

User Management - Generate Password Recovery Key

This guide provides step-by-step instructions on how to generate a password recovery key in user management. It is useful for individuals who need to securely recover their passwords and want a clear, concise guide to follow.

1

Find the user account that needs the password reset. This could be done by searching for the username or browsing through a list of users.

The screenshot displays a user management interface. On the left, there is a search bar labeled "Search by name or username..." with a green plus icon. Below the search bar is a list of users, each with a name, email address, and a right-pointing chevron. The users listed are: Lazar Spark (lazar@sparkcooperative.com), Claudia (claudia.studio29@gmail.com), Kelly test (user test), Guido Ruiz (ddpguy), Paola DeCecchi (paola@sparkcooperative.com), and Ronnie Farzad (ronnie@sparkcooperative.com). The "Kelly test" user is highlighted with an orange circle. On the right, the detailed view for "Tyler Ince" is shown. It includes a profile picture with the initials "TI", the email address "tyler@salesworldllc.com", and a green button labeled "THE AVENIR" with the text "Add additional property...". Below this is a note: "NOTE: The Avenir cannot be deleted from this user's". The "FIRST NAME" field contains "Tyler" and the "EMAIL" field contains "tyler@salesworldllc.com". Under the "PERMISSIONS" section, there are three checkboxes: "Ship Admin" (checked), "Can Edit Feed" (checked), and "User Admin" (unchecked).

2

Choose the permissions that you want to assign to the user by checking the boxes accordingly.

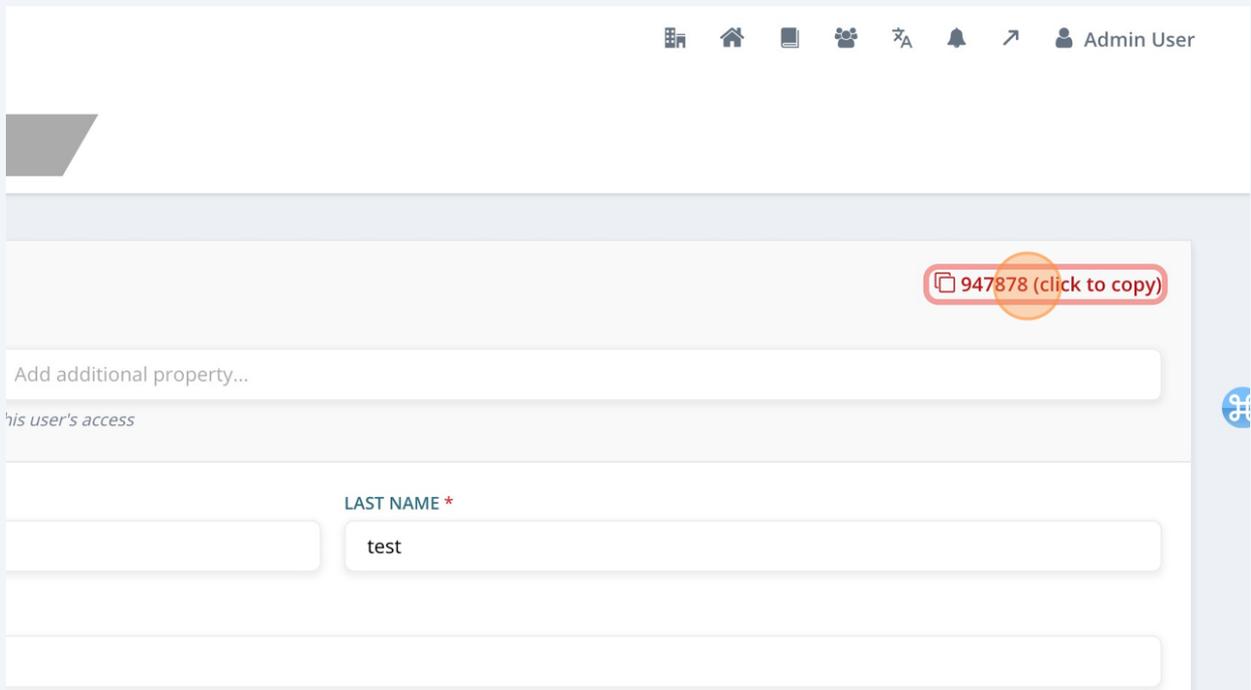
The screenshot shows a user management interface. On the left is a list of users, with 'Kelly test' (user test) selected. On the right is the user profile for 'user test'. The profile includes a profile picture with initials 'KT', a group name 'THE AVENIR', and a note: 'NOTE: The Avenir cannot be deleted from this user's access'. The profile form has fields for 'FIRST NAME *' (Kelly), 'LAST NAME *' (test), and 'EMAIL *' (user@test.com). The 'PERMISSIONS' section is highlighted with a red circle and contains the following options: 'Ship Admin' (checked), 'Can Edit Feed' (unchecked), 'User Admin' (unchecked), 'Group Admin' (unchecked), and 'Is View Only' (checked). Below the permissions is a 'STAFF ROLE' dropdown menu set to 'The Avenir' and a 'Teen Staff A' button. At the bottom are 'Save Changes' and 'Reset' buttons.

3

Click "Generate Password Recovery Key" to generate the recovery key to provide the user.

