SKURIO

USER MANAGEMENT

Managing users within your Skurio instance

MANAGING USERS WITHIN YOUR SKURIO INSTANCE

› The purpose of this module is to equip a Skurio user with the knowledge to effectively maintain users within their instance.

› Upon completion, you will understand:

  › User limits across Skurio packages

  › User roles

  › How to add new users

  › How to make changes to administrative privileges

  › The impact of suspending a user

 › Our implementation of multi-factor authentication (MFA)

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TERMINOLOGY

› **User** - end user of the Skurio app. A User email address can only belong to a single Company.

› **Admin** - Role applied to zero or more Users which gives them permission to manage User accounts within their own Company. This user-level functionality is currently provided by the Manage Users interface and will continue to be so.

› **Primary Admin** - one Admin User, who is the primary designated contact for that Company. Denoted by a blue star alongside the record in the 'Manage Users' screen.

› **Company** - an account containing one Primary Admin, zero or more Admin Users, and zero or more Users. Each Company is a subordinate "tenant" of a Client.
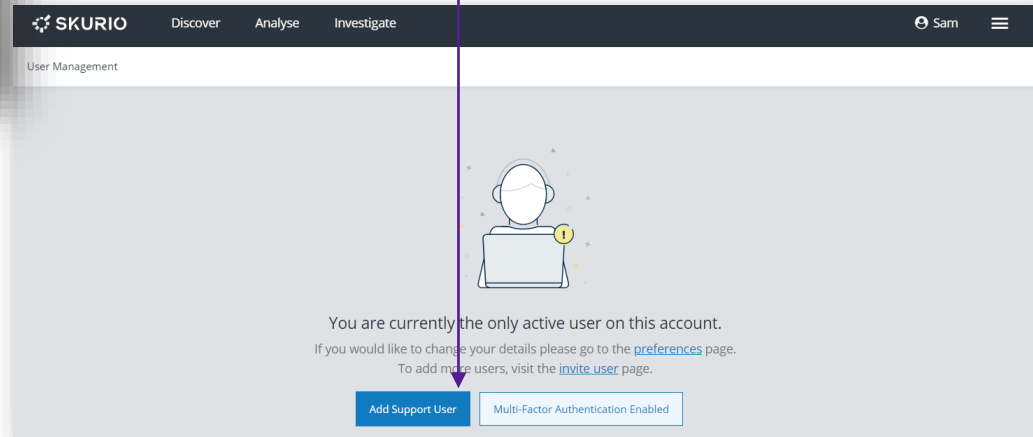
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USER LIMITS IN SKURIO PACKAGES

Package / Edition	Pro	Business	Enterprise
BreachAlert	2	5	10
CTI	2	5	10

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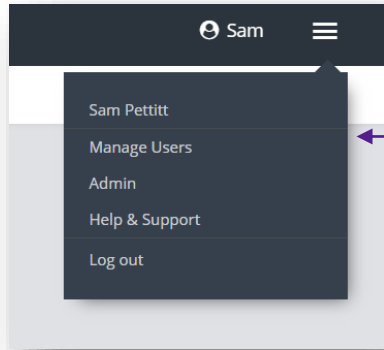
ADDING NEW USERS

1. Click on the 'burger' menu icon

2. Click on 'Manage Users'

3. Click on 'Add User'

ADDING NEW USERS

INVITE USERS

Company Name

Luke Miller Demo

Personal Message (Optional)

User Email Address

User Email Address

[+ Additional Email]

Invite Users   Cancel

› **Company Name** – Fixed by Skurio / Parent partner

› **Personal Message** – Optional, but useful for personalisation and demonstrating authenticity in the email invitation from no-reply@breachalert.io

› **User Email Address** – Invitations to at least one and up to the package limit of users may be sent at once

› **Additional Email** – Used to add additional email address fields beyond the first

› **Invite Users** – Clicking this button will trigger an email to the users specified above and include the personal message if used
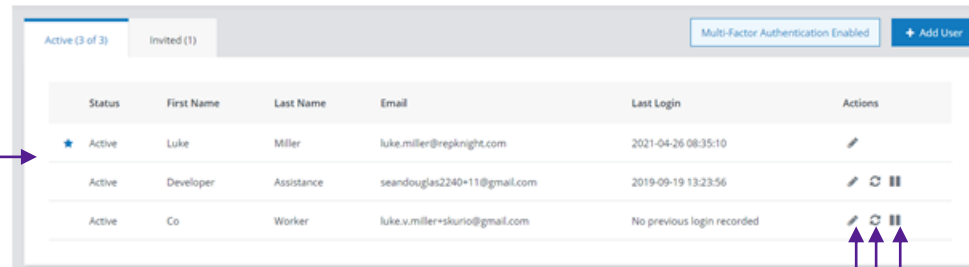
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ADDING NEW USERS

Tab descriptions

Active – Users who have completed
the account activation process

Invited – Users who have been sent
an account invitation but not
completed the process

Add User button

Note that the number of Active users
is limited by account package

	Status	First Name	Last Name	Email	Last Login	Actions
★	Active	Luke	Miller	luke.miller@repknight.com	2021-04-26 08:35:10	
	Active	Developer	Assistance	seandouglas2240+11@gmail.com	2019-09-19 13:23:56	
	Active	Co	Worker	luke.v.miller+skurio@gmail.com	No previous login recorded	

Active (3 of 3)   Invited (1)   Multi-Factor Authentication Enabled   + Add User

Primary Admin User

Indicated by blue star
alongside user status

Icons

Edit – Update user phone number, user role

Password reminder – Supporting users who have lost access to their account

Suspend user – For disabling users who are no longer needed

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USER ROLES

Role	Role description
Default	No ability to view or manage users or company
Admin (user admin)	Provides access to **Manage Users** under the burger menu An Admin user can: • Invite users • Edit users (including assigning additional user admins) • Send password reminders • Suspend(disable)/activate users • Re-issue user account invitations • Delete user account invitations
Demo	Not used

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CHANGING USER ADMINISTRATIVE PRIVILEGES

> Click the Edit button alongside the user to edit from the Manage Users screen
> Click on the drop down under User Role
> Select desired role
>> (note – Demo is not used)
> Click Update

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MULTI-FACTOR AUTHENTICATION

› Skurio Multi-Factor authentication is configured at account-level by the Skurio or MSP account manager.

› It is enabled or disabled via a dropdown menu in the company's account screen

› Changes to this configuration must be requested through the account or customer success manager, not via normal support.

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THANK YOU