

Adding New Users and Groups

This guide will outline the process of setting up and managing users and groups in your Company Account. SlideRocket has created time-saving collaboration features, allowing users in an organization to share assets, library slides, presentations and themes with each other. Once users have been added to the account they can begin sharing with each other or with a group of users.

How to Add New Users

SlideRocket users can add up to 50 **new users**, such as coworkers and teammates, to their account.

1. Click the **Account** tab



2. Click **Manage Users and Groups**

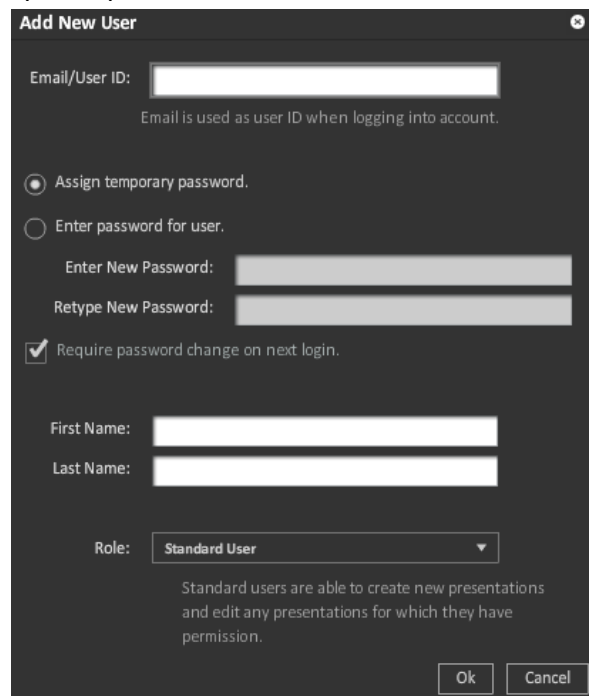


3. Click on the **Add User** button 

4. Enter the user's email. This will become his/her login or **User ID**

5. Set Password:

- a. **Assign temporary password:** Provides new user with auto-generated password
- b. **Enter password for user:** Create a unique password
- c. **Require password change on next login:** Upon first login, user is required to update password


A dark grey dialog box titled 'Add New User' with a close button in the top right. It contains the following fields and options:

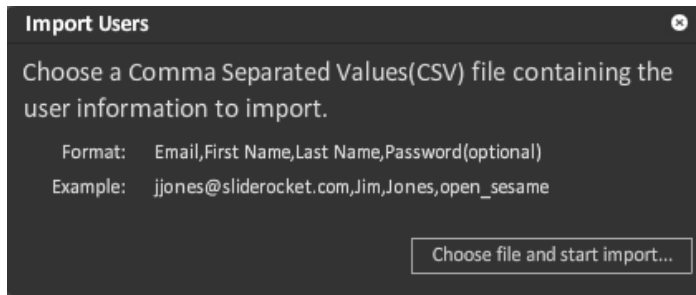
- 'Email/User ID:' text box with a note below: 'Email is used as user ID when logging into account.'
- Radio buttons for:
 - Assign temporary password.
 - Enter password for user.
- Two text boxes for 'Enter New Password:' and 'Retype New Password:'.
- Require password change on next login.
- Text boxes for 'First Name:' and 'Last Name:'.
- 'Role:' dropdown menu with 'Standard User' selected.
- Text below the role dropdown: 'Standard users are able to create new presentations and edit any presentations for which they have permission.'
- 'Ok' and 'Cancel' buttons at the bottom.

6. Fill in the requested information, including the proper role for each user:
 - a. **Administrators** can:
 - i. Use all of the functionality in the Editor
 - ii. Create new users and groups
 - iii. Delete users and groups
 - iv. Change the billing plan
 - v. Set capabilities for groups
 - b. **Standard Users** can:
 - i. Create new presentations and slides
 - ii. Edit any presentations for which they have permission
 - iii. Share any items they create or import with others
7. Click **Ok**

How to Import Users

Multiple users can be **imported** at the same time using a CSV file.

1. Create a CSV file for new users formatted:
 - a. Email,First Name,Last Name>Password
2. Click the **Account** tab
3. Click **Manage Users and Groups**
4. Click on **Import** 
5. Click on **Choose file and start Import...**
6. Select file on your computer and click **Open**



ADVANCED NOTE: When a new user is created, a welcome email will be sent, along with that user's login information.

