

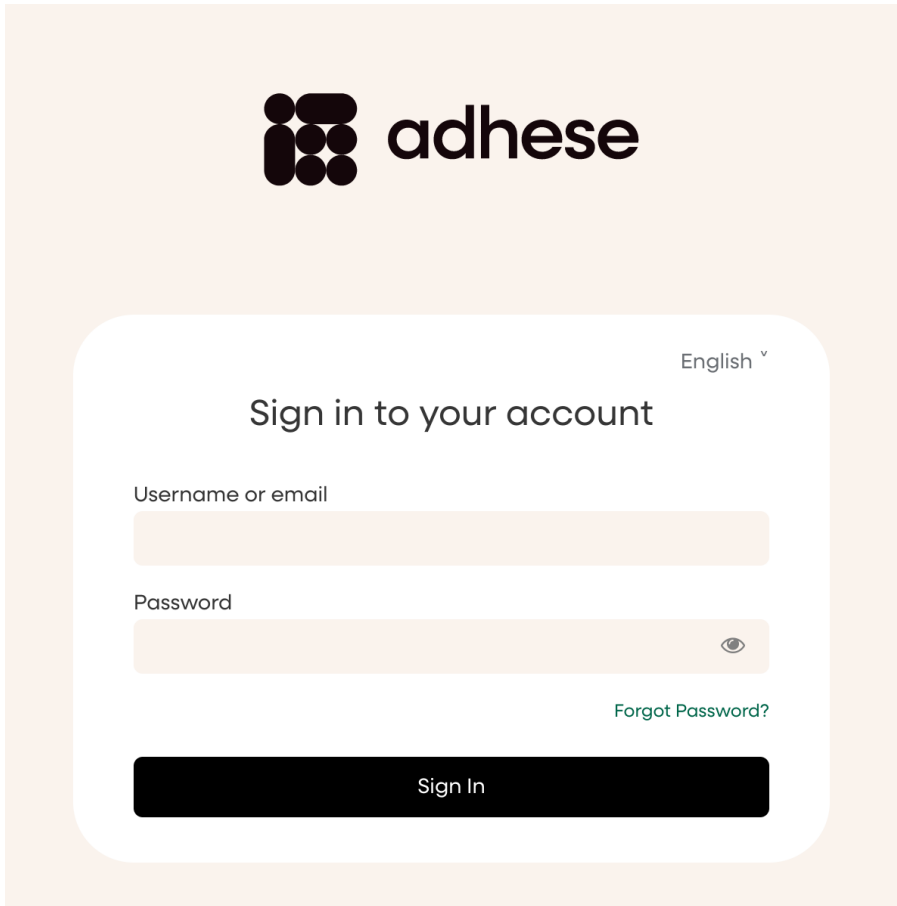
User Management

Documentation pertaining to logging in, user info and navigation.

- [Logging in to Adhese](#)
- [Reset your password](#)
- [User management for admins](#)

