

## 9.2. Edit User

The screenshot shows a web browser window with the URL <https://api.vivi.io/admin/users/07b5dfc7-9484-4f35-8a8d-c894424adc8b/edit>. The page title is "Edit User". The navigation bar includes "Welcome", "Archibald Co...", "Dashboard", "Users", "Rooms", "Boxes", "Admin", and "Logout".

**Edit User**

Details

Note that regardless of whether you use AD, you will log in to this admin portal with the email and password set here. AD will be used to log in to the app.

Name\*   
Name shown in the app. Synchronised from AD if used.

Email\*   
Email used to log in to the app if not using AD. Also used for communication. Synchronised from AD if used.

AD Username   
Username used to log in to the app and link account if using AD.

Password\*   
Password used to log in to the app if not using AD.

Password confirmation

Roles

- IT Admin
- E-Learning Admin
- Presenter  
Presenter role will be synchronised from AD if used.

### Roles

- IT Admin – Has full access to the Admin Portal
- E-Learning Admin – Restricted access, they can only view Dashboard
- Presenter – Has display access through the Vivivi App & can allow others to access screens
- Student – Has restricted access right – can be permitted to share by a presenter – if no roles are checked on the edit user page, the user becomes a student by default
- Emergency Authorised – When all presenters can trigger emergencies is set to **false**, this tick box will grant this user the ability to trigger emergencies

### How to receive offline box notifications by email

Some administrators like to receive a daily summary of the any offline Vivis. This arrives first thing in the morning (6am weekdays) and is useful for identifying problems. In many cases, the device has simply become unplugged or requires a reboot.

You can activate email notifications through the Edit User page – only for Vivivi administrators.

Roles

- Presenter
- Staff
- Admin
- Reseller
- Super Admin

*Presenter role will be synchronised from AD if used.*

Organisation

Vivi Demo School ⌵

Enable email notification

Update User

Cancel