

User management for admins

Passwords must meet the following criteria:

- Minimum length: 16 characters
- Maximum Length: 64 characters
- Uppercase characters: ≥ 2
- Lowercase characters: ≥ 2
- Numbers: ≥ 2
- Special characters: ≥ 2

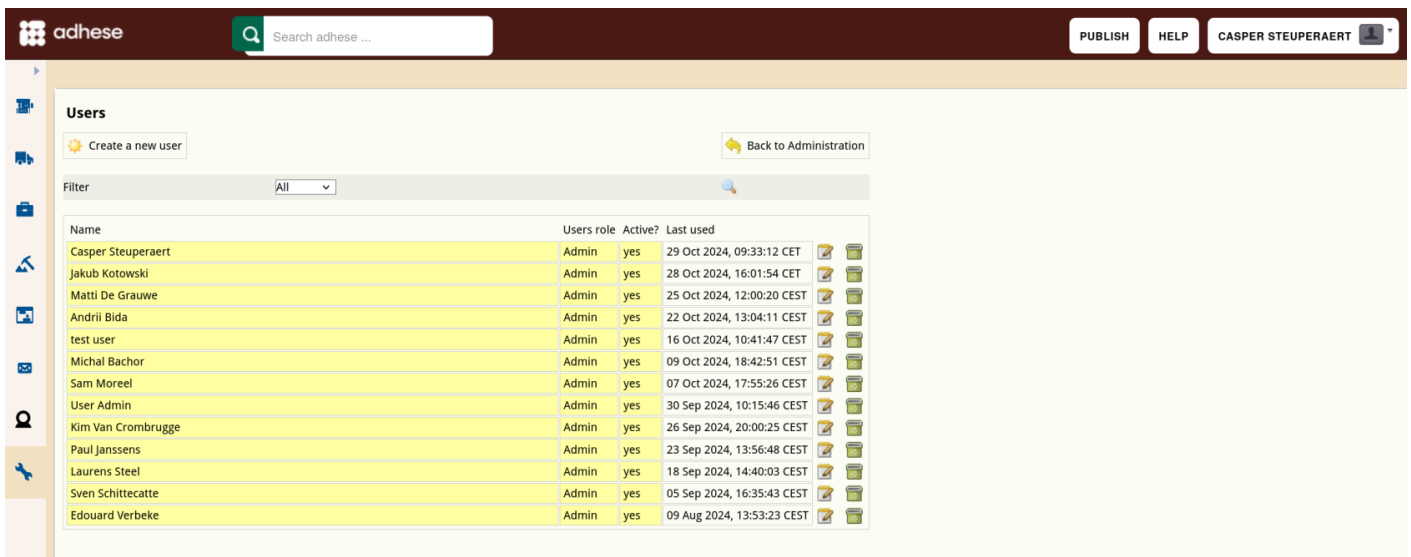
This page describes the workflow for creating and editing users in Adhese.

It is important to log in via Keycloak to create and edit users and send password reset links.
Do not use legacy login methods.

Users

Users are the people who perform tasks in Adhese.

The *Users* screen shows the users who have access to your Adhese account.



Name	Users role	Active?	Last used
Casper Steuperaert	Admin	yes	29 Oct 2024, 09:33:12 CET
Jakub Kotowski	Admin	yes	28 Oct 2024, 16:01:54 CET
Matti De Grauwe	Admin	yes	25 Oct 2024, 12:00:20 CEST
Andrii Bida	Admin	yes	22 Oct 2024, 13:04:11 CEST
test user	Admin	yes	16 Oct 2024, 10:41:47 CEST
Michal Bachor	Admin	yes	09 Oct 2024, 18:42:51 CEST
Sam Moreel	Admin	yes	07 Oct 2024, 17:55:26 CEST
User Admin	Admin	yes	30 Sep 2024, 10:15:46 CEST
Kim Van Crombrugge	Admin	yes	26 Sep 2024, 20:00:25 CEST
Paul Janssens	Admin	yes	23 Sep 2024, 13:56:48 CEST
Laurens Steel	Admin	yes	18 Sep 2024, 14:40:03 CEST
Sven Schittecatte	Admin	yes	05 Sep 2024, 16:35:43 CEST
Edouard Verbeke	Admin	yes	09 Aug 2024, 13:53:23 CEST

The *Users* screen presents a table with four columns:

1. The *Name* column presents the name of the user.
2. The *Users role* column displays the role of the user within Adhese.
3. The *Active?* column specifies whether the status of the user is active or not.
4. The *Last used* column indicates when changes were made to the user account or when the user last logged in.

