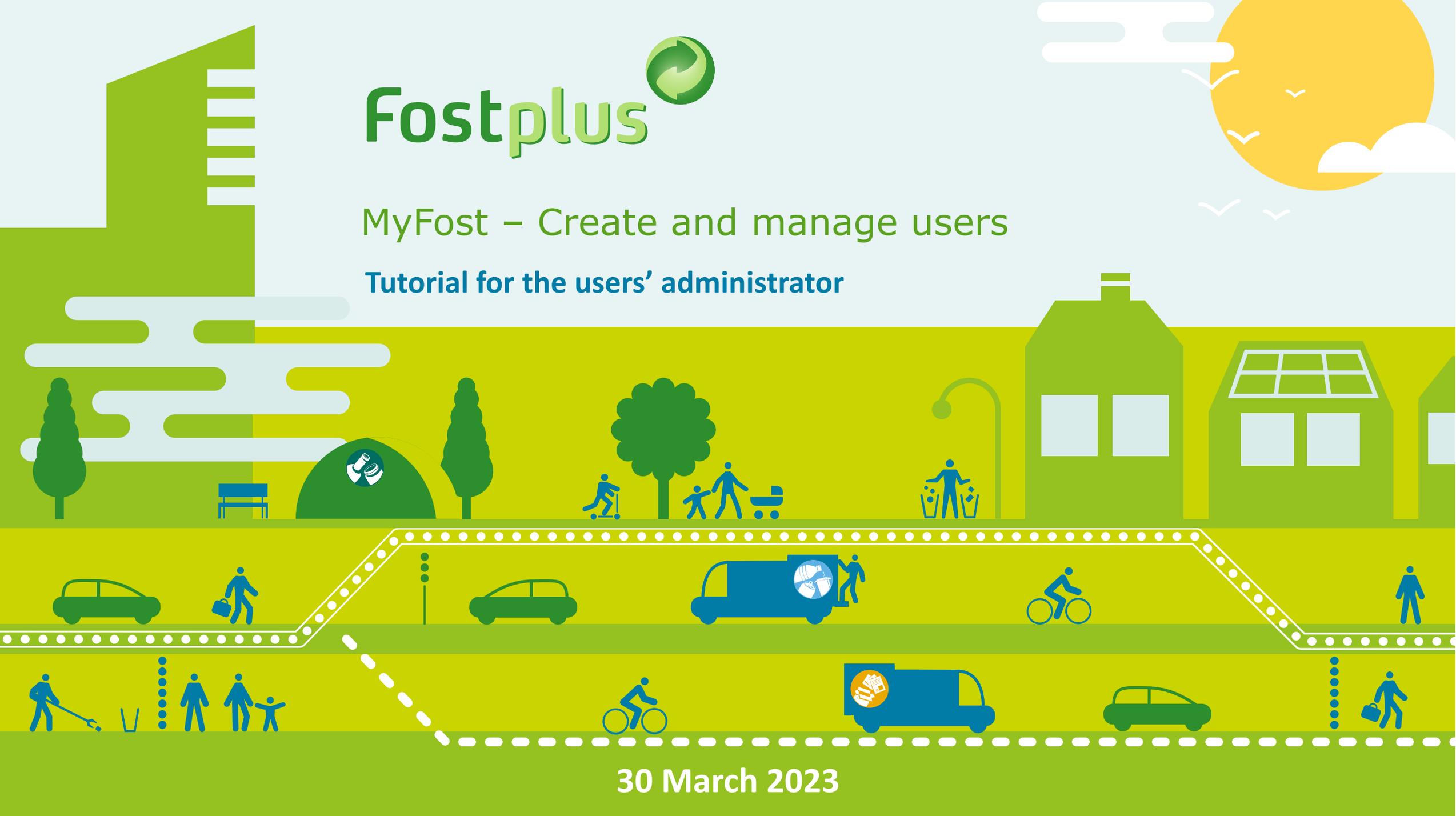


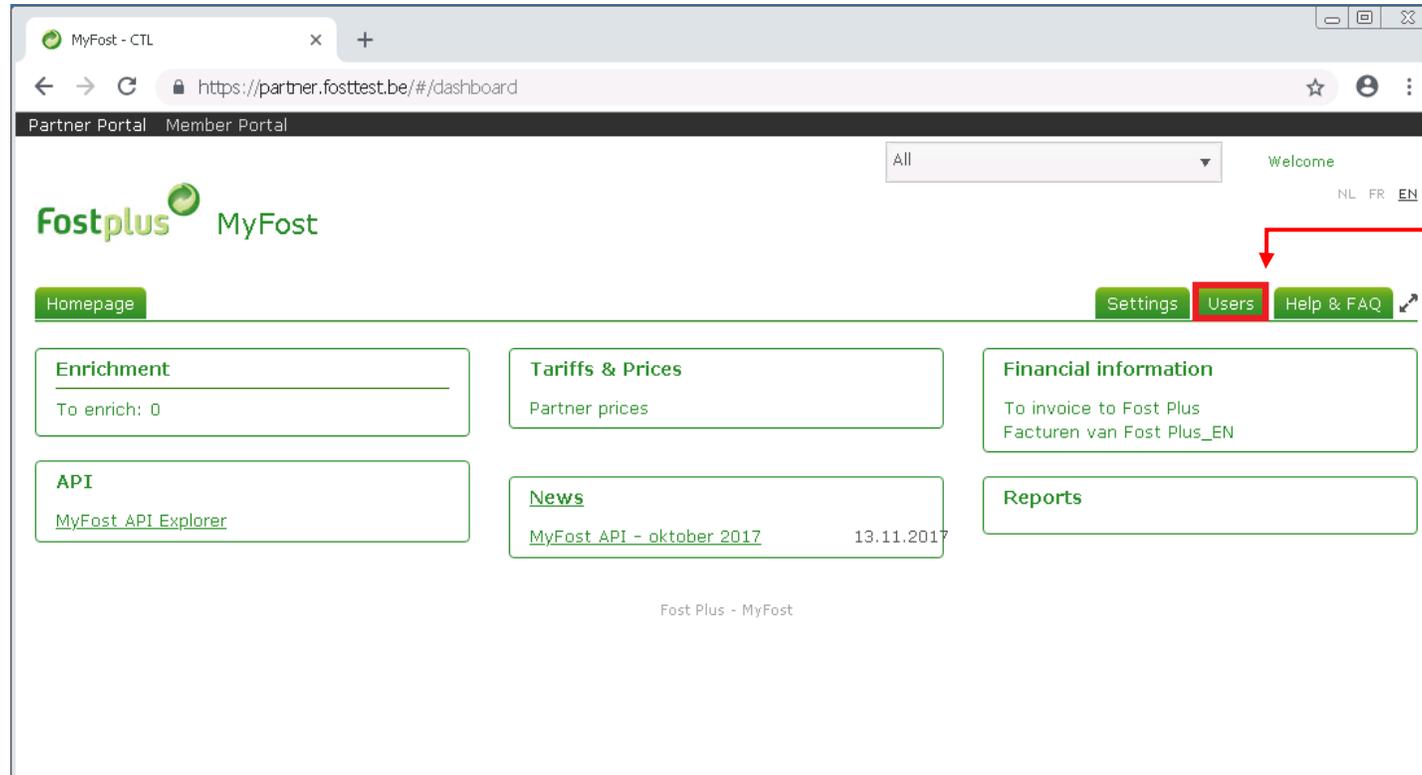
MyFost – Create and manage users

Tutorial for the users' administrator



30 March 2023

CREATE AND MANAGE USERS (1)



Log in on MyFost.
This tab takes you to the
page where you can
create or manage users.

CREATE AND MANAGE USERS (2)

On this page you can check whether a user has already been created in MyFost.

The screenshot shows the MyFost user management interface. At the top, there is a search bar and a 'Search' button. Below the search bar are filter options for 'First name', 'Last name', 'E-mail', and 'Username'. There are also checkboxes for 'Active' and 'Niet-Actief'. Below the filters is a table with columns for 'First name', 'Last name', 'E-mail', 'User name', and 'Active'. Two users are listed: 'user' with 'Testuser1' and 'API' with 'APIuser'. A 'Back' button is at the bottom left.

First name	Last name	E-mail	User name	Active
user	user	user@fostplus.be	Testuser1	<input type="checkbox"/>
API	user	Apiuser@fostplus.be	APIuser	<input checked="" type="checkbox"/>

In order to access and modify data from an existing user, click on the line.

Active = the user was created and has activated his MyFost account.

Inactive = the user has been created but has not yet activated his MyFost account.

CREATE A NEW USER

The screenshot shows a web browser window with the URL `https://myfost.fosttest.be/#/user/search`. The page header includes the 'Fostplus MyFost' logo, a language dropdown menu set to 'All', and a 'Welcome' message with language options 'NL FR EN VERTAAL'. Navigation buttons for 'Homepage', 'Users', and 'Help & FAQ' are visible. A search section contains 'Search' and 'Reset' buttons. Below this is a table of users with columns for 'First name', 'Last name', 'E-mail', 'User name', and 'Active'. The table contains two rows: one for 'user' with email 'user@fostplus.be' and username 'Testuser', and another for 'API' with email 'APIuser@fostplus.be' and username 'APIuser'. The 'Active' column has checkboxes, with the second one checked. A '+ New user' button is located to the right of the table. Below the table is a pagination control showing 'Page 1 of 1' and '10 items per page'. A 'Back' button is at the bottom left.

First name	Last name	E-mail	User name	Active
user	user	user@fostplus.be	Testuser	<input type="checkbox"/>
API	user	APIuser@fostplus.be	APIuser	<input checked="" type="checkbox"/>

Click here to create a new user.

