

.Administrator guide v1

On this page we explain users and tenants for administrators.

The Be Informed Workbench is a cloud based solution. This means that the solution provides multiple companies with the Workbench functionality. In order to support this setup we have introduced multitenancy. Each company working in the Workbench is a unique tenant. Users are always related to a certain tenant and can only see information belonging to that tenant.

In order to get started with the Workbench a license is needed. To get a valid license, please contact support@beinformed.com. Our administrator will set up a license for your company. The license fee depends on your license contract.

Be Informed will create a number of tenant admin accounts per licensed tenant. These tenant admins assign users and user roles.

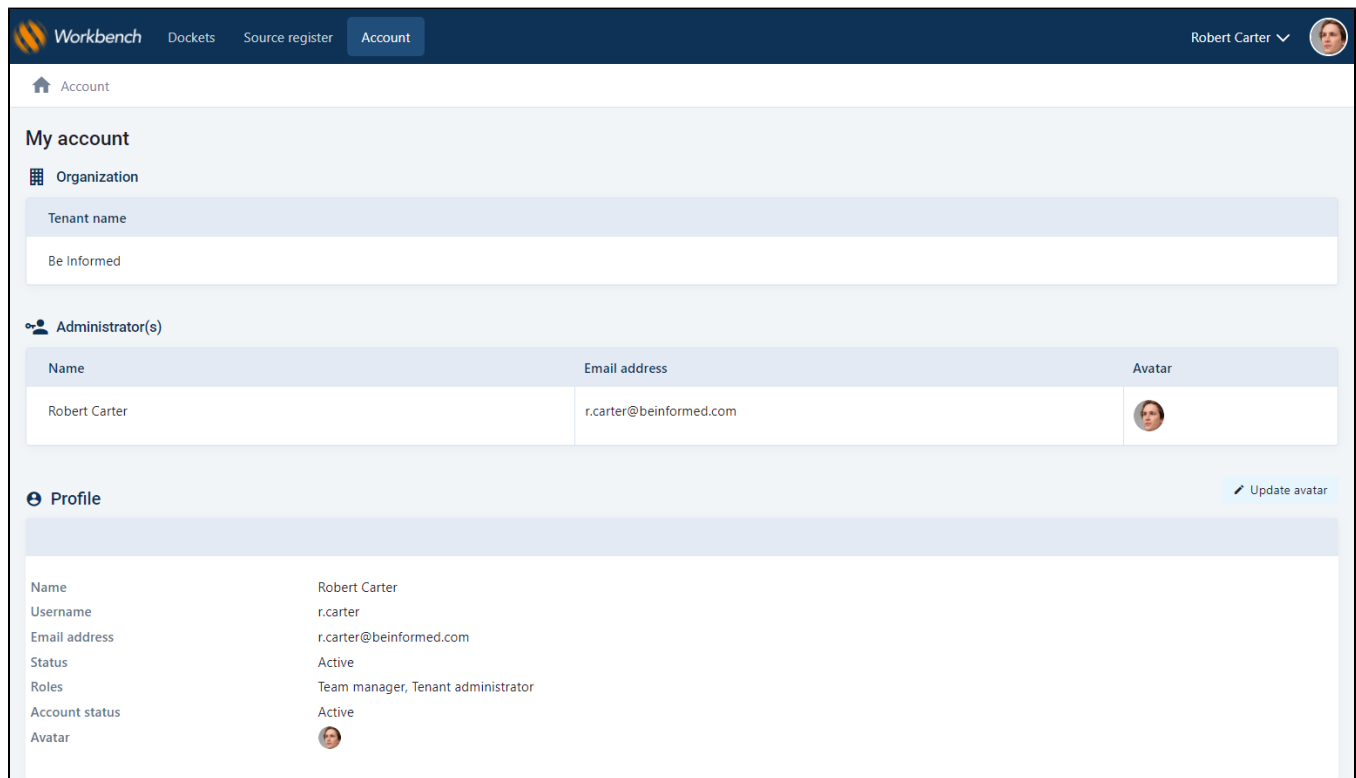
User management

In order to use the Workbench a tenant has to be set up. Be Informed is responsible for setting up this tenant and creating a tenant admin. A tenant admin has access to the tenant administration. In this administration user accounts for the tenant can be created.

Do note that a user account is always related to just one tenant. Access and read permissions are tied to this tenant. If you are a user for multiple tenants, you will have multiple logins. We do not allow any sort of mixing of permissions.

Adding user accounts

The tenant admin is responsible for setting up user accounts for the tenant. When clicking on 'Account' you will see the following:



The screenshot shows the 'Account' page in the Workbench interface. The top navigation bar includes 'Workbench', 'Dockets', 'Source register', and 'Account'. The user 'Robert Carter' is logged in. The page content is divided into sections: 'My account', 'Organization', 'Administrator(s)', and 'Profile'.

My account

Organization

Tenant name
Be Informed

Administrator(s)

Name	Email address	Avatar
Robert Carter	r.carter@beinformed.com	

Profile [Update avatar](#)

Name	Robert Carter
Username	r.carter
Email address	r.carter@beinformed.com
Status	Active
Roles	Team manager, Tenant administrator
Account status	Active
Avatar	

You can assign one or more user roles to a user. Roles determine what a user can see and do in the Workbench. See the table on [getting started with the Workbench](#) for an overview of the possible user roles.

Manage organization

As tenant admin you can click on the organization to manage its users (other users cannot). You will see the following interface:

Workbench

DocketsSource registerAccount

Robert Carter

AccountBe InformedOverview

Be Informed

OverviewHistory

Details

Tenant ID555

Tenant nameBe Informed

Tenant AddressLaan van Westenek 150

Users

Add user

Full name

Username

Account status

Choose an option

User role

Choose an option

Full name	Username	Email	Account status	User role
Robert Carter	r.carter	r.carter@beinformed.com	Active	Team manager, Tenant administrator
Walter Luqman	w.luqman	w.luqman@beinformed.com	Created	Team manager
Samuel Webb	s.webb	s.webb@beinformed.com	Active	Team member
Steven Taylor	s.taylor	s.taylor@beinformed.com	Created	Team member
Elly Wang	e.wang	e.wang@beinformed.com	Active	Team manager
Angela Lopez	a.lopez	a.lopez@beinformed.com	Active	Team member
Sofia Adams	s.adams	s.adams@beinformed.com	Created	Team member
Musa Murray	m.murray	m.murray@beinformed.com	Created	Team member

Deactivate user accounts
As tenant admin you can also inspect or deactivate an account through a row task.

Walter Luqman	w.luqman	w.luqman@beinformed.com	Created	Team manager	
Samuel Webb	s.webb	s.webb@beinformed.com	Active	Team member	
Steven Taylor	s.taylor	s.taylor@beinformed.com	Created	Team member	Deactivate account

- Further reading:
- Getting started with the Workbench