attendance permissions

Attendance permissions are the same as those for meetings. Because events require registration, events also have status permissions, which apply to the status of the registration:

Invited Applies to an individual who was invited by the event manager but who has not yet registered.

Denied Applies to an individual whose registration was denied by the event manager.

Pending Approval Applies to an individual whose registration is not yet approved by the event manager.

See also

“About library permissions” on page 14

“Multiple permissions precedence” on page 230

Group permissions

About groups

As an administrator, you are responsible for setting up users with Connect Enterprise user accounts, and assigning them to groups.

Whenever possible, assign users to groups, and then assign permissions at the group level instead of the individual level. This means that you must create groups, but user account administration is simpler when you are managing groups rather than individuals.

You can use groups to do the following:

- Assign groups of users Manage permissions for various folders in the Content, Training, Meetings, Event, and Seminar libraries.
- Assign groups of users View permissions for folders in the Content library.
- Assign groups of users, who are also authors, Publish permissions for folders in the Content library.

There are two kinds of groups: Built-in and custom groups.

See also

“About custom groups” on page 237

About Built-in groups

Connect Enterprise is installed with seven Built-in groups: administrators, authors, learners, training managers, event managers, meeting hosts, and seminar hosts. (The exact groups that are installed is determined by the purchased account features. For example, the Event Manager group only exists if Events is part of the Connect Enterprise account.) Each group reflects a specific set of access needs across all the Connect Enterprise libraries.

The administrator, at the company level, assigns users and groups to the appropriate Built-in groups. Membership in a specific Built-in group enables you to create new instances of the function associated with that library; that is, new files. For example, if you are a meeting host, you can create new meetings.

The permissions set for Built-in groups cannot be changed. If the administrator assigns users to more than one of these groups, a conflict between permission types might arise. For example, a user might be assigned to a group that has no access to a specific folder, and that same user might be assigned to another group that has Manage permissions for that folder. To address this conflict, there are rules for permission precedence.

Built-in group members cannot access the Shared folder directory of the library they’re associated with unless you assign them Manage permissions. If you do, they can also create new instances of their associated function: meetings, courses, events, and so on, depending on the group they belong to. You can also assign Manage permissions for a folder in the Shared folder directory to other users who are not part of that library’s Built-in group. But whereas they can manage folders, they cannot create anything in that library, because they are not part of that library’s Built-in group.

The following table summarizes the permissions for each group's access to each of the Connect Enterprise libraries:

Group	Content library	Training library	Meetings library	Seminar library	Events library	Additional permissions
Adminis- trator	Everything but Publish	Manage	Manage	Manage	Manage	Manage users, groups, and user accounts; view all users' content folders
Author	Publish/ Manage	None	None	None	None	None
Learner	None	None	None	None	None	None
Training Manager	Publish/ Manage personal folder	Manage	None	None	None	None
Meeting Host	Publish/ Manage personal folder	None	Manage	None	None	None
Event Manager	None	None	None	None	Manage	None
Seminar Host	None	None	None	Manage	None	None

See also

“About custom groups” on page 237

“Add or remove group members” on page 249

Administrators group

Administrators have complete control of the entire Connect Enterprise system. You can make any user an administrator by adding them to the Administrator group.

Administrators can perform the following actions:

- Manage the users and groups in the Connect Enterprise account, including creating, deleting, and editing them.
- Manage the Content library, including viewing, deleting, moving, and editing files or folders; viewing reports for files; setting permissions for files or folders; and creating new subfolders.
- Manage the Training library, including viewing, deleting, moving, and editing files or folders; viewing reports for files; setting permissions for files or folders; and creating new subfolders, as well as enrolling users, sending enrollee notifications, and setting up course and curriculum reminders.
- Manage the Meetings library, including viewing, deleting, moving, and editing files or folders; viewing reports for files; setting permissions for files or folders; and creating new subfolders, as well as adding participants.

- Manage the Event library, including viewing, deleting, moving, and editing files or folders; viewing reports for files; setting permissions for files or folders; and creating new subfolders within folders, as well as adding participants, sending invitations, and changing content and e-mail options.
- Manage the Seminar library, including viewing, deleting, moving, and editing files or folders; viewing reports for files; setting permissions for files or folders; and creating new subfolders, as well as adding participants.
- View account information, account features, account quotas, and account reports, and, if your organization has purchased this option, customize the look of Connect Enterprise for your organization.