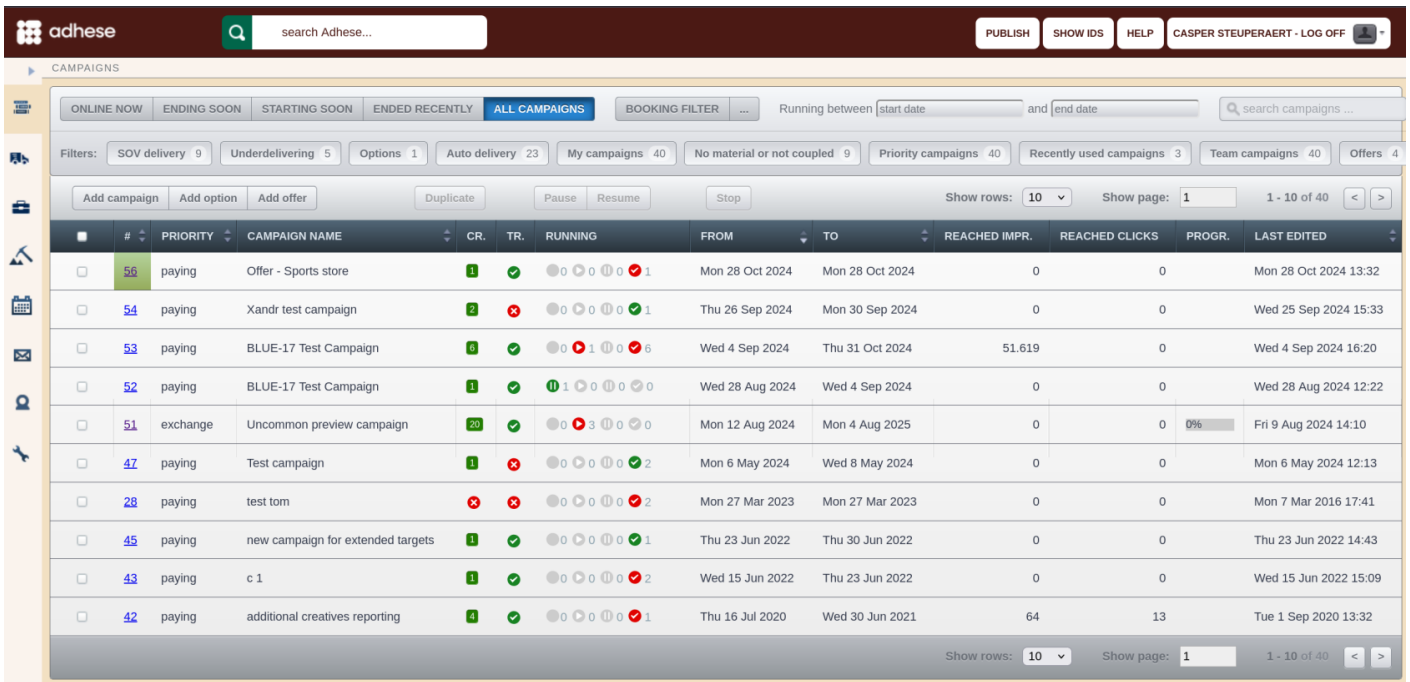
Logging in to Adhese

Adhese has a login system powered by [Keycloak](#).

The image shows the Adhese login interface. At the top, the Adhese logo is displayed. Below it, a white rounded rectangle contains the login form. In the top right corner of this rectangle is a language selector labeled 'English' with a dropdown arrow. The main heading inside the rectangle is 'Sign in to your account'. Below this are two input fields: 'Username or email' and 'Password'. The password field has a toggle icon (an eye) to its right. Below the password field is a green link that says 'Forgot Password?'. At the bottom of the form is a black button with the text 'Sign In' in white.

To access the login screen, you follow these steps:

1. Open your web browser and enter the URL of your company's Adhese account, for example `https://yourcompany.adhese.org`. This opens the *Adhese login* screen.
2. Type in the following login details:
 - Enter your username in the **Username** field.
 - Enter your password in the **Password** field.
3. Click the *Login* button. This opens the *Campaigns* screen.



	#	PRIORITY	CAMPAIGN NAME	CR	TR	RUNNING	FROM	TO	REACHED IMPR.	REACHED CLICKS	PROGR.	LAST EDITED
☐	56	paying	Offer - Sports store	1	✓	● 0 0 0 0 0 1	Mon 28 Oct 2024	Mon 28 Oct 2024	0	0		Mon 28 Oct 2024 13:32
☐	54	paying	Xandr test campaign	2	✗	● 0 0 0 0 0 1	Thu 26 Sep 2024	Mon 30 Sep 2024	0	0		Wed 25 Sep 2024 15:33
☐	53	paying	BLUE-17 Test Campaign	3	✓	● 0 1 0 0 0 6	Wed 4 Sep 2024	Thu 31 Oct 2024	51.619	0		Wed 4 Sep 2024 16:20
☐	52	paying	BLUE-17 Test Campaign	1	✓	● 1 0 0 0 0 0	Wed 28 Aug 2024	Wed 4 Sep 2024	0	0		Wed 28 Aug 2024 12:22
☐	51	exchange	Uncommon preview campaign	20	✓	● 0 3 0 0 0 0	Mon 12 Aug 2024	Mon 4 Aug 2025	0	0	0%	Fri 9 Aug 2024 14:10
☐	47	paying	Test campaign	1	✗	● 0 0 0 0 0 2	Mon 6 May 2024	Wed 8 May 2024	0	0		Mon 6 May 2024 12:13
☐	28	paying	test tom	✗	✗	● 0 0 0 0 0 2	Mon 27 Mar 2023	Mon 27 Mar 2023	0	0		Mon 7 Mar 2016 17:41
☐	45	paying	new campaign for extended targets	1	✓	● 0 0 0 0 0 1	Thu 23 Jun 2022	Thu 30 Jun 2022	0	0		Thu 23 Jun 2022 14:43
☐	43	paying	c 1	1	✓	● 0 0 0 0 0 2	Wed 15 Jun 2022	Thu 23 Jun 2022	0	0		Wed 15 Jun 2022 15:09
☐	42	paying	additional creatives reporting	4	✓	● 0 0 0 0 0 1	Thu 16 Jul 2020	Wed 30 Jun 2021	64	13		Tue 1 Sep 2020 13:32

If it is your first login to Adhese, type in your login details as provided by your account administrator and [change your password](#).

