

webSignatureOffice UserManagement (English)

Index

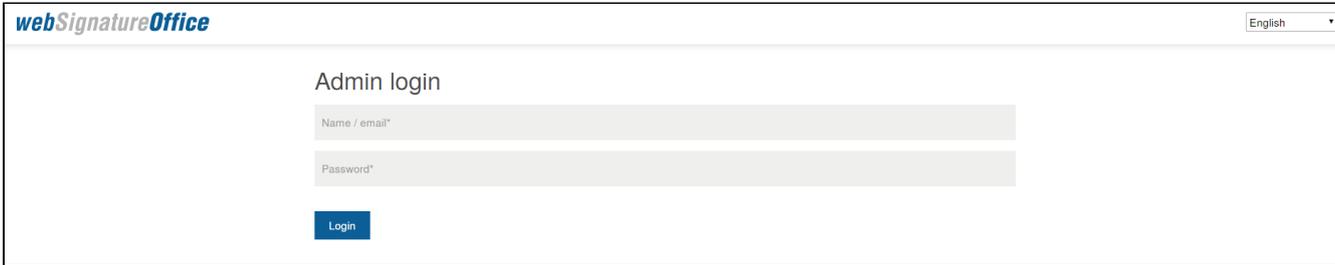
- Functions of the admin user on webSignatureOffice.com
- Login
- UserManagement Overview
- Create User
- Invite User
- LDAP Import
- User administration
- Central credit administration

Functions of the admin user on webSignatureOffice.com

1. Central credit administration
2. User administration (Create / delete / user rights / synchronization with mobile devices)

Login

You can access UserManagement with the following link <https://www.websignatureoffice.com/UserManagement.html?locale=en>.



The screenshot shows the 'Admin login' page of webSignatureOffice. The page has a header with the logo 'webSignatureOffice' on the left and a language dropdown menu on the right, currently set to 'English'. The main content area is titled 'Admin login' and contains two input fields: 'Name / email*' and 'Password*'. Below these fields is a blue 'Login' button.

Only Admin users can log on to webSignatureOffice UserManagement with their usual login data, subordinate users have no authorization for this.

Back to [Index](#)

UserManagement Overview

User: Test 1

Total credit pool: 8353

Don't notify when credit balance is low

Notify via email when credit balance is low

<input type="checkbox"/>	Active	Login	Name	Credits	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test18	Test 18	10	 
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test16	Test 16	10	 
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test11	Test 11	123 (creditpool)	 

Edit selection

LDAP import

Create user

Invite user

In UserManagement, Admin users can create or invite new subordinate webSignatureOffice users. You can also manage the permissions, details, and access to credits of the subordinate users. You can also deactivate or delete subordinate users.

Back to [Index](#)

Create User

Edit selection

LDAP import

Create user

Invite user

First name*

Last name*

email*

The login is public

User name*

- User has to set password
- User has to set password and enter one-time token (via email)
- Set password now

Password

Password (repeat)

Country*

Language*

Add more data +

Register

A webSignatureOffice Admin User can create new subordinate users in a few steps. To do this, the mandatory fields (marked with an asterisk) must be filled out, optionally additional information such as the address can also be entered.

When defining the password, you have the choice between the following options:

- The new user can choose his own password
- The new user may only determine his password after entering an automatically generated one-time token
- The Admin User can directly determine a password for the new user.

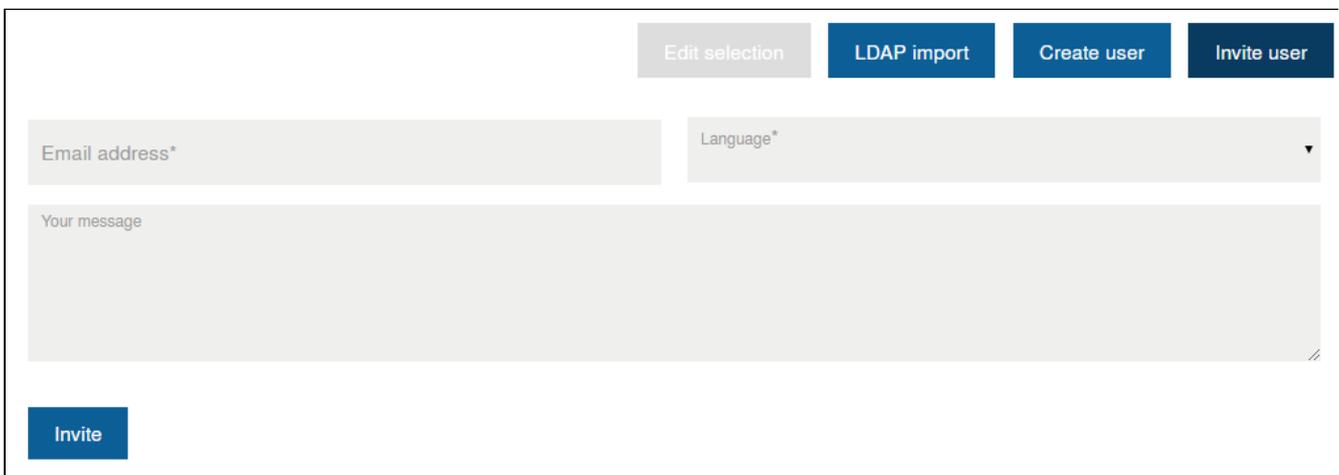
When using the one-time token, the e-mail address of the new user is automatically verified for webSignatureOffice.