To [create a new user](#), click the *Create a new user* button.

To [edit a user](#), click the name of the user to modify or use the edit icon .

User levels

Administrators can define **user groups** or **user levels**, such as administrators, salespersons, or traffickers. Each group has its own set of access and usage rights for Adhese.

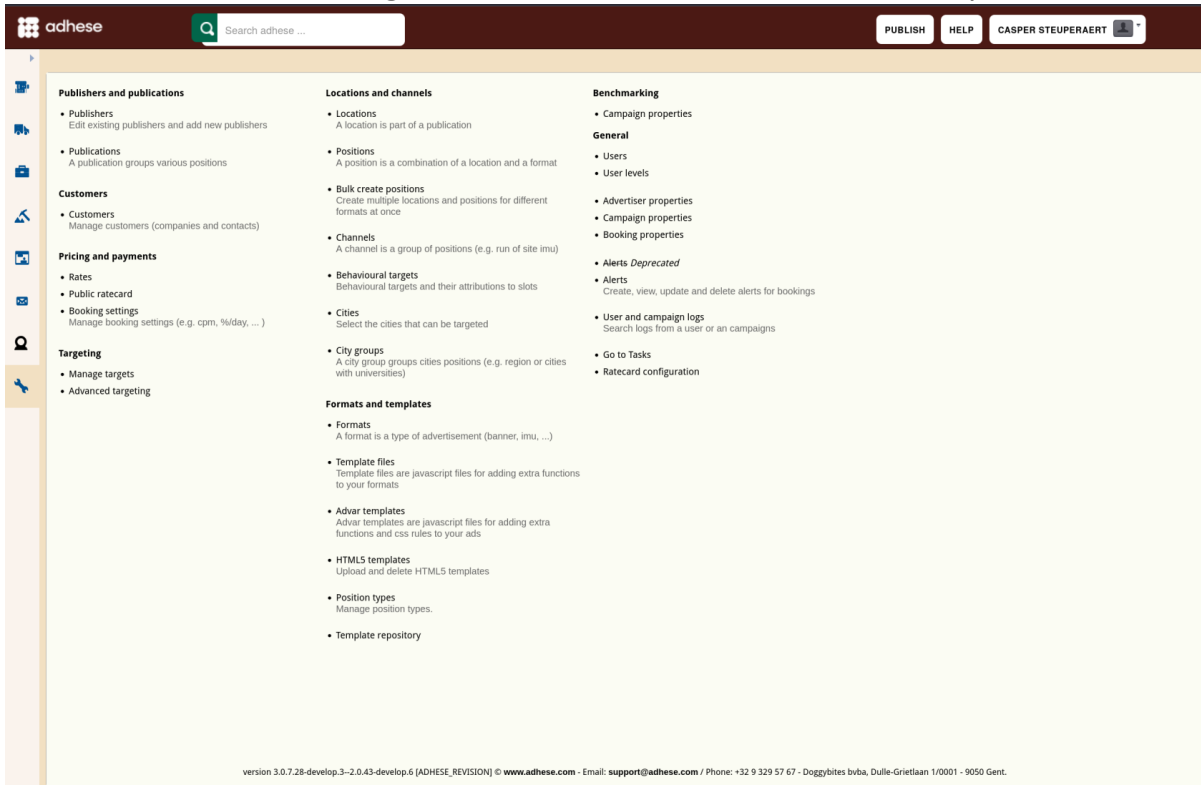
[Contact Support](#) if you wish to create a new user level or edit an existing one.

Creating a new user

Please use a valid email address as a username. Custom usernames are not supported.