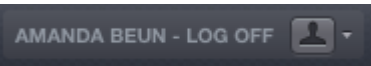
Depending on your user profile, some of the screens may look slightly different from the screenshots that are shown here.

If you have problems accessing certain panels on Safari or LibreWolf, you can mitigate this by using either Firefox or Chrome. Alternatively, you can still access the old login via [name-of-adhese-instance].adhese.org/logon.html

Logging out of Adhese

To log out of Adhese:

1. Click the [your name] - log off button in the upper right corner of the Adhese interface.



Adhese saves the selected preferences, such as a [filtered overview](#), for the next time the user logs in to Adhese.

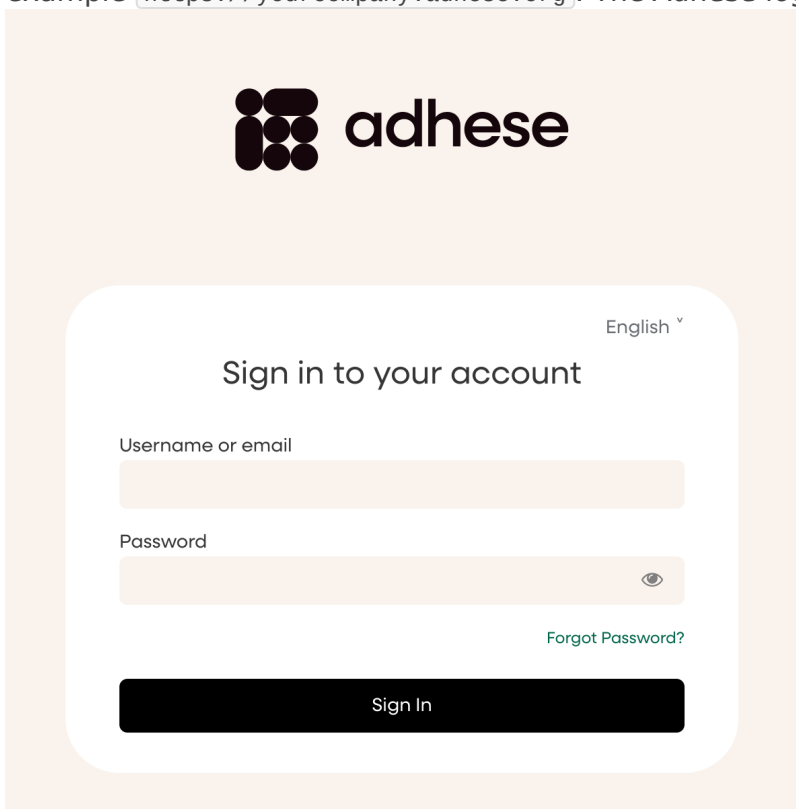
Reset your password

Passwords need to conform to the following criteria:

- Minimum length: 16 characters
- Maximum Length: 64 characters
- Uppercase characters: ≥ 2
- Lowercase characters: ≥ 2
- Numbers: ≥ 2
- Special characters: ≥ 2