In all cases, the newly added user receives an e-mail generated by webSignatureOffice with information about the successful registration with webSignatureOffice.

A newly added user always has all permissions by default (immediately after successful creation by the Admin User), which can then be defined afterward.

Back to [Index](#)

Invite User



The screenshot shows a user management interface. At the top right, there are four buttons: 'Edit selection' (disabled), 'LDAP import', 'Create user', and 'Invite user'. Below these is a form with two input fields: 'Email address*' and 'Language*'. The 'Language*' field is a dropdown menu. Below the input fields is a large text area labeled 'Your message'. At the bottom left of the form is a blue 'Invite' button.

An Admin User can invite new subordinate users via an e-mail address.

As long as the invited user has not yet registered, they will not be displayed as a subordinate of the Admin User.

An invited user can register independently in webSignatureOffice and is only subordinate to the Admin User after successful registration (can therefore only then be edited by the Admin User).

If you do not want to make all authorizations available to a subordinate user by default, it is advisable to create the user directly in order to be able to define the rights afterward.

Back to [Index](#)

LDAP Import

Edit selection LDAP import Create user Invite user

Import

The LDAP connection is available in the UserManagement, with which users can be imported after entering the required LDAP data.

For more information, see: [User administration](#)

[Back to Index](#)

User administration

User: Test 1

Total credit pool: 8353

Don't notify when credit balance is low
 Notify via email when credit balance is low

	Active	Login	Name	Credits	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test18	Test 18	10	<div style="display: flex; gap: 5px;"> ✎ 🗑️ </div>

Delete user

With a click on the trashcan icon, subordinate users can be deleted. To be on the safe side, you will be asked if you really want to delete the user.

Deactivate user

With the Active slider, subordinate users can be deactivated, green = activated, red = deactivated. Deactivated users do not have permission to use webSignatureOffice.

Edit and manage users

With a click on the pencil icon the mask for editing the desired user opens.

Don't notify when credit balance is low
 Notify via email when credit balance is low

<input type="checkbox"/>	Active	Login	Name	Credits	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test18	Test 18	10	

Rights

<input checked="" type="checkbox"/> Upload document	<input checked="" type="checkbox"/> Create template	<input type="checkbox"/> Direct access to credit pool
<input checked="" type="checkbox"/> Delete document	<input checked="" type="checkbox"/> Web login	Transfer from credit pool
<input checked="" type="checkbox"/> Create signature request		<input type="text" value="max. 8353 credits"/> <input type="button" value="Transfer"/>

Sync with mobile devices

<input checked="" type="checkbox"/> Original document	<input checked="" type="checkbox"/> Waiting for other signatures	<input checked="" type="checkbox"/> Document template
<input checked="" type="checkbox"/> Waiting for my signature	<input checked="" type="checkbox"/> Completely signed document	<input checked="" type="checkbox"/> Failed document
<input type="checkbox"/> Allow sync settings for user		

Profile data

First name Test	Last name 18
Address Line 1 Otto-Hirsch-Bruecken 17	
Address Line 2	Address Line 3

Rights

Here you can define the permissions of the subordinate user, filled checkboxes mean that the subordinate user is authorized for this. Currently, "Web Login" and "Direct access to credit pool" options are only available for this purpose. The grayed out rights cannot be changed at the moment and are active for the subordinate user.

"Web Login" defines whether the user may log in to the web interface of webSignatureOffice or not. With the deactivated Web Login, the user can still log on to the webSignatureOffice Apps.

