


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.

Search by name or username... 

Lazar Spark
lazar@sparkcooperative.com >

Claudia
claudia.studio29@gmail.com >

Kelly test
user test >

Guido Ruiz
ddpguy >

Paola DeCecchi
paola@sparkcooperative.com >

Ronnie Farzad
ronnie@sparkcooperative.com >

TI

Tyler Ince
tyler@salesworldllc.com

THE AVENIR

 Add additional property...

NOTE: **The Avenir** cannot be deleted from this user's

FIRST NAME *

Tyler

EMAIL *

tyler@salesworldllc.com

PERMISSIONS

☒ Ship Admin

☒ Can Edit Feed

☐ User Admin

2

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

Lazar Spark
lazar@sparkcooperative.com

Claudia
claudia.studio29@gmail.com

Kelly test
user test

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

THE AVENIR Add additional property...

NOTE: *The Avenir* cannot be deleted from this user's access

FIRST NAME * Kelly LAST NAME * test

EMAIL * user@test.com

PERMISSIONS

☒ Ship Admin ☐ Can Edit Feed ☐ User Admin ☐ Group Admin ☒ Is View Only

STAFF ROLE

The Avenir Teen Staff A

GROUP APPROVING VENUES

Search by venue name...

Save Changes Reset

3

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

Admin User

Generate Password Recovery Key

Add additional property...

his user's access

LAST NAME * 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 a grid, home, document, group, search, notifications, and a user profile labeled 'Admin User'. Below this, a recovery key '947878 (click to copy)' is displayed in a red-bordered box with a red circle highlighting the 'click to copy' text. Below the key is a text input field with the placeholder 'Add additional property...'. Underneath that is a section titled 'his user's access' with a blue icon on the right. Below this section are three input fields. The first is labeled 'LAST NAME *' and contains the text 'test'. The other two fields are empty.

5

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

The screenshot shows a user management interface. At the top, there are two empty input fields. Below them are two checkboxes: 'Group Admin' (unchecked) and 'Is View Only' (checked). Below the checkboxes is a dropdown menu with a blue chevron icon, showing 'Teen Staff A' with a blue chevron icon on the right. Below this are two more empty input fields. At the bottom right, 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, each with a name and email address, followed by a right-pointing chevron. 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 displayed. It includes the following sections:

- EMAIL ***: A text input field containing "user@test.com".
- PERMISSIONS**: Three checkboxes labeled "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...".
- Buttons**: At the bottom, there are two buttons: "Save Changes" (highlighted with an orange circle) and "Reset".