How to Delete Users

Before **deleting** a user, select another user to transfer ownership of all assets currently owned by the user about to be deleted.

1. Click the **Account** tab

2. Click **Manage Users and Groups**

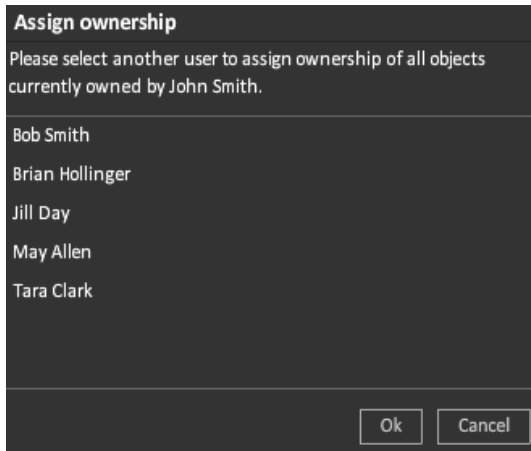


3. Click on the user's name to be deleted

4. Click on the delete user button  or right-click and choose **Delete User**

5. Select another user to **assign ownership** of all presentations, slides, assets and themes currently owned by the user about to be deleted

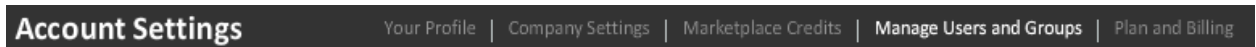
6. Click **Ok** to confirm the deletion of the user and the transfer of ownership



How to Reset a Password

If a user forgets his/her password, an Admin user can **reset** it.

1. Click the **Account** tab
2. Click **Manage Users and Groups**



3. Right click on the user's name who needs the password reset

4. Select **Change Password**

5. Set new password:

- a. **Assign temporary password:** Sends an auto generated password to the user's email
- b. **Enter new password for user:** Allows admin to type the new password



6. **Require password change on next login:** When the user logs in they will be prompted to update the password
7. Click **Ok**

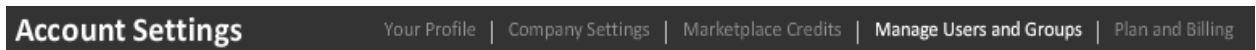
How to Add New Groups


Creating a **group** allows users to quickly share presentations, slides, assets, and themes with multiple people at once, while still controlling each user's level of access.

1. Click the **Account** tab



2. Click **Manage Users and Groups**




3. Click on the **Groups** tab
4. Click on the **Add Group** button 
5. Fill in the **Group Name** and click **Ok**

 The screenshot shows the 'Account Settings' page with the 'Groups' tab selected. On the left is a list of groups: 'Demo' (highlighted), 'Everyone', 'Marketing', 'Sales Team', and 'Training Team'. The main area shows 'Group Members' for the 'Demo' group in a table. At the bottom are buttons for 'Add User to Group...' and 'Remove User from Group'.

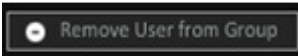
Email/User ID	First Name	Last Name	Role
demobadi@sliderocket.com	Jill	Day	Admin
demobob1@sliderocket.com	Bob	Smith	Standard
demomay@sliderocket.com	May	Allen	Admin

How to Add and Remove Users from a Group

1. Add Users to Group

- Select the group
- Click **Add User to Group** 
- Use the arrow keys to add users
- Click **Ok**


2. Remove a user from a group

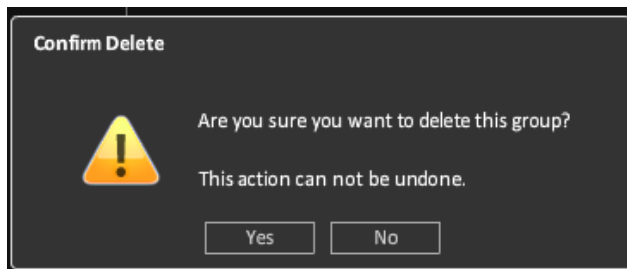
- Select the group
- Click on the user's name about to be deleted
- Click **Remove User from Group** 

How to Delete a Group

- Click the **Account** tab
- Click **Manage Users and Groups**



- Click on the **Groups** tab
- Click on the group to be removed
- Click on the remove group button  or right-click on the group's name and select the **Delete Group** option
- Confirm the group is to be deleted by clicking **Yes**



Setting Capabilities for Groups

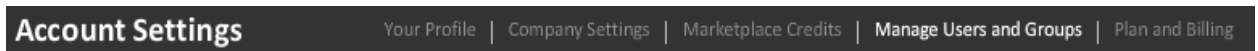
Capabilities allow administrators to restrict various SlideRocket features by specific groups. This further allows administrators to control ways in which standard users interact with and access the various features. Since Capabilities cannot be set to an individual user, any user that is added to a group will inherit the existing set capabilities for the group.