In addition, the administrator has Host permissions for every meeting.

Members of the Administrator group have permission to do everything. Permissions for members of the Administrator group cannot be overridden by individual or other group permissions.

Authors group

To publish or upload content (including presentations) to the Content library, a user must be a member of the Authors group. To publish presentations to a specific folder, a user must be a member of the Authors group and have Publish permissions for that folder.

If you assign a user to this group, Connect Enterprise creates a folder for this user in the User folder of the Content library. (The shortcut called My Content points to this folder.) By default, a member of the Authors group has Publish and Manage permissions only for his or her own My Content folder.

Your Connect Enterprise account limits the number of users that you can add to the Authors group.

Members of the Authors group can perform all of the following actions if they have Publish permissions on the specified folder:

- View content and content folders.
- Publish and update content.
- Send e-mail messages containing links that send a notification to the author as soon as the recipient accesses the link.

Training Managers group

Members of the Training Managers group are users who are responsible for organizing and coordinating training.

If you assign a user to this group, Connect Enterprise creates a folder for this user in the User folder of the Training library. (The shortcut My Training points to this folder.) By default, a training manager can manage only his or her folder in the User Training folder.

A training manager can perform the following actions:

- Manage his or her own user folder in the Training library, performing all file-management functions, as well as create and manage courses and curriculums, enroll users, send enrollee notifications, and set up reminders.
- Have access to folders in the Content library.
- View training reports for the courses or curriculums that he or she created.

If you don't want to give a user all the permissions associated with the Training Managers group, you can assign more restrictive permissions to the user or to a group to which the user belongs.

Event Managers group

Members of the Event Managers group can create events and manage their own folders in the Event library.

If you assign a user to this group, Connect Enterprise creates a folder for this user in the User folder of the Event library. Event managers can manage only their individual My Events folders in the User Events folder. They also can manage events in the Shared folders of the Events library, if they are hosting the event and have Manage permissions for the folder that contains the event.

An event manager can perform the following actions:

- Manage his or her own Event library user folder, performing all file-management functions, and create and manage all aspects of an event in this folder.
- View event reports.

If you don't want to give a user all the permissions associated with the Event Managers group, you can assign more restrictive permissions to the user or to a group to which the user belongs.

Meeting Hosts group

Members of the Meeting Hosts group create meetings.

If you assign a user to this group, Connect Enterprise creates a folder for this user in the User folder of the Meetings library. Meeting hosts can manage only their individual My Meetings folders in the User Meetings folder. In addition, they can manage meetings in the Shared folders of the Meetings library, if they are hosting the meeting and have Manage permissions for the folder that contains the meeting.

A meeting host can perform the following actions:

- Manage his or her User Meetings folder, performing all file-management functions, and create and manage meetings, which involves adding, deleting, and assigning attendance permissions to presenters and participants; creating and organizing meeting rooms; and editing a meeting or changing its participant list.
- View meeting reports.
- Create content.
- View content files and folders for which they have access permissions.
- Publish and update content.

If you don't want to give a user all the permissions associated with the Meeting Hosts group, you can assign more restrictive permissions to the user or to a group to which the user belongs.

Seminar Hosts group

Because of the way seminars are licensed, the permissions for seminar hosts are different from those of other groups.

Unlike other libraries, the Seminar library does not have a high-level User folder prepopulated with folders for the individual hosts. Instead, the Seminar library consists only of the Shared folder directory, and each folder in this directory corresponds to a seminar license that your organization purchased. Only seminar hosts and administrators can manage these folders. This is different from other libraries' Shared folder permissions, where the administrator can assign Manage permissions to users who are not part of the Built-in group associated with the library. Another difference is that a seminar host can manage all the folders in the Seminar library.

Seminar hosts can perform the following actions:

- Manage all Seminar library folders, performing all file-management functions, and create and manage seminars, which involves adding, deleting, and assigning attendance permissions to presenters and participants; creating and organizing seminar rooms; and editing a seminar or changing its participant list.
- View seminar reports.

About custom groups

Custom groups are groups that you create yourself. You can define specific folder and file permissions for the group in the different Connect Enterprise libraries. In addition, because a group can contain both users and other groups, you can assign permissions to a custom group by assigning it to the appropriate Built-in groups.