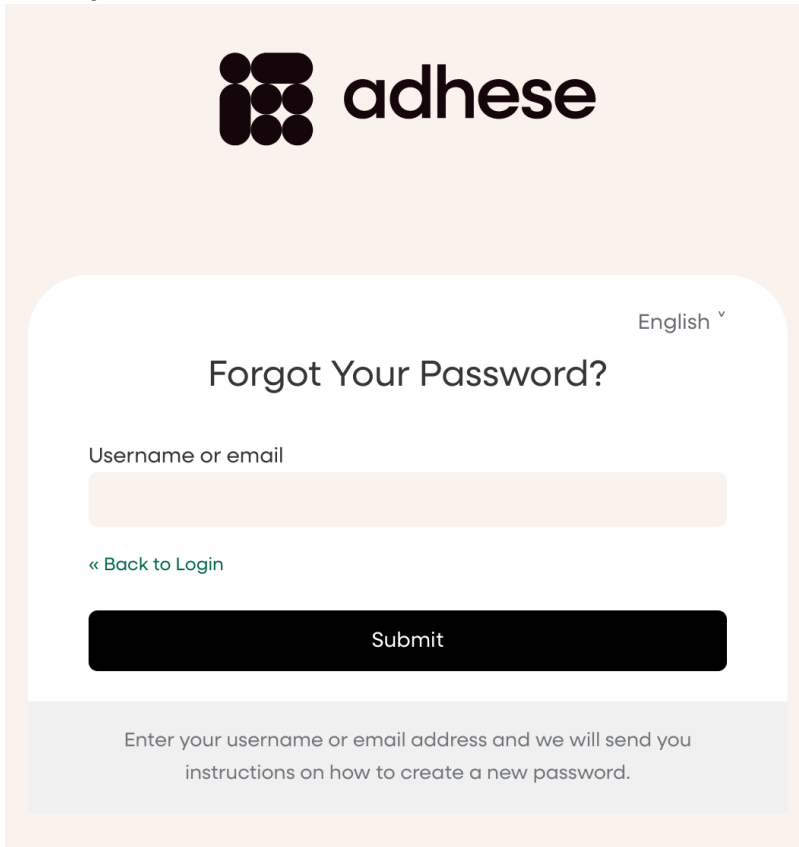
If you have forgotten (or want to change) your password:

1. Open your web browser and enter the URL of your company's Adhese account, for example `https://yourcompany.adhese.org`. The *Adhese login* screen opens.

The image shows the Adhese login interface. At the top, there is the Adhese logo (a stylized 'i' made of dots) and the word 'adhese'. Below this is a white rounded rectangle containing the login form. In the top right corner of the form is a language selector 'English' with a dropdown arrow. The main heading is 'Sign in to your account'. There are two input fields: 'Username or email' and 'Password'. The password field has a small eye icon to its right. Below the password field is a link that says 'Forgot Password?'. At the bottom of the form is a black button with the text 'Sign In' in white.

2. Click the *Forgot password?* link.

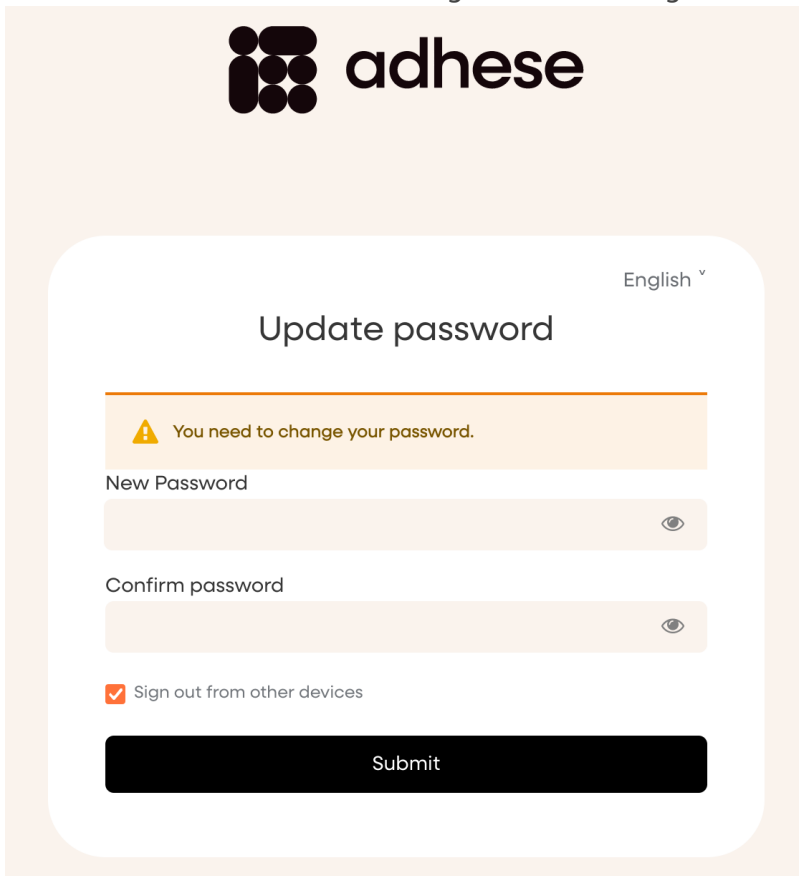
3. Enter your username or email address in the **Username or email** field.



