

How to Specify Users and Assign Roles

Note *To perform these steps, your Windows user name must be assigned to the Administrator role or to a custom role with User Management privileges assigned.*

1. Click **Preferences > User Accounts** to open the Manage User Accounts window.
2. Click **Add User** to open the Add MTS TestSuite Users window.
3. To add users and assign roles:
 - A. If you know the user name, enter the **User Name** and network **Domain Name**, and then click **Add** in the Add User Manually panel. You can repeat this procedure for additional users.
 - B. To search for a user, enter the network **Domain** name or Windows **Group** name, and then click **Find** in the Find Windows Users panel. When the search results return, select one or more users from the Windows Users results panel, and then click the right arrow button to add the selected user(s) to the New Users panel.
 - C. Click **OK** to add the user(s).
 - D. To assign roles, highlight a User Name and click **Properties**. The Change User Role window appears.
 - E. Select the check boxes for roles to be applied and deselect check boxes for roles to be removed for the user.
 - F. Then click **OK**.
 - G. To add and assign more users to a role, repeat the previous sub-steps.
4. To remove a user, select the user in the Manage User Accounts window, and then click **Remove Users**.
5. To change roles for a user, select the user in the Manage User Accounts window, and then click **Properties**. In the Change User Role window, select the roles by selecting and deselecting the corresponding check boxes, and then click **OK**.