For example, suppose you create a custom group called Global that contains a group for each country in which your company has an office (for instance, United States, Germany, and so on). Each country group could contain a group for each office in that country (for example, San Francisco, Boston, and so on). Within each of these offices, you could define more groups by job function, and then assign each of these groups the appropriate Built-in group designations.

In this example, you created a hierarchical set of groups called nested groups, because each group is contained by the one above it in the hierarchy. By default, the nested groups have the permissions of the parent group, but you can expand or restrict these permissions by setting custom permissions for these groups in the relevant libraries.

See also

“About Built-in groups” on page 233

Creating and managing users and groups

Creating users and groups

To set up new user accounts, you must already be familiar with the permissions system. Then you can set up various user account parameters, create groups, and add users. The following overview summarizes the workflow involved in setting up user accounts.

1. Customize user profile fields, if necessary.

A user profile is an attribute of your organization's Connect Enterprise user profile. The fields for First Name, Last Name, and E-mail are required and cannot be modified. However, you can add other predefined fields, create new fields, and change their order in the user profile.

2. Customize login and password policies, if necessary.

You can set login and password policies, password expiration, password format, and password length.

3. Add users and groups.

You can add users and groups to Connect Enterprise by using the Lightweight Directory Access Protocol (LDAP), by using comma-separated values (CSV) files, or by creating users and groups manually.

Working with LDAP-acquired users and groups In LDAP-enabled organizations, Connect Enterprise acquires all its user data directly from the company's user directory. This includes information such as login, name, and phone number. You would probably not be involved in adding new users or groups to the system, because this occurs outside Connect Enterprise Manager. However, you must still manually assign LDAP-acquired users or groups to the Built-in group appropriate for their job functions.

Importing users and groups through CSV files You can import large numbers of users and groups through a CSV file. Your organization's directory may have a utility for exporting users and groups to CSV files, or you can create CSV files yourself. Your CSV files must be in a specific format. You can modify the imported users and groups in exactly the same way you would any user or group that was manually created.

Adding users and groups manually You can assign new users to a Built-in group, or you can create custom groups that are specific to your organization. It is best to create these groups before creating users manually.

4. Set permissions.

Once you have imported or created users and groups, you must set permissions. If you add users to the Built-in groups, those groups already have default permissions, which apply specifically to the folders and files within each library.

Customize user profile fields

When you customize user profile fields, you can add basic fields, add other predefined fields, create custom fields, and remove fields. When you modify fields, you can change any of its attributes; you can also designate a field as required, or add a comment describing a field.

The information in the user profile fields is used to create the downloadable Custom Fields User Report. This report displays the three mandatory fields (first name, last name, and e-mail) and the next 8 fields listed under the mandatory fields in the Customize User Profile screen. Use the Shift Up and Shift Down buttons to move fields into the correct position so they will or will not display in the Custom Fields User Report.

Add basic user profile fields

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Customize User Profile link above the Users And Groups list.

The list of the user profile fields appears; First Name, Last Name, and E-mail are flagged with red asterisks (*) to indicate that they are required.

- 4 Select the check box for any field on this page that you want to include as part of the Connect Enterprise user account profile.
- 5 To move an item up or down in the list, select its check box and click the Shift Up or Shift Down button.

Add other predefined fields

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Customize User Profile link above the Users And Groups list.
- 4 Click the Add Predefined Field button.
- 5 Click the check box for any fields that you want to add.
- 6 Click Save.
- 7 To move an item up or down in the list, select its check box and click the Shift Up or Shift Down button.

Create a custom field

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Customize User Profile link above the Users And Groups list.
- 4 Click the New Field button.

- 5 Type a name for this field.

If you want, you can type a comment in the Comment text input box. You can also select the Required check box for the Field Type if you want this field to be required.

- 6 Click Save.

- 7 To move an item up or down in the list, select its check box and click the Shift Up or Shift Down button.

Modify a user profile field

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.

- 2 Click Users And Groups.

- 3 Click the Customize User Profile link above the Users And Groups list.

- 4 Click the name of the field that you want to modify to open it.

