

User Management

Partek Flow supports multiple user accounts, allowing you to keep your Partek Flow server secure and organized. This also facilitates [data sharing and collaboration](#) on projects. Administrative users have access to all parts of the software including server configuration, whereas non-administrative users only have access to the features necessary for data analysis. The first Partek Flow user account is created during [installation](#), which is always an administrative user account.

Please note that Partek Flow users do not correspond to Linux or Mac users. A Partek Flow administrative account is not the same as a Linux 'root' user (see [Glossary](#)). All user accounts created in Partek Flow are internal to the Partek Flow server .

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User management page

To access the *User Management page*, click the avatar in the top right corner, choose **Settings** and click **User management** on the left (Figure 1). This page can be accessed by administrative Partek Flow users only.

The screenshot shows the Partek Flow User Management interface. On the left is a sidebar with categories: Personal settings, System settings, Partek Flow components, and Access management. Under Access management, 'User management' is highlighted with a red box. The top header shows 'Queue' and 'Projects' dropdowns, and a user menu for 'wxw' with options: Settings (highlighted), Help, Contact us, Profile, and Log out. The main content area shows 'Available Partek Flow licenses' as 653 out of 1000, an 'Add new user' button, and checkboxes for 'Online', 'Offline', 'Enabled', and 'Disabled'. Below these is a table of users:

Display name	Username	Email	Online	Tasks in Queue	Last activity	Disk quota	Roles	Enabled	Actions
Administrator	admin	admin@partek.com				None	Administrator, User	☒	
Bob Miller	bmiller	bmiller@partek.com				None	Administrator	☒	
Josh Barnes	jbarnes	jbarnes@partek.com	☒		0 minutes	None	Administrator, User	☒	
Jane Hearty	jheartly	jheartly@partek.com				None	Administrator, User	☒	

Below the table is a 'Transfer projects' ownership button. At the bottom, it shows 'Rows per page' set to 50 and '(1 of 1)' entries.

Figure 12. The User management page displaying all enabled Partek Flow users on a Partek Flow instance. The checkboxes above the table control which users are displayed in the table below. Note that Disk quota is a licensed feature, this column will not appear in Partek Flow lab edition (some entries masked for security purposes)

The number of available Partek Flow user licenses is displayed at the top of the *User management page*. This shows the number of user accounts that can be enabled. Administrative user accounts will not consume licenses, unless they become a member of any project, in which case they will consume a Partek Flow user licence. Please contact your account manager or email licensing@partek.com if you wish to increase the number of user licenses on your Partek Flow instance. If all available user licenses have been consumed, you will have to [disable a user account](#) before adding a new user. Disabled user accounts are easily re-enabled.

The table on the *User management page* displays user account information and status, with one user account per row. By default, the table will display all enabled users accounts that are online and offline. To change which users are displayed, select or deselect the checkboxes above the table (Figure 1).

By clicking on the **Send message** button (), the administrative user can send an e-mail notification about account creation. The dialog depends on the user database; an e-mail to a user who is not within an LDAP database (*vide infra*) is shown in Figure 2, while an e-mail to a user who is within an LDAP can be seen in Figure 3.

Send message [X]

To analyst@partek.com (John Smith)

Subject Partek Flow account detail:

Include Flow URL ☒

Additional text [Empty text area]

Email content Dear John Smith,

To access your account in Partek Flow, go to: [http://\[redacted\]flow](http://[redacted]flow) (username John Smith).

Send **Cancel**

Figure 13. Notification e-mail to Partek Flow user who is not using LDAP database to obtain credentials (user name in the image is just an example; the URL of Partek Flow server in this image is masked for security purposes)

Send message [X]

To [redacted]@beacon.partek.com ([redacted])

Subject Partek Flow account detail:

Include Flow URL ☒

Additional text [Empty text area]

Email content Dear [redacted],

To access your account in Partek Flow, go to: [http://\[redacted\]flow](http://[redacted]flow) (username [redacted]).

