



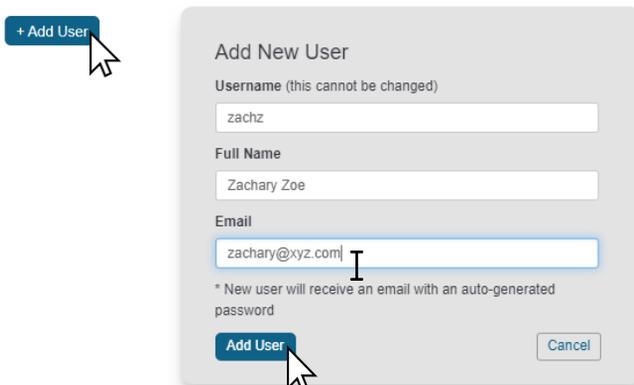
a Select "User Management" from the tool menu in the top navigation bar.

Username	Status	Role	Full Name	Email	Owned Studies
brettb (me)	Active	Client Admin	Brett Boe	brett@xyz.com	2
carlac	Active	Regular User	Carla Coe	carla@xyz.com	4
donnad	Active	Limited User	Donna Doe	donna@xyz.com	0
johnj	Deactivated	Client Admin	John Joe	john@xyz.com	3

b The "Users" tab shows the list of all users currently registered for this instance of MUIQ; sorted by status and alphabetized. This list includes summary details for each user, such as Status and User Role, which will be explained in the following steps.

Each user tile has the option to delete that user via the right-side trashcan icon (Note: this is different from "deactivating" which retains any user's info while disabling their access; to be explained in the following steps)

Each user tile also shows the number of their "Owned Studies" (Note: by default, each new study is owned by the user who created that study. The study owner can be reassigned in the individual study's user permission section or when a study owner is demoted to Limited User or deleted from the user list).



+ Add User

Add New User

Username (this cannot be changed)

Full Name

Email

* New user will receive an email with an auto-generated password

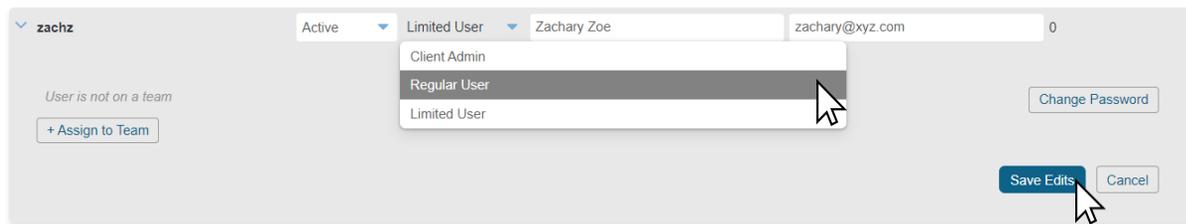
Add User

c To add a new user to the instance, select "+ Add User". You will be asked to provide a permanent username, their full name, and their email address.

Note: The new user will then receive an email with an auto-generated password, which they can change later in their user profile in the top navigation bar.



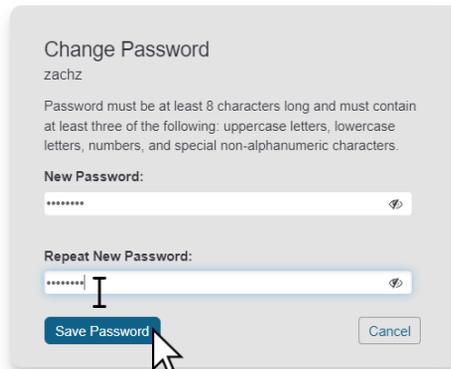
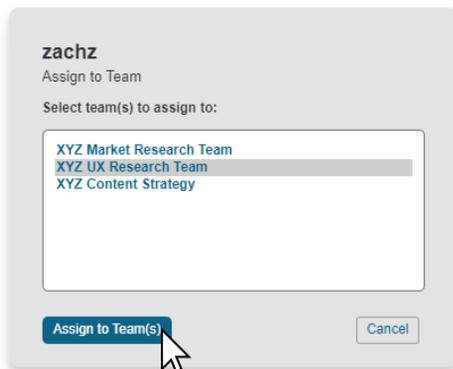
- d** Each user's tile in the "Users" tab expands (via blue caret icon in upper left corner) to show the list of teams they are assigned to (none by default; adding to teams explained in following steps) and additional options to "Edit User Details".