ADVANCED NOTE: Capabilities are never applied to administrators, regardless of which groups they belong. **If a standard user is in multiple groups, the most restrictive capabilities will be applied.**

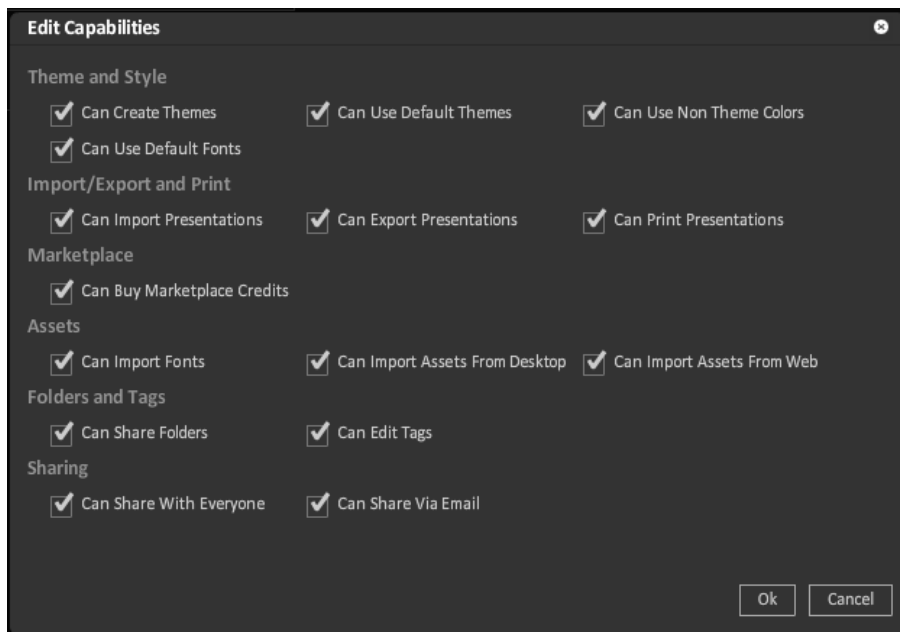
- Click the **Account** tab



2. Click **Manage Users and Groups**



3. Click on the **Groups** tab
4. Click on the Group
5. Click on **Edit Group Capabilities**
6. Select the capabilities the group needs restricted by removing the check in the box next to the description
7. Click **Ok** to save changes



Definition of the Capabilities

Admin users can customize group capabilities to determine how much control the group has over each section.

- **Theme and Style**
 - **Can Create Themes:** ability to create new themes
 - **Can Use Default Themes:** ability to use the provided SlideRocket themes
 - **Can Use Non Theme Colors:** ability to use colors outside of the **Default Styles** (found under **File > Edit Theme**)
 - **Can Use Default Fonts:** ability to use the fonts provided by SlideRocket or restrict users to custom uploaded fonts
- **Import/Export and Print**
 - **Can Import Presentations:** ability to import new PowerPoint

- **Can Export Presentations:** ability to export presentation to PowerPoint and Standalone Player
 - **Can Print Presentations:** ability to print presentations by going to **File > Print**
- **Marketplace**
 - **Can Buy Marketplace Credits:** ability to purchase credits for use in Marketplace
- **Assets**
 - **Can Import Fonts:** ability to upload custom fonts
 - **Can Import Assets from Desktop:** ability to upload images, swfs, flash, video and audio files into SlideRocket
 - **Can Import Assets from Web:** ability to add Flickr images to the asset library
- **Folders and Tags**
 - **Can Create Shared Folders:** ability to create new shared folders and ability to modify existing shared folders
 - **Can Edit Tags:** ability to add, remove or edit tags
- **Sharing**
 - **Can Share with Everyone:** ability to share with the everyone group
 - **Can Share Via Email:** ability to share for editing with users outside of your SlideRocket Company

ADVANCED NOTE: Printing restrictions does not effect printing in the player. To change printing restrictions, go to the **Presentations** library, select a presentation, click **Publish** and choose your preferences.