Credit administration

"Direct access to credit pool" allows the subordinate user the unlimited access to the credits of the Admin User, the subordinate user can no longer buy credits independently.

If the subordinate user now redeems credits (e.g. by creating a signature request), these credits are also debited to the Admin User.

If this checkbox is empty, the subordinate user must buy his credits himself. Already purchased credits are available to the subordinate user after deactivated "Direct access to credit pool". No credits will expire.

In addition, the Admin User can transfer credits to the subordinate user with deactivated "Direct access to credit pool". These are debited directly from the Admin User and credited to the subordinate user. ATTENTION: Transferred credits cannot be reversed.

As soon as a subordinate user credits were transferred for the first time by the Admin User, the subordinate user can never buy credits independently and is dependent on the credit administration of the Admin User in the future.

Synchronization with mobile devices

These settings are relevant if the apps iSignatureOffice (iOS) or aSignatureOffice (Android) are used and the users log in with their login data in the respective app, e.g. In order to receive and sign certain documents on your mobile device.

If apps are generally not used (or should not be used), none of the checkboxes should be active.

If users receive documents on their mobile device that they themselves are supposed to sign, it makes sense to select the "red" documents

("Waiting for own signature") at this point.

User: Test 1

Total credit pool: 8353

Don't notify when credit balance is low Notify via email when credit balance is low

<input type="checkbox"/>	Active	Login	Name	Credits
<input type="checkbox"/>			Test	18

Address Line 1
Otto-Hirsch-Bruecken 17

Address Line 2 Address Line 3

County/Island/ State/Province Company
StepOver GmbH

Postal code City
Stuttgart

Country Language
English

Telephone

Password Password (repeat)

Save

Edit selection LDAP import Create user Invite user

In addition, profile information such as the address can be added about the selected user.

A subordinate user is always authorized to edit his profile information in the web interface (provided that the web Login is allowed).

Multiple selection

<input type="checkbox"/>	Active	Login	Name	Credits	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test19	test 19	10	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test18	Test 18	10	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test11	Test 11	123 (creditpool)	

Edit selection LDAP import Create user Invite user

Edit multiple selection

Rights

Upload document
 Create template
 Direct access to credit pool
 Delete document
 Web login
 Create signature request

Synchronisation mit mobilen Geräten

Original document
 Waiting for other signatures
 Document template
 Waiting for my signature
 Completely signed document
 Failed document
 Allow sync settings for user

Country Language

Address Line 1

Address Line 2 Address Line 3

County/Island/ State/Province Company

Postal code City

Telephone

Save

If you want to edit all or several users at the same time, you have the option of editing a multi-selection. If you fill the checkbox in the upper blue bar, all users are selected or you fill the individual checkboxes of the desired users.

With a click on "Edit selection" the mask for editing multiple users opens.

Unchecked checkboxes leave the individual rights/settings of the selected users unchanged. Blue bordered checkboxes deactivate the rights/settings for all marked users and filled checkboxes activate the rights/settings for all marked users.

[Back to Index](#)

Central credit administration

Credit administration

"Direct access to credit pool" allows the subordinate user the unlimited access to the credits of the Admin User, the subordinate user can no longer buy credits independently.

If the subordinate user now redeems credits (e.g. by creating a signature request), these credits are also debited to the Admin User.

If this checkbox is empty, the subordinate user must buy his credits himself. Already purchased credits are available to the subordinate user after deactivated "Direct access to credit pool". No credits will expire.

In addition, the Admin User can transfer credits to the subordinate user with deactivated "Direct access to credit pool". These are debited directly from the Admin User and credited to the subordinate user. ATTENTION: Transferred credits cannot be reversed.

As soon as a subordinate user credits were transferred for the first time by the Admin User, the subordinate user can never buy credits independently and is dependent on the credit administration of the Admin User in the future.

User: Test 1

Total credit pool: 8353

Don't notify when credit balance is low Notify via email when credit balance is low

Credit amount 100	List of emails (comma separated) test@stepover.com	Save
----------------------	---	------

You can define from which credit balance of the Admin User an e-mail reminder should be sent. Any number of e-mail addresses, separated by a comma, can be specified.

The sent e-mail serves only as a reminder with an overview of the currently available credits. Subordinate users, with activated "Direct access to credit pool", can only access the maximum number of credits of the Admin User.

At www.websignatureoffice.com/en/prices/ you can find an overview of the possible credit packages.

Back to [Index](#)