

User administration of collaboration platform – an introduction

How to get access to the user administration application

1. Open an internet browser and type the following in the address line:
 - a) Test server user administration:
<https://collaboration.health-telematics.dk/ldapadmin>
 - b) Secure ciTTis server user administration
<http://cittis.medcom/ldapadmin>
 - c) Secure national (Danish) user administration
<http://collaboration.medcom/ldapadmin>
2. Insert the username / password given by the overall user administrator in your institution – it is the same username / password as to the collaboration platform itself. However do only type the username – not e.g. [username]@collaboration.health-telematics.dk.
3. If you are supposed to be the overall user administrator in your institution, use the username and password Medcom has given you for log on to the collaboration platform itself. Contact Claus Duedal Pedersen, if you have problems: cdp@health-telematics.dk / + 45 6613 3066.

How to add departments

1. Click on “Show organizations” in the left menu.
2. Click on the organization where you want to add a department
3. Fill in “Name” and “Description”
4. Click on “Add unit”

How to add sub departments

1. Click on “Show organizations” in the left menu.
2. Click on the organization where you want to add a sub department
3. Click on the department where you want to add a sub department
4. Fill in “Name” and “Description”
5. Click on “Add unit”

How to add users

1. Click on “Show organizations” in the left menu.
2. Click on the organization where you want to add a user
3. Click on the department where you want to add a user
4. Click on “Add user”
5. Fill in at least the following information:
 - a) Given name
 - b) Surname
 - c) E-mail (for notification)
 - d) Collaboration username (without e.g. collaboration.health-telematics.dk)
 - e) Collaboration password
6. Click on “Add user”.

How to delegate rights to administrate users

1. Click on “Delegate admins”
2. Click on the organization where you want to delegate rights
3. Click on the department where you want to delegate rights
4. Add tick mark at “Org. admins” (user can add departments and other users) and/or “Dept. admins” (user can add other users).