- 5 Do any of the following:

- Change the field name. (Although you can change it, you cannot delete it.)
- Type, change, or delete a comment in the Comment text input box.
- Select or deselect the Required check box for the Field Type.

- 6 Click Save.

Remove a user profile field

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.

- 2 Click Users And Groups.

- 3 Click the Customize User Profile link above the Users And Groups list.

- 4 Select the check boxes for the fields that you want to remove.

- 5 Click Remove.

- 6 On the remove confirmation page, click Remove to delete these fields, or click Cancel to cancel the operation.

Convert guests to full Connect Enterprise users or full users to guests

You can convert guests to full Connect Enterprise users or full users to guests. This is helpful if, for example, you held a Connect Event in which many guests registered that you would now like to turn into full users.

The distinction between guests and full users can be important because only full users, not guests, can log into the Connect Enterprise administration site. Full users also appear on enrollment and permission lists.

***Note:** Previously in Connect Enterprise, guests could be added by simply entering an e-mail address. Now, guests must enter a first name, last name, and e-mail address. Also, when importing a list of guests (usually using a CSV file), a first name, last name, and e-mail address must now be included.*

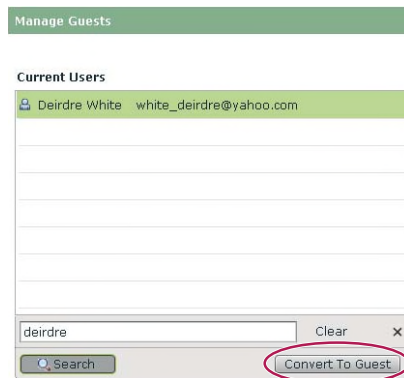
- 1 Select the Administration tab in Connect Enterprise Manager.

- 2 Select Users and Groups.

- 3 Click Manage Guests.

- 4 In the Current Guests list select a guest or in the Current Users list select a user.

- 5 Click Convert to User or Convert to Guest.



You can convert guests to full Connect Enterprise users or convert users to guests.

Manage login and password parameters

The Edit Login and Password Policies link on the Administration tab lets you customize your login and password policies to conform to those of your company. Any policies you establish are unique across the entire Connect Enterprise application.

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click Edit Login And Password Policies.
- 4 Type your changes.

Login policy (Optional) Specify whether the Connect Enterprise login should be the same as the user's e-mail address. The login must be unique for each user.

Password expiration (Optional) Specify how long a password is valid. If you do not enter a value, passwords do not expire.

Password character (Optional) Specify a character that must be included in all passwords.

Password number (Optional) Specify whether the password must contain a number.

Password capital letter (Optional) Specify whether the password must contain a capital letter.

Password length (Required) Specify a minimum and maximum password length. (The lowest minimum that can be selected is 4 and the highest maximum that can be selected is 32.)

- 5 Click Save.

Using CSV files to add users

You can use CSV files if you have users in your company that you don't want to add to a group, or if you want to manually create a custom group later for these users.

Before you can perform this procedure, you must create a user CSV file for the individual users whom you want to add to your Connect Enterprise system. The CSV file you create must include user information in the following format:

first-name,	last-name,	login,	email,	password
Mary,	Betts,	mbetts1@mycompany.com,	mbetts1@mycompany.com,	private1
Robert,	Blatt,	rblatt2@mycompany.com,	rblatt2@mycompany.com,	private1
Ron,	Bloom,	rbloom3@mycompany.com,	rbloom3@mycompany.com,	private1
Charles,	Bond,	cbond4,@mycompany.com,	cbond4@mycompany.com,	private1
Jennifer,	Cau,	jcau5@mycompany.com,	jcau5@mycompany.com,	private1

Here are some additional tips for using CSV files:

- Because of browser limitations, Adobe recommends that if you have a large number of users to add, that you create several smaller CSV files instead of one large CSV file.
- The file should not contain empty lines. If the CSV file contains empty lines, the import operation fails.
- Names that contain a comma need to be in quotes. For example, the name John Doe, Jr., must appear in the CSV file as "John Doe, Jr." for the file to import correctly.
- If you want to specify a custom field, the header format in the CSV file is x-`<field-id>` (for example, x-45704960). You can obtain the field ID from the CXML API calls `custom-fields` or `acl-field-list`, or you can click the Custom User field in Enterprise Manager and check the ID in the URL.
- The user information in the CSV file needs to take login and password policies into consideration. For example, if login is set as e-mail, the CSV file should have the login and e-mail columns set the same. Or, if there are password policies (certain length, format, special characters, etc.) these policies should also be applied in the CSV file. If policies are not followed, an error may appear that prevents the CSV file from importing properly.

