# Managing License Statistics users

*The information on this page refers to License Statistics v6.12 and newer, which introduced the ability to set session length. If you are using a version previous to v6.12, see documentation for previous versions.*

The Account page is found under the **Administration** section. (Note: You must have License Statistics administrator privileges to use the account management features of License Statistics.)

From the **Accounts** page, you can enable automatic user account creation, manually create new accounts, edit user account details, and delete user accounts, as described below. You can also enable/disable authentication from this page.

For information about creating user accounts automatically using LDAP, see Connecting to an LDAP server.

## Creating a new account and setting account permissions

*To add a License Statistics user account:*

1. In the Accounts page, click the **Add** button below the Accounts table.
   A Create Account dialog opens, with the **General** tab open.
   Initially, you must proceed through the tabs by using the Next button after filling in the required information in the tab. As you proceed through each tab of the dialog, you will be able to directly open the tabs and change any information as needed.
2. In the General tab, fill out the fields as appropriate for the account you are adding:
   a. The name (usually the actual first and last name).
   b. The username that will be used to log in to License Statistics. This username will also be used to identify the "logged in" account (shown in the upper right corner of the application window).
   c. Optionally, an email address for the account.
   d. Assign either the "Administrator" or "User" role to the account.
      The "Administrator" role has the ability to create new accounts, edit license server information, and remove license servers from the list of monitored servers.
      The "User" role only allows viewing the usage information and does not include any administrative or editing privileges.
   e. If you have enabled LDAP, you can check the "Authenticate using LDAP" option to authenticate the username using LDAP. If you use LDAP authentication, you do not enter the password for the account. (Also see the notes below regarding LDAP.)
   f. Enter the password for the account, and then re-enter the password to confirm it.
3. Click **Next** when you have completed all required fields. The **Permissions** tab will open.
4. Under the **Permissions** tab, select whether the account will be allowed to control the visibility of license servers and features. This setting affects only the account's own visibility settings and will not affect other accounts. If you do not allow the account to control license server/feature visibility, the account won't be able to access visibility settings.
5. Click **Next**. The License Server Visibility tab will open.
   This tab shows lists of Visible License Servers and Hidden License Servers.
6. Specify which license servers the account will be allowed to see by selecting the license servers and then clicking the **Hide/Show** buttons to move items between the two lists.
7. Click **Next**. The Feature Visibility tab will open.
8. Select a license server from the Select License Server drop-down to see the visible and hidden features for that license server.
9. Specify which features the account will be allowed to see by selecting the features and then clicking the **Hide/Show** buttons to move items between the two lists.

#### Notes on LDAP

- If you enable LDAP and then subsequently disable LDAP, the account logins will fail.
- If you disable LDAP authentication on the LDAP page, the "Authenticate using LDAP" option will be disabled on the Accounts page. If the "Authenticate using LDAP" option is disabled, the credentials will be taken from the License Statistics database or you may enter the credentials in the Account form.
- The administrator login that is initially created by License Statistics (username: **admin**) cannot use LDAP authentication.
- For more information on using LDAP for account authentication, see Connecting to an LDAP server.

## Editing an account

*To edit an account's details:*

1. Click the **Edit** icon in the Action column for that account.
   The Edit Account dialog opens. This dialog has the same tabs and content as the one used to create the account, with non-editable fields grayed out.
2. Edit the account's details as needed in the same manner as for creating an account (see above), and click **Save** or **Save and Close** to make the changes.

## Deleting an account

To delete an account, click the **Delete** icon in the Actions column for that account. Confirm the deletion in the dialog that pops up.

## Enabling/disabling authentication

Authentication is enabled by default and may be toggled on and off using the "Enable authentication" checkbox in the Authentication Settings area at the top of the Accounts page.

When authentication is enabled, accounts must log in to access License Statistics. If authentication is disabled, everybody can access License Statistics without logging in. You might decide to turn off authentication if, for example, you provide your own method of security by allowing access to License Statistics only through your intranet.

If authentication is currently disabled, after toggling authentication on, you will be returned to the Login page, where you must log in using a valid username /password in order to access License Statistics.

Use the "Session length" slider to set the number of days that the session will last after the account logs in. The session length defaults to 1 day and has a maximum of 365 days.
The session length you set is saved automatically.

