



Street Manager Admin functionality guidance March 2020

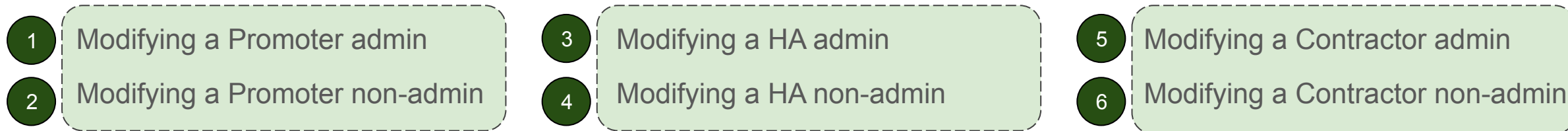


How can Admins edit users?

An admin of an organisation now has the ability to:

- 1) Apply **dual role functionality** (admin & planner OR admin & HA) to their own account.
- 2) Change users within their organisation between **UI and API access, or both**.

There are six different scenarios which could occur:



This will eliminate the need to raise tickets on the support desk for these activities - they can all be done by the admin.

Scenario 1 - modifying a promoter admin

Update user profile

Roles

Any updates made to roles will be applied the next time the user signs in to their account

User type

Administrator only

Administrator + Planner

Interface type: User interface (UI)

Confirm roles

A promoter admin can be an **admin only** OR an **admin + planner**.

Change access by clicking through to the user profile page and selecting “**manage user**”.

Note: Admins can only use Street Manager via the UI

Scenario 2 - Modifying a Promoter non-admin

User details

Lana Black

User details [Change](#)

First name	Lana
Last name	Black
Email	Lana.Black@organisation.com
Organisation	Thames Water

Roles [Change](#)

User type	Planner
Interface type	User Interface (UI)

User permissions [Manage](#)

Access level	View only
Workstream access	101 - Clean water 102 - Dirty water 103 - Conway Utilities

Update user profile

Roles

Any updates made to roles will be applied the next time the user signs in to their account

User type: Planner

Interface type

User interface (UI)

API

[Confirm roles](#)

A promoter non-admin can be a **UI user** OR an **API user** OR **both**. They cannot use the UI if they have been set up with a generic email eg. APIuser@org.gov.

Change access by clicking through to the user profile page and selecting “**manage user**”.

Note: Changes will come into effect the next time the user logs out and back in again.

Scenario 3 - Modifying an HA admin

Update user profile

Roles

Any updates made to roles will be applied the next time the user signs in to their account

User type

Administrator only

Administrator + Highway authority

Administrator + Planner

Interface type: User interface (UI)

An HA admin can be an **admin only** OR an **admin + planner** OR an **admin + HA**.

Change access by clicking through to the user profile page and selecting “**manage user**”.

Note: Admins can only use Street Manager via the UI

Scenario 4 - Modifying an HA non-admin

Invite a user

What are the user's details?

Invite only your own organisation users. Contractors should be added by their own organisation administrators. You can view and manage your organisation and your affiliated contractor organisation users here (opens in a new tab). Invited users will receive an email to join the service.

First name

Last name

Email address

Confirm email address

Update user profile

Roles

Any updates made to roles will be applied the next time the user signs in to their account

User type

Highway authority

Planner

Interface type

User interface (UI)

API

[Confirm roles](#)

User details

Solomon Bennett

User details [Change](#)

First name

Last name

Email

Organisation

Roles [Change](#)

User type

Interface type

User permissions [Change](#)

Access level

Workstream access

- 101 - Clean water
- 102 - Dirty water
- 103 - Conway Utilities
- 104 - City center waterways
- 105 - Northwest
- 106 - JSM north
- 107 - JSM south
- 108 - Kelly Group Northwest
- 109 - Kelly Group Southeast
- 110 - Kier city
- 111 - Kier external
- 112 - Murphy group

[Remove user](#)

An HA non-admin can be a **UI user** OR an **API user** OR **both**.

They cannot use the UI if they have been set up with a generic email eg. APIuser@org.gov.

They can be a **Planner** OR a **Highway Authority**. They cannot be both.

The admins can change the access of users within their organisation by clicking through to the user profile page and selecting “**manage user**”.

Note: Changes will come into effect the next time the user logs out and back in again.

Scenario 5 - Modifying a Contractor admin

Update user profile

Roles

Any updates made to roles will be applied the next time the user signs in to their account

User type

Administrator only

Administrator + Contractor

Interface type: User interface (UI)

Confirm roles

A contractor admin can be an **admin only** OR an **admin + contractor**.

Change access by clicking through to the user profile page and selecting “**manage user**”.

Note: Admins can only use Street Manager via the UI

Scenario 6 - Modifying a Contractor non-admin

User details

Joane Crawford

[Admin](#)

User details [Change](#)

First name	Joane
Last name	Crawford
Email	Joane.Crawford@organisation.com
Organisation	Conways

Roles [Change](#)

User type	Contractor
Interface type	User Interface (UI)

[Remove user](#)

Update user profile

Roles

Any updates made to roles will be applied the next time the user signs in to their account

User type: Contractor

Interface type

User interface (UI)

API

[Confirm roles](#)

A contractor non-admin can be a **UI user** OR an **API user** OR **both**. They cannot use the UI if they have been set up with a generic email, eg. APIuser@org.gov.

Change access by clicking through to the user profile page and selecting “**manage user**”.

Note: Changes will come into effect the next time the user logs out and back in again.

Contact the Street Manager team

If you require assistance with any aspect of setting up users, contact the Street Manager team via the following channels:

- [Business Change app](#) - for transition materials and a user forum
- Slack channel - to chat to the DfT and to other Street Manager users
- streetmanager@dft.gov.uk - for general enquiries to the Street Manager project
- betasupport@streetmanager.atlassian.net - to raise tickets for any technical issues with Street Manager