- e** "Edit User Details" allows you to edit their Status (i.e., "Deactivate" or "Reactivate" any user), Role (further explained in following steps), Full Name, and Email.

Note: Each user can also edit their own Full Name, Email, and Password from their top nav User Profile.

Important: By default, each user will be a "Limited User". To allow them to add new studies, change their role to "Regular User".



- f** Additional options in the user's tile include "Assign to Team(s)" (Teams are explained in the following steps) and "Change Password".

- Note: Passwords must be:*
- At least 8 characters long
 - Must contain at least three of the following characters:
 - a. Uppercase letters
 - b. Lowercase letters
 - c. Numbers
 - d. Special non-alphanumeric characters

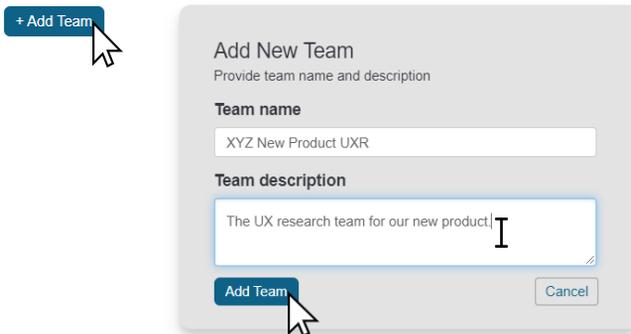
Users **Teams** Roles

Team Name	Team Description	Assigned Users
^ XYZ Market Research Team		2 
^ XYZ UX Research Team		4 
^ XYZ Content Strategy		6 

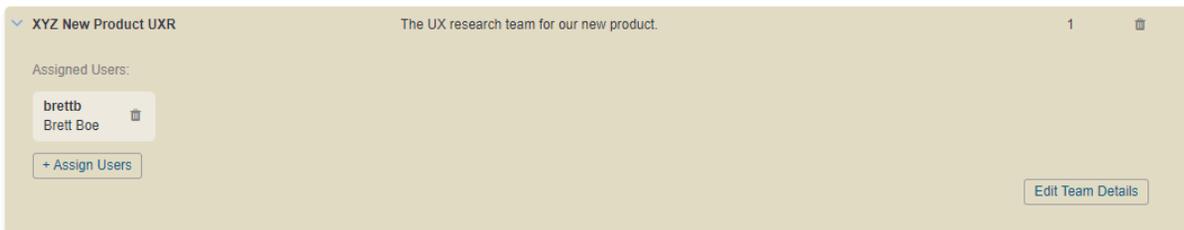
g The “Teams” tab shows the list of all teams currently set up for this instance of MUIQ.

“Teams” are defined as groups of users that can provide each other permissions to view/edit their studies. That is, users can’t give permission for other users who are not on their team(s) to view/edit their studies; they will not see them listed in their default user permissions selector options. Note: Client Admins still have the option to assign study permissions to any user regardless of their team(s).

Each team tile has the option to delete that team via the right-side trashcan icon and furthermore shows the number of “Assigned Users” for each team.



h To add a new team to the instance, select “+ Add Team”. You will be asked to provide a team name and optional team description.



i Each team’s tile in the “Teams” tab expands (via blue caret icon in upper left corner) to show the list of Assigned Users and additional options to “Assign Users” and “Edit Team Details”.

Users Teams **Roles**



Summary counts and descriptions of the default user roles available to MUIQ users.

Role	Active Users	Deactivated Users*	Description
Admins	1	1	Client Admins have access to Server and User Management Sections. Client Admins can view/edit all studies and can assign users to teams.
Regular Users	2	1	Regular Users can create and own studies and assign other team members to their studies.
Limited Users	1	1	Limited users cannot create or own studies but can be assigned to edit or view studies.
Total Users	4	3	

* Deactivated users do not have the ability to log in to MUIQ. Their user permissions, user details (such as full name and email), and role remain saved in case they will be re-activated.

j The "Roles" tab shows a summary table of the counts of all users on the instance further broken down by their role and status (i.e., active or deactivated).

The table also includes descriptions of the default user roles available to MUIQ users:

1. **Client Admins** have access to Server and User Management Sections. Client Admins can view/edit all studies and can assign users to teams.
2. **Regular Users** can create and own studies and assign other team members to their studies.
3. **Limited Users** cannot create or own studies but can be assigned to edit or view studies.
4. **Deactivated Users** (refer to step e on how to deactivate users) can be of any user role above (1-3) and do not have the ability to log in to MUIQ. Their user permissions, user details (such as full name and email), and role remain saved in case they will be re-activated