Import a user CSV file

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Import link above the list of users and groups.
- 4 Select Create New Users.
- 5 Under the Select File To Import bar, browse to the CSV file you want to import.
- 6 Click the Upload button.

If any errors occur, the first 10 errors are displayed in red text. (Note that errors on duplicate user login/email are not reported.) Make any necessary corrections and re-import the file; then repeat steps 3-6.

- 7 Set permissions for these users.

See also

"Create a custom group manually" on page 244

"Setting custom permissions for the Connect Enterprise libraries" on page 246

Import a user CSV file using non UTF-8 encoded files

You can import a user CSV file using non UTF-8 encoded files. When importing a non UTF-8 encoded file, append the appropriate encoding parameter to the import URL.

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Import link above the list of users and groups.
- 4 Check the URL in the browser address line. It should look similar to `http://<Connect Server>/admin/administration/user/import`.
- 5 Click at the end of the URL in the browser address line and add `?encoding=<encode>` to the address. It should look similar to `http://<Connect Server>/admin/administration/user/import?encoding=<encode>`. Specific examples include the following:
 - `http://<Connect Server>/admin/administration/user/import?encoding=sjis`
 - `http://<Connect Server>/admin/administration/user/import?encoding=euc_kr`
- 6 After modifying the URL address, click Enter.
- 7 Select Create New Users.
- 8 Under the Select File To Import bar, browse to the CSV file you want to import.
- 9 Click the Upload button.

If any errors occur, the first 10 errors are displayed in red text. (Note that errors on duplicate user login/e-mail are not reported.) Make any necessary corrections and re-import the file.

- 10 Set permissions for these users. For more information, see "Setting custom permissions for the Connect Enterprise libraries" on page 246.

Import a group CSV file

Use the group import option to import groups into the Connect Enterprise database. After you import the group CSV file, you can assign new users to the groups. You do not have to import any of the Built-in groups, because these are pre-installed and automatically appear in the list.

When you create the CSV file, ensure that it is in a format that Connect Enterprise can use. The required column headers in the CSV file are name and description. The following is an example of a group CSV file that is adaptable for Connect Enterprise:

```
name, description
group1, test1
group2, test2
```

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Import link above the list.
- 4 Under the Select Import Type bar, select the Create New Groups option.
- 5 Under the Select File To Import bar, browse to the CSV file that you want to import.
- 6 Click the Upload button.

If any errors occur, the first 10 errors are displayed in red text. Make any necessary corrections and re-import the file; then repeat steps 3-6.

- 7 Proceed to “Import a user CSV file” on page 241 or “Add or remove group members” on page 249.
- 8 After you add groups and assign users to the groups, you must set permissions for the groups for the Connect Enterprise libraries. For more information, see “Setting custom permissions for the Connect Enterprise libraries” on page 246.

Import a user CSV file and add users to groups

Use this option to import new users and add them to a Built-in or previously created group. The Built-in group names appear in the menu for group selection as default groups. After you create a group manually, its name also appears in the menu, so you can use the import option to assign large numbers of users to multiple groups. However, you can select only one group for the users whom you imported from one CSV file. This means that you should create a different CSV file for each set of users that you want to add to a specific group.

After you import these users, you can do the following:

- Assign these users to additional groups, or assign the whole group to another group. Since you can add groups, as well as users, to an existing group, you can use this procedure to assign the group with the newly imported users to another group. For example, you may import new users in a single department in your organization and assign them to the Sales and Promotion group. If you now also want to give them Publish permissions for the Content library, you can assign the entire Sales and Promotion group to the Authors group.
- To expand or restrict permissions for the group or any of the people within it, you can set the appropriate permissions in the specific libraries. For example, if you do not want to grant certain people in the Sales and Promotion department Publish permissions for a specific set of folders the Content library, you can assign these individuals Denied permissions for these folders.