The screenshot shows the Adhese login interface. At the top is the Adhese logo. Below it, the text 'Forgot Your Password?' is centered. To the right of this text is a language selector 'English' with a dropdown arrow. Below the title is a text input field labeled 'Username or email'. Underneath the input field is a link that says '< Back to Login'. At the bottom of the form is a black button with the text 'Submit'. Below the form, there is a light gray box containing the text: 'Enter your username or email address and we will send you instructions on how to create a new password.'

4. Click the *submit* button.
5. Adhese automatically processes your request and sends an email with a URL to reset your password. [Contact Support](#) if you do not receive any email.

6. Click the URL in the email. You get the following screen:



English ▾

Update password

 You need to change your password.

New Password 

Confirm password 

☒ Sign out from other devices

Submit

7. Enter a new password in the **New password** field.
8. Repeat the password in the **Confirm password** field.
9. Click the *Submit* button: your password is modified.
10. Log in with your new password.

User management for admins

Passwords must meet the following criteria:

- Minimum length: 16 characters
- Maximum Length: 64 characters
- Uppercase characters: ≥ 2
- Lowercase characters: ≥ 2
- Numbers: ≥ 2
- Special characters: ≥ 2

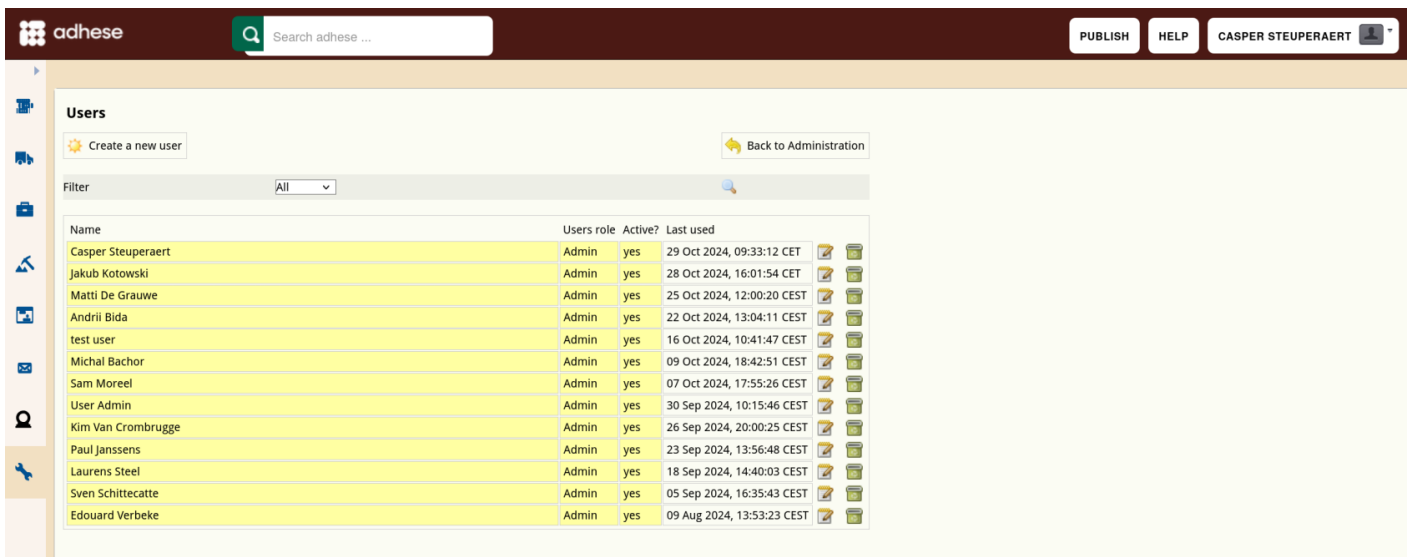
This page describes the workflow for creating and editing users in Adhese.

It is important to log in via Keycloak to create and edit users and send password reset links.
Do not use legacy login methods.

Users

Users are the people who perform tasks in Adhese.

The *Users* screen shows the users who have access to your Adhese account.