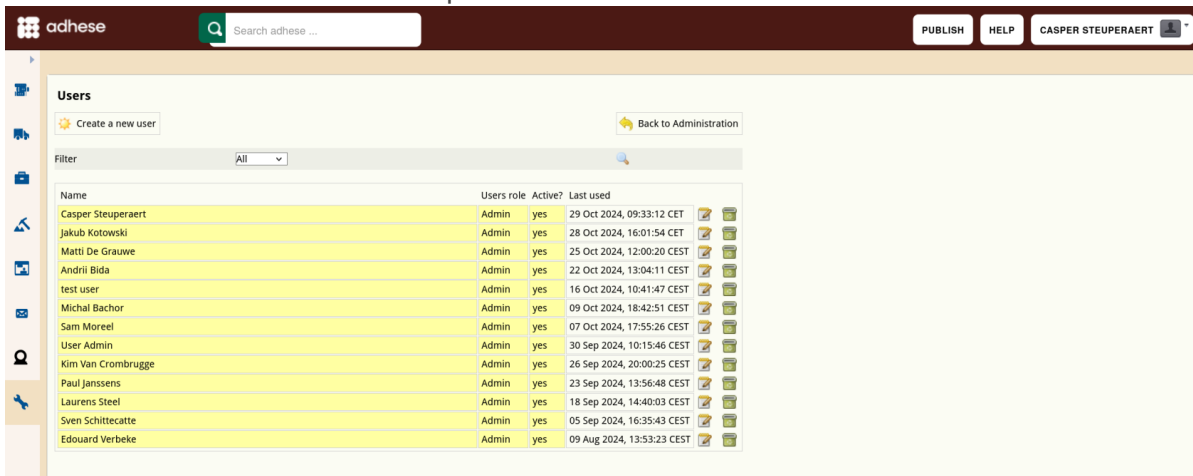
To create a new user:

1. Click *Admin* in the left navigation menu: the *Administration* screen opens.



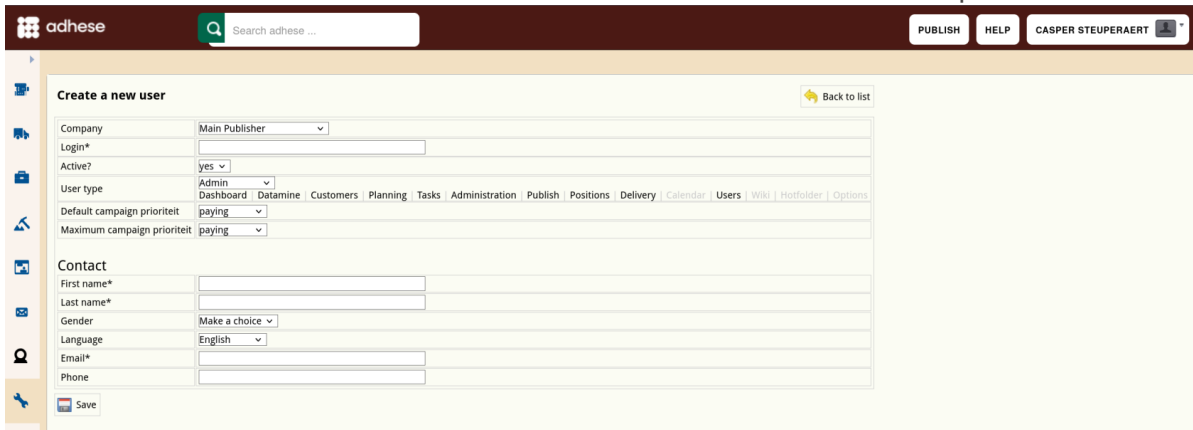
The screenshot shows the Adheses Administration screen. The top navigation bar includes the Adheses logo, a search bar, and buttons for PUBLISH, HELP, and CASPER STEUPERAERT. The left navigation menu is expanded, showing the Admin section. The main content area is divided into three columns: Publishers and publications, Locations and channels, and Benchmarking. The Publishers and publications column includes links for Publishers, Publications, Customers, Pricing and payments, and Targeting. The Locations and channels column includes links for Locations, Positions, Bulk create positions, Channels, Behavioural targets, Cities, City groups, Formats and templates, Template files, Advar templates, HTML5 templates, Position types, and Template repository. The Benchmarking column includes links for Campaign properties, General, Users, User levels, Advertiser properties, Campaign properties, Booking properties, Alerts (Deprecated), Alerts, User and campaign logs, Go to Tasks, and Ratecard configuration. The bottom of the screen displays the version 3.0.7.28-develop.3-2.0.43-develop.6 [ADHESE_REVISION] and copyright information.

2. Click *Users*. The *Users* screen opens.



The screenshot shows the Adheses Users screen. The top navigation bar includes the Adheses logo, a search bar, and buttons for PUBLISH, HELP, and CASPER STEUPERAERT. The left navigation menu is expanded, showing the Users section. The main content area includes a 'Create a new user' button and a 'Back to Administration' button. Below these is a table of users with columns for Name, Users role, Active?, and Last used. The table lists 15 users, including Casper Steuperaert, Jakub Kotowski, Matti De Grauwe, Andrii Bida, test user, Michal Bachor, Sam Moreel, User Admin, Kim Van Crombrugge, Paul Janssens, Laurens Steel, Sven Schittecatte, and Edouard Verbeke. Each user row has a 'Back to Administration' button.