ENTER THE USER'S DATA

Enter the user's data and click 'Next step'

Create a new MyFost user

You can create a new user for MyFost via this wizard. You can still adjust the data in MyFost afterwards.

Step 1 / 5 Fill in general information

User name	<input type="text"/>	<input type="button" value="Check whether this username already exists."/>			
E-mail	<input type="text"/>	First name	<input type="text"/>	Last name	<input type="text"/>
Salutation	<input type="text"/>	Language	<input type="text"/>		

Cancel

Next step

LINK THE NEW USER WITH ONE OR MORE SITE(S) (1)

Add here the partner/member to which the user must have access. At least 1 is needed.

Create a new MyFost user

You can create a new user for MyFost via this wizard. You can still adjust the data in MyFost afterwards.

Step 2 / 5 Designate access to members / partners

Partner / Member	Type	<input type="checkbox"/> Access
Test Offerte	Partner	<input type="checkbox"/>
Offre Test	Partner	<input type="checkbox"/>

Cancel

← Back

Next step →

Fost Plus - MyFost

GRANT THE NEW USER RIGHTS FOR THE SITE(S)

Create a new MyFost user

You can create a new user for MyFost via this wizard. You can still adjust the data in MyFost afterwards.

Step 3 / 5 Indicate which rights the user has per partner / member

Indicate what the rights are per partner or member, click on the arrow to adjust the list of rights.

Click on the arrow to open the site and grant the user the desired rights to read, write and/or validate.

Check all accesses	<input type="checkbox"/>
Test Offerte >	
Offre Test v	
Rights	<input type="checkbox"/>
Delivery	<input type="checkbox"/> Read
Delivery	<input type="checkbox"/> Write
User	<input type="checkbox"/> Read
User	<input type="checkbox"/> Write
Delivery	<input type="checkbox"/> Validate
Financial	<input type="checkbox"/> Read
Financial	<input type="checkbox"/> Validate
Financial	<input type="checkbox"/> Write
Recycle! CMS	<input type="checkbox"/> Read
Recycle! CMS	<input type="checkbox"/> Write
Webshop	<input type="checkbox"/> Read
Webshop	<input type="checkbox"/> Write

Cancel Back **Next step**

ADD AN APPLICATION ROLE IF AVAILABLE

Add application role
if available and
needed

Create a new MyFost user

You can create a new user for MyFost via this wizard. You can still adjust the data in MyFost afterwards.

Step 4 / 5 Assign Application role

Application role	Description	<input type="checkbox"/> Assign
Acces Quote request portal	Access to the Quote requests portal	<input type="checkbox"/>

Cancel

← Back

Next step →

NEW USER ACTIVATION MAIL

Send the activation mail immediately (or later) and save the user.

Create a new MyFost user

You can create a new user for MyFost via this wizard. You can still adjust the data in MyFost afterwards.

Step 5 / 5 Send activation mail

Send the password e-mail after this wizard

Cancel

Back

Save

Fost Plus - MyFost

SEND THE USER AN ACTIVATION MAIL

Send the activation mail if not yet activated or if link has expired.

User

User name	Ustertest2	First name	Ustertest	Last name	Test
E-mail	Ustertest@fostplus.be	Salutation	Mrs	Language	Dutch
Active	<input type="checkbox"/>				
Activation link					
Activation link valid until					
← Back	↗ Send password email	↓ Save			

Access to

i First, enter below to which data the user should have access. By clicking on the partner/member you can then manage the rights of the user. Do this for each added partner/member. Afterwards, click on 'send password email'. The user will receive an e-mail with an activation link. The access and rights can be changed if desired.

MANAGE USER

User

User name	OPRuser				
E-mail	<input type="text" value="partners@fostplus.be"/>	First name	<input type="text" value="OPR"/>	Last name	<input type="text" value="User"/>
Salutation	<input type="text" value="Mr"/>	Language	<input type="text" value="English"/>		
Active	<input checked="" type="checkbox"/>				
Activated on	06.04.2023 08:21				

[← Back](#) [↓ Save](#) [✖ Deactivate](#)

Deactivate

Access to

First, enter below to which data the user should have access. By clicking on the partner/member you can then manage the rights of the user. Do this for each added partner/member. Afterwards, click on 'send password email'. The user will receive an e-mail with an activation link. The access and rights can be changed if desired.

Partner / Member	Type	
Fost Plus (Move2A, Special cases,...)	Partner	<input data-bbox="2211 839 2321 901" type="button" value="+"/>

Click to modify rights. At least 1 partner is needed.

Application roles

Name	Description
MyFost partner or member	MyFost portal for partners and members
Access Quote request portal	Access to the Quote requests portal

Manage access

<input data-bbox="2211 1043 2321 1105" type="button" value="+"/>
<input data-bbox="2211 1105 2321 1166" type="button" value="🗑️"/>

Any questions?

Contact us
via partners@fostplus.be