Name	Users role	Active?	Last used
Casper Steuperaert	Admin	yes	29 Oct 2024, 09:33:12 CET
Jakub Kotowski	Admin	yes	28 Oct 2024, 16:01:54 CET
Matti De Grauwe	Admin	yes	25 Oct 2024, 12:00:20 CEST
Andrii Bida	Admin	yes	22 Oct 2024, 13:04:11 CEST
test user	Admin	yes	16 Oct 2024, 10:41:47 CEST
Michal Bachor	Admin	yes	09 Oct 2024, 18:42:51 CEST
Sam Moreel	Admin	yes	07 Oct 2024, 17:55:26 CEST
User Admin	Admin	yes	30 Sep 2024, 10:15:46 CEST
Kim Van Crombrugge	Admin	yes	26 Sep 2024, 20:00:25 CEST
Paul Janssens	Admin	yes	23 Sep 2024, 13:56:48 CEST
Laurens Steel	Admin	yes	18 Sep 2024, 14:40:03 CEST
Sven Schittecatte	Admin	yes	05 Sep 2024, 16:35:43 CEST
Edouard Verbeke	Admin	yes	09 Aug 2024, 13:53:23 CEST

The *Users* screen presents a table with four columns:

1. The *Name* column presents the name of the user.
2. The *Users role* column displays the role of the user within Adhese.
3. The *Active?* column specifies whether the status of the user is active or not.
4. The *Last used* column indicates when changes were made to the user account or when the user last logged in.

To [create a new user](#), click the *Create a new user* button.

To [edit a user](#), click the name of the user to modify or use the edit icon .

User levels

Administrators can define **user groups** or **user levels**, such as administrators, salespersons, or traffickers. Each group has its own set of access and usage rights for Adhese.

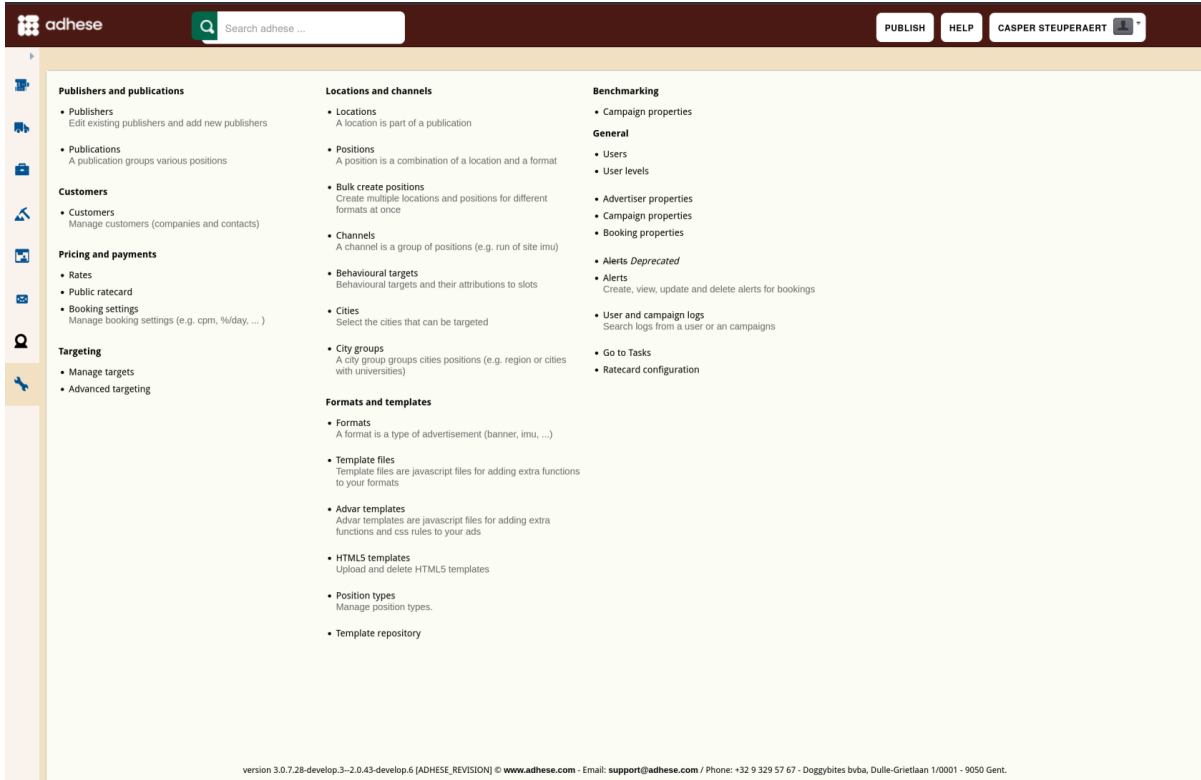
[Contact Support](#) if you wish to create a new user level or edit an existing one.