3. Click the *Create a new user* button. The *Create a new user* screen opens.



The screenshot shows the Adheses 'Create a new user' screen. The top navigation bar includes the Adheses logo, a search bar, and buttons for PUBLISH, HELP, and CASPER STEUPERAERT. The left navigation menu is expanded, showing the Users section. The main content area includes a 'Back to list' button. Below this is a form with fields for Company, Login*, Active?, User type, Default campaign priority, Maximum campaign priority, Contact (First name*, Last name*, Gender, Language, Email*, Phone), and a Save button.

4. Define the following details for the new user:

- Select a publisher in the **Company** drop-down. This property determines for which publishers and/or sub-publishers a user can create a campaign. Accordingly, the *Campaign* overview will only show the campaigns from the relevant (sub)publishers.
- Choose a username in the **Login** field.
- (Pick a password in the **Password** field. By default, for new users you keep this field empty so they can pick their own passwords)
- (Determine whether the user's status is active in the **Active** drop-down.)
- Select a user level in the **User type** drop-down.
- (Select the user's default campaign priority in the **Default order priority** drop-down. The default order priority is the default value of a [priority](#) when you are creating a campaign. The default value is the highest available priority.)
- (Select the user's maximum campaign priority in the **Maximum order priority** drop-down. For example, a user can book a campaign at any priority if you set the maximum priority value at *paying*. However, if you set this value *in-house*, the user can only book campaigns at the *in-house* priority level or a lower priority like *stopper*. The default value is the highest available priority.)
- Enter the first name of the user in the **First name** field.
- Enter the last name of the user in the **Last name** field.
- (Optional) Select the gender of the user in the **Gender** drop-down.
- Select the language of the Adhese interface in the **Language** drop-down. The following languages are available: English, Dutch, and French.
- Enter the user's email address in the **Email** field.
- (Optional) Enter the user's phone number in the **Phone** field.

5. Click Save.

Options between () should be left at the default value unless there is a good reason to change it at account creation.

After having created a new user, we'll send a password reset link to that user so they can set their own password for their account:

Company	Main Publisher
Login*	casper.steuperaert@adthese.eu
Password	Send reset password email
Active?	yes
User type	Admin
Default campaign priorititeit	paying
Maximum campaign priorititeit	paying

Edit a User

To edit a user:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Users*.
3. Click the edit icon  or the user's name for the user you want to edit. The *Edit user* screen opens:

adhesedashboard

Search adhesedashboard ...

PUBLISHHELP

CASPER STEUPERAERT

Edit user

Back to list

CompanyMain Publisher

Login*casper.steuperaert@adhesedashboard.eu

PasswordSend reset password email

Active?yes

User typeAdminDashboardDatamineCustomersPlanningTasksAdministrationPublishPositionsDeliveryCalendarUsersWikiHotfolderOptions

Default campaign prioritetypaying

Maximum campaign prioritet.sales house

Contact

First name*Casper

Last name*Steuperaert

GenderMake a choice

LanguageEnglish

Email*casper.steuperaert@adhesedashboard.eu

Phone

Onlineyes

Save

4. Change any of the user's details.
5. Click **Save**. The changes are visible after the user logs out and logs back in.

Users with a prefix in their *Login** field under *Edit User* are managed externally and not by Adhese directly.

Deactivate or delete a user

Before you delete a user, you should first consider changing its status from active to inactive. To deactivate the status of a user, refer to [Edit a User](#) and change the **Active** field from yes to no in the Edit User screen.

To thoroughly delete a user:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Users*.
3. Click the delete icon  for the user you want to remove.
4. Click *OK* to confirm you are sure you want to remove this user.

Troubleshooting users

If a user can't be updated, removed, or password reset, and the system keeps throwing errors when you try, the user must be deleted from the Keycloak admin panel and re-created in the Adhese UI's admin screen. Information on how to do this can be found [here](#).

Revision #38

Created 2024-06-03 14:18:41 UTC by Casper Steuperaert

Updated 2025-07-23 11:45:01 UTC by Casper Steuperaert