The following example shows the minimum user information required for the CSV file. You can add other information in the CSV file to prepopulate other user properties. The CSV file you create must include user information in the following format:

first-name,	last-name,	login,	email,	password
Mary,	Betts,	mbetts1@mycompany.com,	mbetts1@mycompany.com,	private1
Robert,	Blatt,	rblatt2@mycompany.com,	rblatt2@mycompany.com,	private1
Ron,	Bloom,	rbloom3@mycompany.com,	rbloom3@mycompany.com,	private1
Charles,	Bond,	cbond4@mycompany.com,	cbond4@mycompany.com,	private1
Jennifer,	Cau,	jcau5@mycompany.com,	jcau5@mycompany.com,	private1

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the Import link above the list of users and groups.
- 4 Under the Select Import Type bar, select Create New Users And Add Them To A Group.
- 5 Under the Select File To Import bar, browse to the CSV file that you want to import.
- 6 Click the Upload button.

If the CSV file contains the names of groups that are already in the system, the system ignores them but logs a message stating that duplicate groups were encountered.

- 7 Add the new users to a group. For more information, see “Add or remove group members” on page 249.

8 Set permissions for these users. For more information, see “Setting custom permissions for the Connect Enterprise libraries” on page 246.

Create a custom group manually

Groups that you create manually are referred to as custom groups.

A group can contain both users and other groups. This means that you can add Built-in groups and other custom groups, as well as users, to the custom group.

After you create a custom group, you can simply add users to them as you set up each new user account, or use the CSV import option to import large numbers of users into the group.

- 1** Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2** Click Users And Groups.
- 3** (Optional) To check that this group does not already exist, enter its name in the Search text input box at the bottom of the list.

If such a group does exist, it will appear; otherwise a blank list appears. Click Clear to return to the list page.

- 4** Click the New Group button at the bottom of the list.
- 5** Enter the new group's name and description.
- 6** To add members, click Next.

To add this group without adding members, go to step 10.

- 7** In the Possible Groups list, select each user and group that you want to assign to this group, as follows:
 - To select multiple users or groups, press Control-click or Shift-click.
 - To expand a group so you can select individual names, double-click the group name; when you are done, double-click Up One Level in the list to return to the original list.
 - To search for a name in the list, click Search at the bottom of the list and enter the name to display it in the list, and then select it in the window.
- 8** Click Add.

To remove a name that you have added, select it and click Remove.

- 9** Repeat step 3 through step 8 for each group to be added.
- 10** Click Finish.
- 11** Click the View Group Membership button to review the group members and make any adjustments.

See also

“Import a user CSV file” on page 241

Create a user manually

When you add new users, you must enter a new password that they will use to log in to Connect Enterprise. This password is sent to the user by e-mail. (There is an option you can select to prompt the user to change the password after they login in for the first time.) You can also add audio conference settings for users.

After you create a user, you can select a manager for the user. (A user can have only one manager.) If the user you created is a manager, you can assign team members to him or her. The manager can view report data for team members using the Manager Reports option on the Home tab.

See also

“Import a user CSV file” on page 241

Create a new user

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Click the New User button at the bottom of the list.
- 4 Enter the new user's last name, first name, and e-mail address. Add any optional information, such as company name or address.
- 5 In the New Password text box, type a new password to mail to this user, and then retype it for confirmation. If the user has an e-mail address, leave the E-mail The New User Account Information, Login And Password box selected. If the user does not have e-mail, deselect it.
- 6 (Optional) In step 5 you provide a password for users to login for the first time. To require users to change their password after their first login, select the Prompt user to change password after next login option.
- 7 (Optional) Enter any audio conference settings in the appropriate text boxes.
- 8 To assign this user to one or more groups, click Next.

If you don't want to assign this user to any groups, go to step 11.

- 9 In the Possible Groups list, select each group to which you want to assign this user as follows:
 - To select multiple groups, press Control-click or Shift-click.
 - To expand a group so you can select individual names, double-click the group name; when you are done, double-click Up One Level in the list to return to the original list.
 - To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.
- 10 Click Add.
- 11 Click Finish.

Add team members for a user

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
 - 2 Click Users And Groups.
 - 3 Select the user's name and click Information at the bottom of the list.
- If necessary, click Search and enter the user's name in the Search text box to locate the name in the list.
- 4 Click the Edit Team Members link to select team members for this user.
 - 5 In the Possible Users list, select each team member you want to assign to this user as follows:
 - To select multiple users, press Control-click or Shift-click.
 - To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.

