PRISMA FOR SELLERS – Administration

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The **Prisma for Sellers Administration** module allows users with administrator privileges to perform specific operations within the system. This document provides an overview of the **Administration** module and the actions that can be performed by an administrator. Administrators can create and maintain users and determine access levels and actions of system users.

1. Accessing the Administration Module

Administrators with access to the **Administration** module within the **Prisma for Sellers** system are able to make changes to user records within **Prisma for Sellers**.
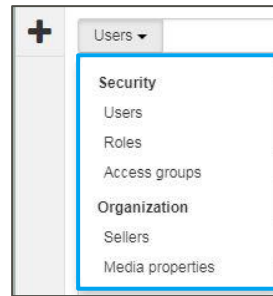
1. Once logged in to **Prisma for Sellers**, choose **Administration** from the top menu bar.
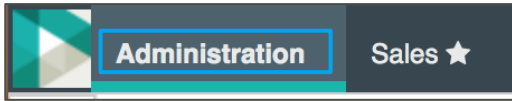
✳ *You can also click* ☆ *to make the **Administration** module your default module.*

2. Within **Administration**, choose a group from the drop-down to view and search within that group.

✳ *This drop-down defaults to **Users.***

The drop-down menu includes:

Users: Lists the Prisma for Sellers users.

Roles: Determines what actions users can take. The permission given to the users to make changes.

Access groups: Controls what agency data users will be able to access in the system.

Sellers: Determines what Seller organizations the users can represent.

Media properties: Information on available media for campaigns.

3. To search, type text into the search bar and press Enter.

4. On the right you'll see the list of users from your search.

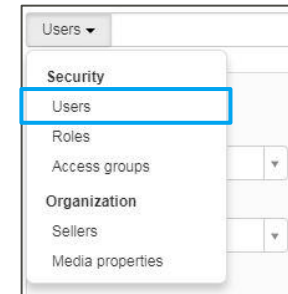- You can further filter your search by **Role** or **Status** in the **Filter users by** box.
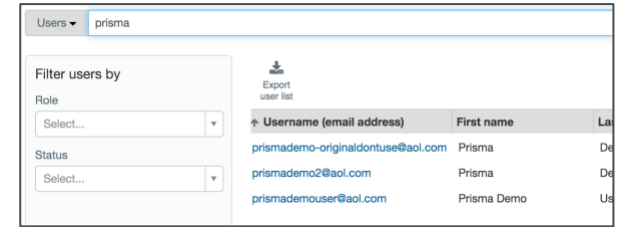
✳ *The user list can be exported to excel by clicking* [Export user list]
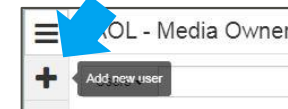
2. Adding New User and Administrators

Administrators may create new users and administrators within the **Administration** module.

To create a new user:

1. Click on the drop-down menu on the top left and choose **Users**.

2. To add a new user, click the plus sign on the left navigation bar.

3. Fill-in the following details:

Seller organization: Choose from the drop-down menu

Access groups: Choose from the drop-down menu

4. Click on to add another set of **Seller organization** and **Access groups** or click on to delete.

5. Click **Save** to save the new user or **Save and add another** to add the next new user.

✳ *As soon as a new user is created, a link will be sent to the user asking to activate their account. Once they click on the link they will be prompted to change their password.*

3. Modifying User Details

1. Select the user by clicking on the link that displays under the **Username** column from the user's list.

2. Make any necessary changes to the user's data.

3. Click **Save**.

✳ *Administrators are able to modify user's details ONLY if they have security access to do so.*

4. User Status

A user's status is defined as one of the following:

Active: A user who has successfully logged in.

Inactive: A newly created user who has yet to log in.

Terminated: A user who can no longer log in.

5. Terminating a user

1. Select the user by clicking on the link that displays under the **Username** column.

2. Select the **Terminate User** button and click **Save**.

6. Reactivating a Terminated User

1. Select the username in the **Username** column.

2. Click the **Reactivate User** button in the **Status** section.

3. Click **Save**.

4. An email will be sent to the user with a link to reset their password. Upon logging in, the user becomes active.
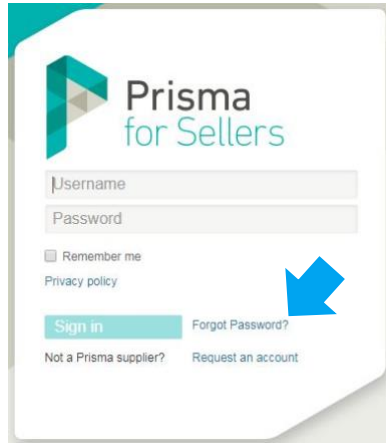
7. Resetting passwords

Users may reset their password using one of the following options:

1. Clicking the drop-down arrow next to their name in the top right hand corner of the screen and choosing Reset Password.
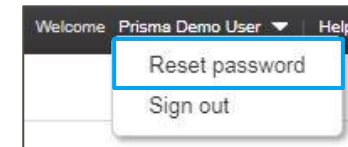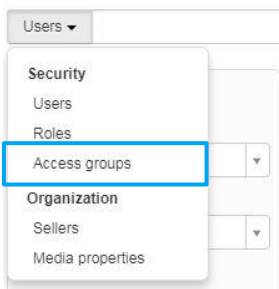
2. Clicking the **Forgot password?** link located on the **Prisma for Sellers** log-in page

8. Creating a New Access Group

Administrators can create new groups within the **Administration** module. To add a new group:

1. Click on the drop-down menu at the top left and select **Access groups**.

2. Click on ✚ to load the **Add access group** page.

3. Fill-in the following fields within the Add access group window:

4. Within **Grant access to**, access can be given to:
   Individual agencies to access only a certain agency, or
   All agencies to give access to all agencies

5. When finished, click **Save**.

9. Viewing the Sellers list

Administrators can view the list of Sellers and assign Sellers to users so they can access certain agencies.

To view this list:

1. Click on the drop down menu at the top left.

2. Choose **Sellers** from the drop-down menu.
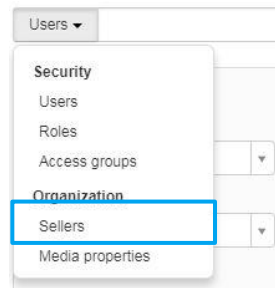
3. The **Sellers** window displays. You can view the list of Sellers along with their affiliated agencies.

| Name	Organization type	Short name
AOL - Media Owner	Media Owner	AOL-MO
AOL Online	Seller	AOLONLINE

✱ *Administrators are able only to view the **Sellers** list. This list is created or modified ONLY by Mediaocean.*

10. Viewing the Media Properties List

Administrators can view the attributes of the media available.

To view this list:

1. Click on the drop down menu at the top left.

2. Choose **Media properties** from the drop-down menu.
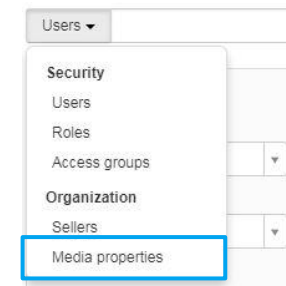
3. The **Media properties** window displays where you can view the list of media.

✱ *Administrators are able only to view the **Media Properties** list. This list is created or modified ONLY by Mediaocean.*