Send **Cancel**

Figure 14. Notification e-mail to a Partek Flow user who is using LDAP database to obtain credentials (some details masked for security purposes)

If multiple Partek Flow users are logged into an instance at the same time, administrative users have the ability to log them out by clicking the **Log out user** icon (🔑) (Figure 1). If a user is logged out by an administrator and the user has tasks running or in the queue, those tasks will continue to run.

Creating a new Partek Flow user account using an LDAP database

New Partek Flow user accounts can be created using username and password credentials from a [Lightweight Directory Access Protocol \(LDAP\)](#) database, if configured. You can create user accounts [without using an LDAP database](#) too.

1. Click the green **Add new user** icon (+) at the top of the *User management page*
2. Select the **Source is ...** checkbox in the *Add user* dialog (Figure 4)
3. Start typing a few characters of the username you wish to add in the *Username* box and Partek Flow will suggest users that are available on your LDAP database. Select one of the suggested usernames and the *Username*, *Display Name* and *Email* will autocomplete. You can change the *Display name* if necessary

4. There may be more than one email address associated with a user in the LDAP database, so choose the correct one from the *Email* drop-down list
5. To give the new user account administrative privileges, select the **Administrator** checkbox (optional)
6. The new user account can also have a *Private directory*. If so, then that directory will be the default output directory for the users and all the project directories will be created underneath it. The user will be the only one with the access to the directory specified in the dialog box, unless permissions (to either the *Private directory* or one of its parents) are given using [Directory permissions](#).
7. To set a disk space usage limit on the new user account, select the **Disk quota** radio button and type in the disk quota limit in GB (optional). This limit includes input and output files across all projects the new user will own. To allow unrestricted disk usage, select the *None* radio button. Disk quota preferences can be managed on the [System preferences page](#). Note that setting disk quotas require an [enterprise license](#)
8. Click Save

The new user account will be active immediately. The new user can log into the Partek Flow instance using the same username and password as their email account. Please note, the new user will not be able to manage their username and password settings from within Partek Flow, as this is determined by the LDAP server.

Figure 15. Add user dialog. Select the *Source is ...* checkbox to add a new user from an LDAP database. Deselect the *Source is...* checkbox to add a new user without using an LDAP database (Zimbra is used as LDAP database as an example)

Creating a new Partek Flow user account without using an LDAP database

1. Click the green **Add new user** icon (+) at the top of the *User management* page
2. Deselect the **Source is ...**checkbox in the *Add user* dialog (Figure 4)
3. Type a username, display name and email address in the respective fields
4. To give the new user account administrative privileges, select the **Administrator** checkbox (optional)
5. To set a disk space usage limit on the new user account, select the **Disk quota** radio button and type in the disk quota limit in GB (optional). This limit includes input and output files across all projects the new user owns. To allow unrestricted disk usage, select the *None* radio button. Disk quota preferences can be managed on the [System preferences page](#). Note that setting disk quotas require an [enterprise license](#)
6. Click Save

The screen will return to the *User management page* and there will be a message at the top of the screen (Figure 5). The new user needs to click on the link sent via email and follow the on-screen instructions for creating a password.

An email has been sent to jsmith@partek.com, enabling them to set their password within 3 days.

Figure 16. When a new user account has been created, a message will appear at the top of the User management page

Editing a Partek Flow user account

To edit user account details, click on the **Edit** icon (✎) next to the user account in the *Actions* column (Figure 1). This will open the same dialog as in Figure 2, with the user account details filled out. An administrative user can make the necessary changes and click **Save**. Users can also edit some of their own details [Personal settings](#).

Disabling a Partek Flow user account

To disable a user account, deselect the checkbox in the *Enabled* column in the table on the *User management page* (Figure 6). The user account will then disappear from the table. If a user account is disabled while the user is logged in, they will immediately be logged out.