6 Click Add.

To remove a team member you have added, select it and click Remove; to add more team members, repeat step 5 and step 6.

Setting custom permissions for the Connect Enterprise libraries

After creating or importing users in a custom group, the administrator assigns the group's permissions. If you create the users manually or use the CSV import function, you can do this by assigning the users to one or more of the Built-in groups.

Regardless of how you add these users to Built-in groups, you might also want to add or restrict access for this group to a specific library. You do this by going to the tab where you want to add the group (Content, Meetings, Training, Event Management, or Seminar Rooms) and adding the group to the appropriate folders on that tab.

Whereas individuals with Manage permissions in the Connect Enterprise libraries can assign permissions for their own folders or files, the administrator is responsible for assigning permissions to the Shared folder.

See also

"About library permissions" on page 14

"About Built-in groups" on page 233

Account modification

Modifying users and groups

It is the administrator's responsibility to maintain all aspects of Connect Enterprise user accounts. This involves changing user details, manager, team members, and group memberships. Administrators also delete user accounts.

You can also modify information for existing groups. You can change a group's name, description, permissions, and membership, and you can delete groups.

In addition, you can change the names of Built-in groups; however, this makes support more difficult, and Adobe does not recommend this practice. You can also change the descriptions and the group membership of Built-in groups, but you cannot change permissions for these groups.

To change permissions for an existing user or group, you must be in the library for which these permissions exist. In addition, because permissions are assigned to files and folders, if related files are in different libraries, you must change the permissions for all the relevant folders in those libraries. For example, if you are changing a group's permissions for a specific meeting folder in the Meetings library, and the meeting uses a presentation in a folder in the Content library, you must also change the group's permissions for that Content library folder.

You can set individual permissions for every folder in Connect Enterprise Manager. To view or change permissions for a file or folder, you must open it. To do so, click the tab for the library whose file or folder permissions you want to change.

Edit user information

If you are an administrator, you can modify the components of a Connect Enterprise user's account. You can change a user's e-mail address, name, login, audio conferencing information, group membership, manager, team members, and any other information you added in custom user profile fields.

However, you *cannot* change this user's password. Although you can assign a temporary password to a new user when you create this user's account, you cannot subsequently change this password. This is true even if a user forgets the password; the user must click the "Forgot your password? Click here" link when logging in to Connect Enterprise. No one can change another user's password; you can only change your own password.

Change user information

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Select the user's name and click Information at the bottom of the list.

If necessary, click Search and enter the user's name in the Search text box to locate the name in the list.

- 4 In the Login and Password area, you can use these options:

- To send a link to the user so that they can reset their password, click Send a link to reset this user's password. A message appears informing you that the e-mail was sent. Click OK to return to the User Information page.
- To set a temporary password for this user that you can provide directly (for example, by telephone), click the Set a Temporary Password for this user. The temporary password page appears with a system-generated password for this user. Click Save to return to the User Information page.

- 5 Click the Edit Information link.
- 6 Edit any of the fields that you want to change.
- 7 Click Save.

Change a user's manager

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Select the user's name and click Information at the bottom of the list.

If necessary, click Search and enter the user's name in the Search text box to locate the name in the list.

- 4 Click the Select Manager link.

- 5 In the Possible Managers list, select the manager to whom you want to assign this user.

To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.

- 6 Click the Set Manager button.

To remove this manager from list, select the name and click Remove Manager; to replace the manager, repeat step 5 and step 6.

Assign a user to a group

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Select the user's name and click Information at the bottom of the list.

If necessary, click Search and enter the user's name in the Search text box to locate the name in the list.

- 4 Click the Edit Group Membership link.

5 In the Possible Groups list, select each group to which you want to assign this user as follows:

- To select multiple groups, press Control-click or Shift-click.
- To expand a group so you can select individual names, double-click the group name; when you finish, double-click Up One Level in the list to return to the original list.
- To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.

6 Click Add.

To remove a group from this window, select it and click Remove.

Remove a user from a group

1 Click the Administration tab at the top of the Connect Enterprise Manager window.

2 Click Users And Groups.

3 Select the user's name and click Information at the bottom of the list.

If necessary, click Search and enter the user's name in the Search text box to locate the name in the list.