Creating a new user

Please use a valid email address as a username. Custom usernames are not supported.

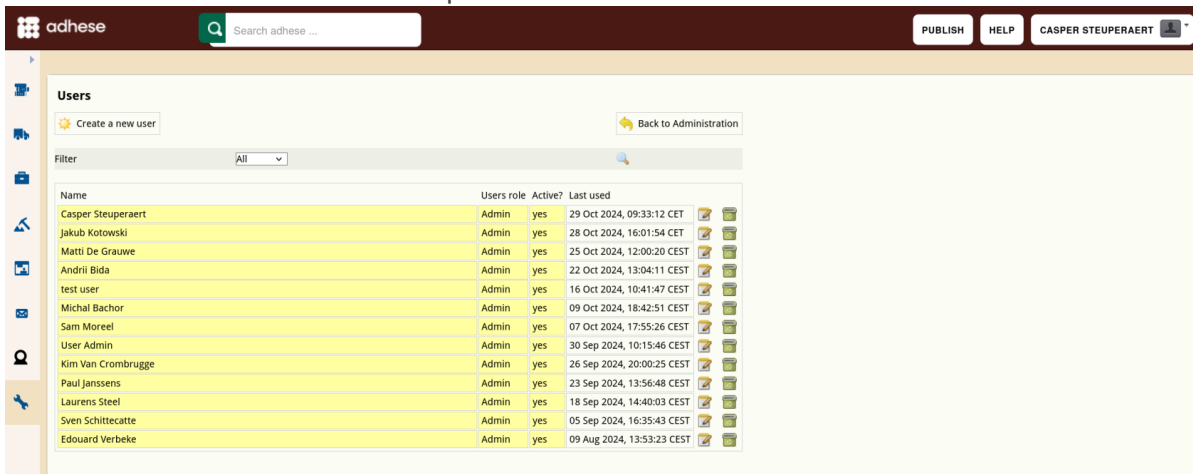
To create a new user:

1. Click *Admin* in the left navigation menu: the *Administration* screen opens.



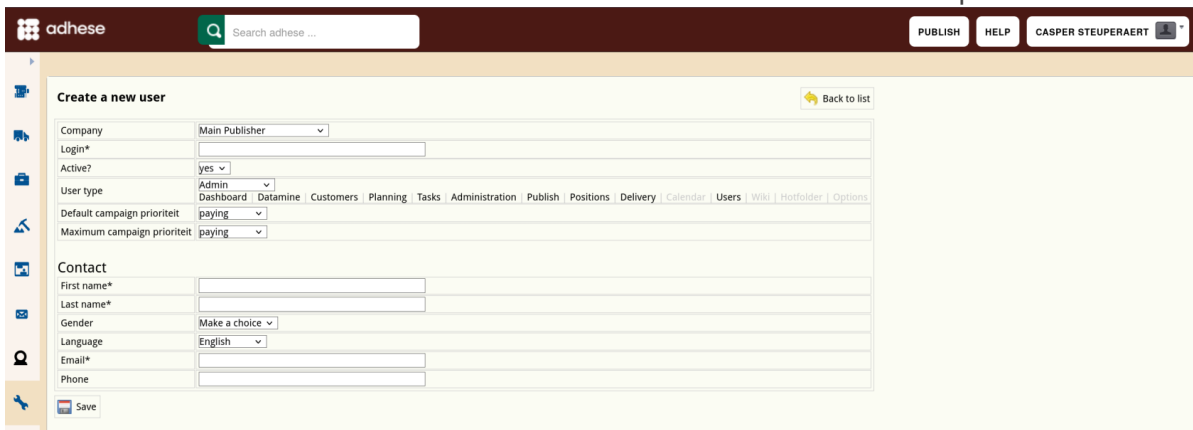
The screenshot shows the Adheses Administration screen. The top navigation bar includes the Adheses logo, a search bar, and buttons for PUBLISH, HELP, and CASPER STEUPERAERT. The left navigation menu is expanded, showing various categories like Publishers and publications, Customers, Pricing and payments, Targeting, Locations and channels, Formats and templates, Benchmarking, and Alerts. The main content area displays a list of users with columns for Name, Users role, Active?, and Last used. The footer contains version information and contact details.