☒ Online

☒ Offline

☒ Enabled

☐ Disabled

Display name	Username	Email	Online	Tasks in Queue	Last activity	Disk quota	Administrator	Enabled	Actions
Administrator	admin	admin@partek.com			0 minutes	None		☒	
C. Sanders	csanders	csanders@partek.com				100 GB		☒	
Jane Roe	jroe	jroe@partek.com				50 GB		☒	
John Smith	jsmith	jsmith@partek.com				None		☒	

☒ Online

☒ Offline

☒ Enabled

☐ Disabled

Display name	Username	Email	Online	Tasks in Queue	Last activity	Disk quota	Administrator	Enabled	Actions
Administrator	admin	admin@partek.com			0 minutes	None		☒	
C. Sanders	csanders	csanders@partek.com				100 GB		☒	
Jane Roe	jroe	jroe@partek.com				50 GB		☒	

Figure 17. Disabling a user account. Once the checkbox in the *Enable* column has been deselected (top picture), the user account will not appear in the table (bottom picture)

If a user account is disabled and they have tasks running or in the queue, you will be asked if you want to cancel them (Figure 7).

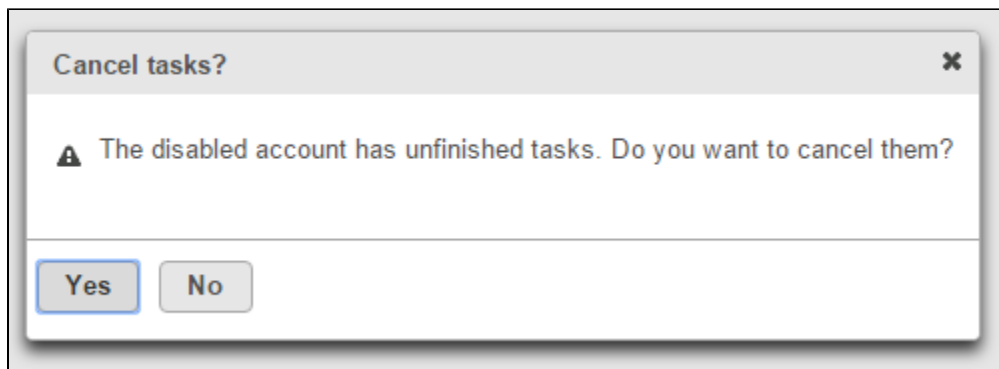
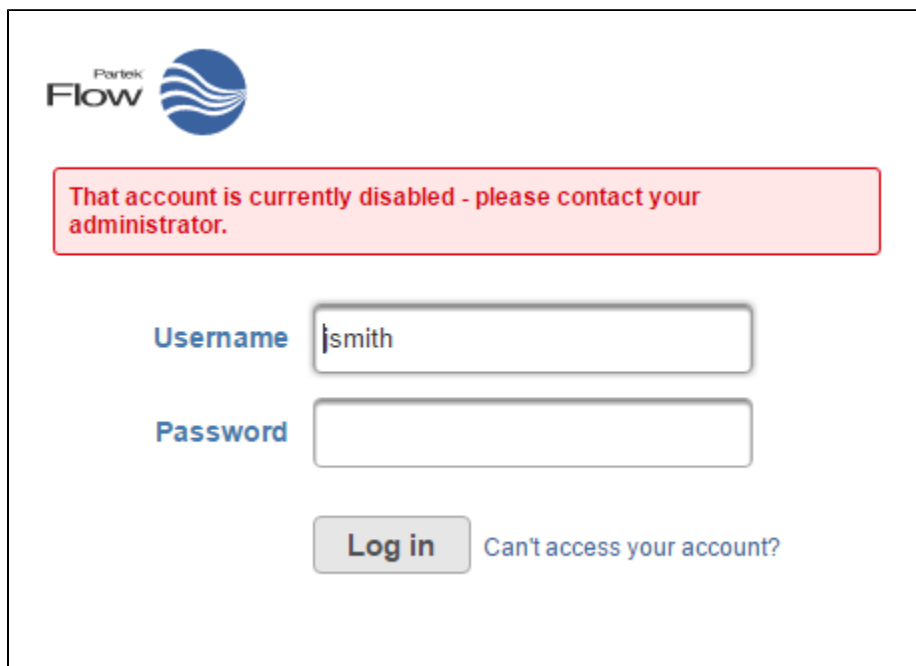


Figure 18. You have the choice to cancel any running tasks submitted by a disabled user account