4 Click the Edit Group Membership link.

5 In the Current Group Membership window, select the group from which you want to remove this user as follows:

- To select multiple groups, press Control-click or Shift-click.
- To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.

6 Click Remove.

Delete a user account

If you are an administrator, you can delete any Connect Enterprise user account. Once the user account has been deleted, this user is permanently deleted from the system and the following occurs:

- The user is removed from all group lists.
- The user is removed from the enrollee lists for all courses.
- Reports for the user are no longer available.
- All users for whom the user being deleted was listed as their manager will now have a blank manager field.
- If the user being deleted created any content, another user should be assigned to manage the content.

If the user is a member of a built-in group, then the group is credited back one member. For example, if User A is a member of the Authors group and then User A is deleted, the Authors group receives credit for one more member and can add a new user.

1 Click the Administration tab at the top of the Connect Enterprise Manager window.

2 Click Users And Groups.

3 If necessary, click Search and enter the user's name in the Search text box to locate the name in the list.

4 Select the user's name. (You can select multiple users by pressing Control-click or Shift-click to delete more than one user simultaneously.)

5 Click Delete at the bottom of the list.

6 On the confirmation page, click Delete to delete the user, or click Cancel to cancel the operation.

See also

“Delete a group” on page 250

View group information

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Select the group's name and click Information at the bottom of the list.
If necessary, click Search and enter the group's name in the Search text box to locate the name in the list.
- 4 To view the group's membership, click the View Group Members button.

See also

“Change a group name or description” on page 249

“Add or remove group members” on page 249

Change a group name or description

If you are an administrator, you can edit the name or description for any group, even Built-in groups, although Adobe does not recommend this practice. If necessary, you can also use this procedure to change the name of a particular seminar license group to associate it with a group in your organization.

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Select the group's name and click Information at the bottom of the list.

If necessary, click Search and enter the group's name in the Search text box to locate the group's name and click Info at the bottom of the list.

- 4 Click the Edit Information link.
- 5 Edit the fields you want to change.
- 6 Click the Save button.

Add or remove group members

If you are an administrator, you can add both users and groups to a group. You can also remove them.

Add members to a group

- 1 Click the Administration tab at the top of the Connect Enterprise Manager window.
- 2 Click Users And Groups.
- 3 Select the group's name and click Information at the bottom of the list.
If necessary, click Search and enter the group's name in the Search text box to locate the name in the list.
- 4 Click the View Group Members button.
- 5 In the Possible Group Members list, select each user or group that you want to add to this group as follows:
 - To select multiple groups, press Control-click or Shift-click.

- To expand a group so that you can select individual names, double-click the group name; when you finish, double-click Up One Level in the list to return to the original list.
- To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.

6 Click Add.

To remove a user or group from this window, select it and click Remove.

Remove members from a group

1 Click the Administration tab at the top of the Connect Enterprise Manager window.

2 Click Users And Groups.

3 Select the group's name and click Information at the bottom of the list.

If necessary, click Search and enter the group's name in the Search text box to locate the name in the list.

4 Click the View Group Members button.

5 In the Current Group Membership window, select each user and group that you want to remove from this group, as follows:

- To select multiple users or groups, press Control-click or Shift-click.
- To search for a name in the list, click Search at the bottom of the window and enter the name to display it in the list, and then select it.

6 Click Remove.

Delete a group

If you are an administrator, you can delete any group except a Built-in group. Note that deleting a group does not delete individual members of the group.

Before deleting a group, consider the impact on the permissions of the members and other groups. If the group was added to the permissions profile for any file or folder in any library, deleting the group affects the permissions of its members because they no longer have permissions for those files or folders (unless the members also belong to other groups with permissions for those files or folders).

1 Click the Administration tab at the top of the Connect Enterprise Manager window.

2 Click Users And Groups.

3 Select the group's name. (You can select multiple groups by pressing Control-click or Shift-click to delete more than one group simultaneously.)

If necessary, click Search and enter the group's name in the Search text box to locate the name in the list.

4 Click Delete at the bottom of the list.

5 On the confirmation page, click Delete to delete the group; click Cancel to cancel the operation.

See also

"Delete a user account" on page 248

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