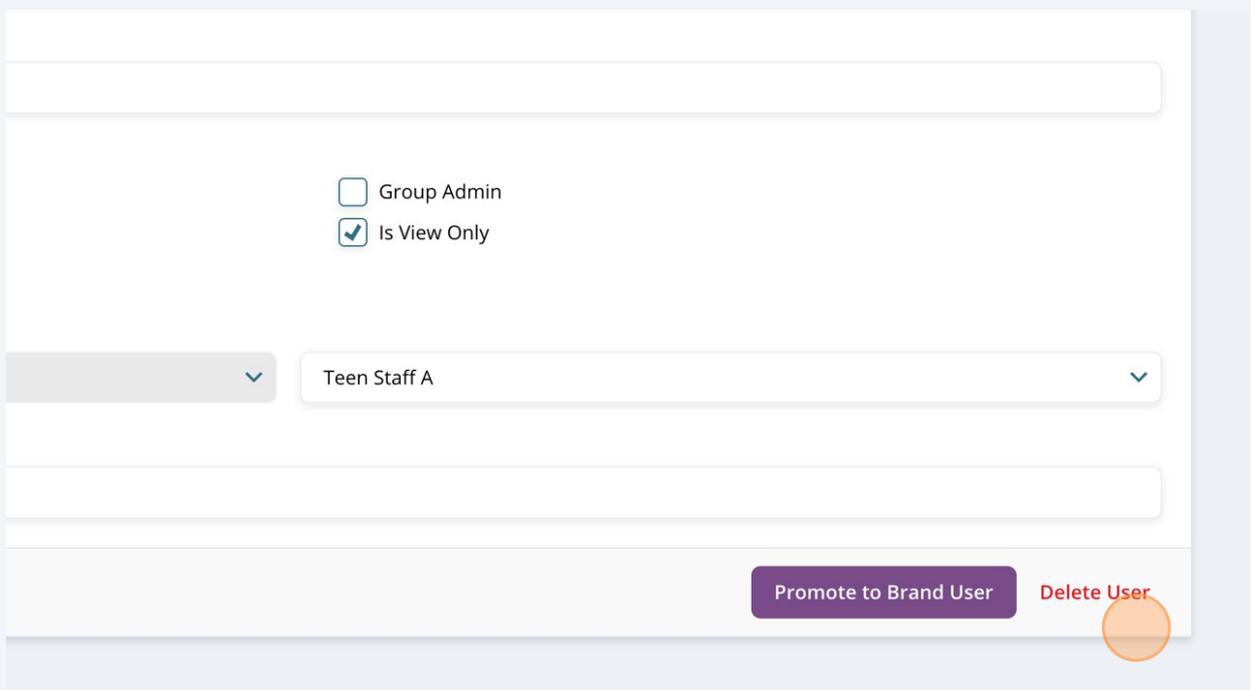
The screenshot shows the user profile page for 'user test'. At the top right, there is a navigation bar with icons for a grid, home, document, group, search, notifications, and a user icon labeled 'Admin User'. Below the navigation bar is a large empty space. In the center-right of the page, a red circle highlights a button labeled 'Generate Password Recovery Key'. Below this button is a text input field with the placeholder 'Add additional property...'. Below that is a note: 'his user's access'. At the bottom, there is a form with a 'LAST NAME *' label and a text input field containing the value 'test'.

4 A recovery key will populate, click again to copy the code to provide to the user.



The screenshot shows a user management interface. At the top right, there is a navigation bar with icons for home, search, and other functions, and a user profile labeled 'Admin User'. Below the navigation bar, there is a large text input field containing a recovery key '947878 (click to copy)'. The text '947878' is highlighted in red, and the text '(click to copy)' is in a smaller font. Below this field is a text input field with the placeholder text 'Add additional property...'. Below that is a section titled 'his user's access' with a blue plus icon on the right. Below this section is a form with a label 'LAST NAME *' and a text input field containing the text 'test'. Below the 'LAST NAME *' field is another empty text input field.

5 If a user needs to be deleted, simply click on "Delete User".



The screenshot shows a user management interface. At the top, there is a large text input field. Below this field are two checkboxes: 'Group Admin' (unchecked) and 'Is View Only' (checked). Below the checkboxes is a dropdown menu with a downward arrow and the text 'Teen Staff A'. Below the dropdown menu is another large text input field. At the bottom right of the interface, there are two buttons: 'Promote to Brand User' (purple) and 'Delete User' (red). The 'Delete User' button is highlighted with a red circle.

6

Save changes when done making the changes on user account.

The screenshot displays a user management interface. On the left, a list of users is shown with their names and email addresses, each followed by a right-pointing chevron icon. The users listed are:

- Guido Ruiz (ddpguy)
- Paola DeCecchi (paola@sparkcooperative.com)
- Ronnie Farzad (ronnie@sparkcooperative.com)
- Brian MacKenzie (brian.mackenzie@sourceadvisors.com)
- Demo Account (demo@sparkcooperative.com)
- Land Admin (land@sparkcooperative.com)
- Avenir (avenir@sparkcooperative.com)

On the right, the edit form for a user is visible. It includes the following sections:

- EMAIL ***: A text input field containing "user@test.com".
- PERMISSIONS**: Three checkboxes for "Ship Admin", "Can Edit Feed", and "User Admin", all of which are currently unchecked.
- STAFF ROLE**: A dropdown menu with "The Avenir" selected.
- GROUP APPROVING VENUES**: A search input field with the placeholder text "Search by venue name...".

At the bottom of the form, there are two buttons: "Save Changes" (highlighted with an orange circle) and "Reset".