

Excess Soil Notice Internal Database Guide - Admin Users and User Management

The Internal Database is only available
to designated Ministry staff

How to Manage Users

The Internal Database has **admin users** alongside **standard ministry users**. Admin users have portal administrator permissions which allows them to edit Filings and related data. Additionally, an important capability for admin users is **user management**.

Permissions	Ministry User	Admin User
Search for Filings	✓	✓
Access Filings Data	✓	✓
Generate Reports	✓	✓
View Notifications	✓	✓
User Management		✓

As an **admin** user, **access user management** from homepage tab.



Select the **Manage** button to view and edit a users details, or select the Add New User button to add a new user to the ministry portal.

Manage Users

Active Users

User	Email	Profile	Last Login	Actions
Rhonda Pearlman	rhonda@email.com	Ministry Portal User	Jun. 24 2020, 10:34AM	Manage Disable
Preston Broadus	preston@email.com	Ministry Portal Admin	Jun. 24 2020, 10:34AM	Manage Disable
Russell Bell	russell@email.com	Ministry Portal User	Jun. 24 2020, 10:34AM	Manage Disable
Edward Stauffer	edward@email.com	Ministry Portal User	Jun. 24 2020, 10:34AM	Manage Disable
Jonah Sweet	jonah@email.com	Ministry Portal User	Jun. 24 2020, 10:34AM	Manage Disable

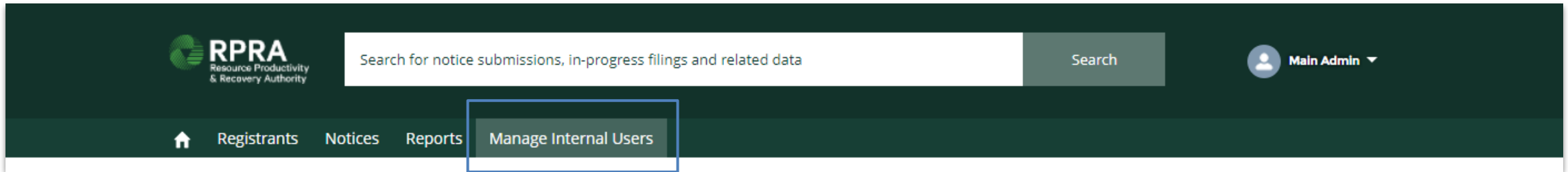
6 entries << < Page 1 of 2 > >> 5 entries per page

+ Add New User

Note: To add a new user you must first search their email address. Email address has been used as Internal Database UserName, it is unique and unchangeable by Internal Database users/admin users. Please contact RPRAs support if we must modify the Email.

Manage Internal Users

Admin Users will see an additional tab in the Internal Database: “Manage Internal Users” Clicking this shows the screen below



1 **Active Users:** Users who have access to the Internal Database are considered to be “Active Users”.

2 **Fields:** Information about a user is shown in these tables.

3 **Actions:** An Admin User can Manage or Disable active users.

4 **Add New User:** This button will allow an Admin User to add a new user to the Internal Database.

5 **Actions:** Inactive Users can be re-Enabled, but not managed unless they are Active

Manage user access

Active Users

User ▲	Email	Profile	Last Login	Action
Alex Horne	alex.horne@ontario.ca	[Custom] Ministry Portal User - Commun...	Sep 26, 2021 05:23 PM	Manage Disable
Alison Cosme	alison.cosme@ontario.ca	[Custom] Ministry Portal User - Commun...		Manage Disable
Cathy Lorenzo	cathy.lorenzo@ontario.ca	[Custom] Ministry Portal User - Commun...	Oct 14, 2021 02:31 PM	Manage Disable
Ella Dean	ella.dean@ontario.ca	[Custom] Ministry Portal User - Commun...	Sep 28, 2021 09:21 PM	Manage Disable
Mark Sedlacek	mark.sedlacek@ontario.ca	[Custom] Ministry Portal Admin - Comm...		Manage Disable

9 entries << < Page 1 of 2 > >> 5 entries per page

+ Add New User

Inactive Users

User ▲	Email	Profile	Last Login	Action
David Nick	david.nick@ontario.ca	[Custom] Ministry Portal Admin - Comm...		Enable
Deborah Black	deborah.black@ontario.ca	[Custom] Ministry Portal User - Commun...	Oct 14, 2021 03:14 PM	Enable
Esther Flores	esther.flores@ontario.ca	[Custom] Ministry Portal Admin - Comm...		Enable

Add New Users

To add a new user you must first search their email address. The Internal Database will check for any existing users with that email address, and then provide the applicable option.

Manage User

Add new internal user or admin

Email
AndrewKGiles@jourrapide.com

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

Mobile Phone Number User Role

I hereby authorize this user to create/modify data.

< Back Cancel Save

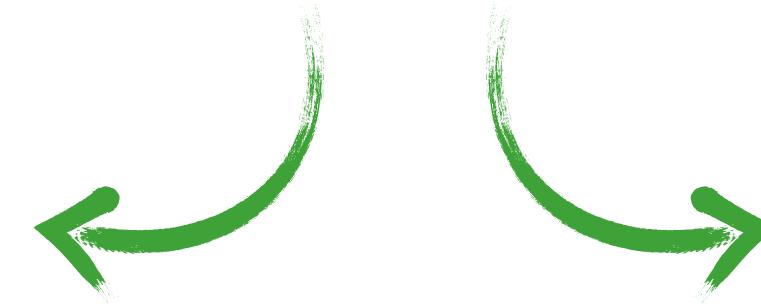
Search for User

To get started, enter the user's email

Email

Cancel Continue

Note: Email address is used as the Internal Database UserName. It is unique and unchangeable by users. Please contact registry support if an email address must be changed.



Add new user:

Enter in the user's details and they will be sent an email with login instructions.

Update existing user:

If a user exists with that email already you can update their details and role.

Manage User

Confirmed user already exists. Please select their role. The user profile information can be updated below. For email address changes please contact RPRA.

Email
newadmin@admin.ca

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

Mobile Phone Number User Role

I hereby authorize this user to create/modify data.

Cancel Save