2. Click *Users*. The *Users* screen opens.



The screenshot shows the Adheses Users screen. The top navigation bar is the same as the previous screen. The left navigation menu is expanded, showing the Users category. The main content area displays a table of users with columns for Name, Users role, Active?, and Last used. The table lists several users, including Casper Steuperaert, Jakub Kotowski, Matti De Grauwe, Andrii Bida, test user, Michal Bachor, Sam Moreel, User Admin, Kim Van Crombrugge, Paul Janssens, Laurens Steel, Sven Schittecatte, and Edouard Verbeke.

3. Click the *Create a new user* button. The *Create a new user* screen opens.



The screenshot shows the Adheses Create a new user screen. The top navigation bar is the same as the previous screen. The left navigation menu is expanded, showing the Users category. The main content area displays a form for creating a new user. The form includes fields for Company, Login*, Active?, User type, Default campaign priority, Maximum campaign priority, Contact (First name*, Last name*, Gender, Language, Email*, Phone), and a Save button.

4. Define the following details for the new user:

- Select a publisher in the **Company** drop-down. This property determines for which publishers and/or sub-publishers a user can create a campaign. Accordingly, the *Campaign* overview will only show the campaigns from the relevant (sub)publishers.
- Choose a username in the **Login** field.
- (Pick a password in the **Password** field. By default, for new users you keep this field empty so they can pick their own passwords)
- (Determine whether the user's status is active in the **Active** drop-down.)
- Select a user level in the **User type** drop-down.
- (Select the user's default campaign priority in the **Default order priority** drop-down. The default order priority is the default value of a [priority](#) when you are creating a campaign. The default value is the highest available priority.)
- (Select the user's maximum campaign priority in the **Maximum order priority** drop-down. For example, a user can book a campaign at any priority if you set the maximum priority value at *paying*. However, if you set this value *in-house*, the user can only book campaigns at the *in-house* priority level or a lower priority like *stopper*. The default value is the highest available priority.)
- Enter the first name of the user in the **First name** field.
- Enter the last name of the user in the **Last name** field.
- (Optional) Select the gender of the user in the **Gender** drop-down.
- Select the language of the Adhese interface in the **Language** drop-down. The following languages are available: English, Dutch, and French.
- Enter the user's email address in the **Email** field.
- (Optional) Enter the user's phone number in the **Phone** field.

5. Click Save.

Options between () should be left at the default value unless there is a good reason to change it at account creation.

After having created a new user, we'll send a password reset link to that user so they can set their own password for their account:

Company	Main Publisher
Login*	casper.steuperaert@adthese.eu
Password	Send reset password email
Active?	yes
User type	Admin
Default campaign priorititeit	paying
Maximum campaign priorititeit	paying

Edit a User

To edit a user:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Users*.
3. Click the edit icon  or the user's name for the user you want to edit. The *Edit user* screen opens:

 adhese

 Search adhese ...

PUBLISH

HELP

CASPER STEUPERAERT



Edit user

 Back to list

Company	Main Publisher ▾
Login*	casper.steuperaert@adhese.eu
Password	Send reset password email
Active?	yes ▾
User type	Admin ▾ Dashboard Datamine Customers Planning Tasks Administration Publish Positions Delivery Calendar Users Wiki Hotfolder Options
Default campaign priorititeit	paying ▾
Maximum campaign priorititeit	sales house ▾

Contact

First name*	Casper
Last name*	Steuperaert
Gender	Make a choice ▾
Language	English ▾
Email*	casper.steuperaert@adhese.eu
Phone	
Online	yes

 Save

4. Change any of the user's details.
5. Click **Save**. The changes are visible after the user logs out and logs back in.

Users with a prefix in their *Login** field under *Edit User* are managed externally and not by Adhese directly.

Deactivate or delete a user

Before you delete a user, you should first consider changing its status from active to inactive. To deactivate the status of a user, refer to [Edit a User](#) and change the **Active** field from yes to no in the Edit User screen.

To thoroughly delete a user:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Users*.
3. Click the delete icon  for the user you want to remove.
4. Click *OK* to confirm you are sure you want to remove this user.

Troubleshooting users

If a user can't be updated, removed, or password reset, and the system keeps throwing errors when you try, the user must be deleted from the Keycloak admin panel and re-created in the Adhese UI's admin screen. Information on how to do this can be found [here](#).