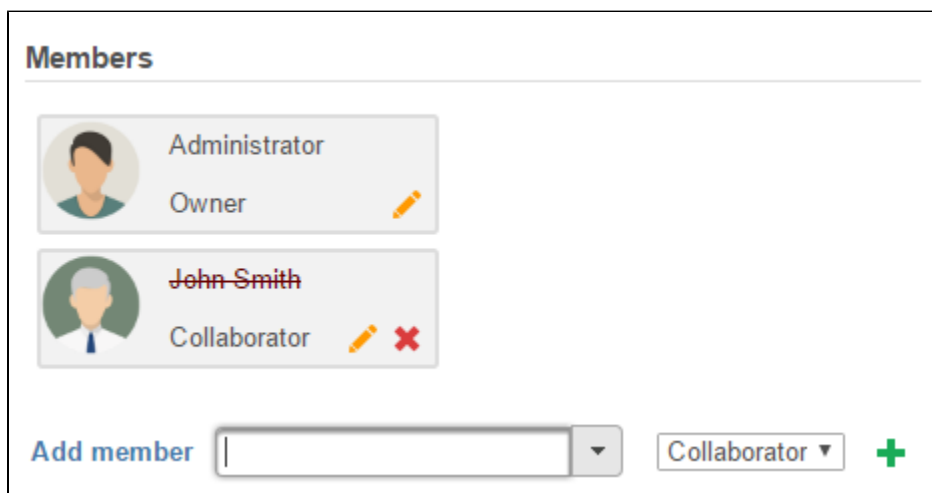
If a user tries to log into the Partek Flow instance and their account has been disabled, they will see a warning message (Figure 8).



The image shows the Partek Flow login interface. At the top left is the Partek Flow logo. Below it, a red-bordered box contains the message: "That account is currently disabled - please contact your administrator." Below this message are two input fields: "Username" with the text "smith" and "Password" which is empty. At the bottom, there is a "Log in" button and a link that says "Can't access your account?"

Figure 19. A warning message will appear at the log in page if a user tries to log in and their account has been disabled

Users that have had their account disabled will no longer appear as a member of a project on the [Home page](#). Under the [Project settings](#) tab of a project, their username and avatar will still be shown, but with a strikethrough (Figure 9).



The image shows the "Members" section of a project settings page. It lists two members: "Administrator" with the role "Owner" and a yellow pencil icon, and "John Smith" with the role "Collaborator", a yellow pencil icon, and a red 'X' icon. The name "John Smith" has a red strikethrough. At the bottom, there is an "Add member" button, a search input field, a dropdown menu currently set to "Collaborator", and a green plus button.

Figure 20. Members of projects that have a disabled user account will be under the Project Settings tab with a strikethrough their username

To display disabled user accounts, select the *Disabled* check box above the table (Figure 10). Disabled accounts can be easily re-enabled by selecting the check box in the *Enabled* column (Figure 8).

☒ Online

☒ Offline

☒ Enabled

☒ Disabled

Display name	Username	Email	Online	Tasks in Queue	Last activity	Disk quota	Administrator	Enabled	Actions
Administrator	admin	admin@partek.com			0 minutes	None			
C. Sanders	csanders	csanders@partek.com				100 GB			
Jane Roe	jroe	jroe@partek.com				50 GB			
John Smith	jsmith	jsmith@partek.com				None			

Figure 21. Disabled user accounts can be viewed by selecting the Disabled checkbox above the table. A disabled user account can be easily re-enabled by selecting the checkbox in the Enabled column (highlighted)

Transfer projects' ownership

When a user is no longer a user on this Partek Flow instance, for instance, the user left the insititue, all the projects he created can be transfered to another user by clicking **Transfer Projects' ownership** (Figure 9).

Transfer projects' ownership

Transfer projects from

To

Transfer projects

Cancel

Figure 22. Transfer projects ownership

Specify the old owner user name and new owner name, click **Transfer projects** button.

Additional Assistance

If you need additional assistance, please visit [our support page](#) to submit a help ticket or find phone numbers for regional support.



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