

# User management for admins

Passwords must meet the following criteria:

- Minimum length: 16 characters
- Maximum Length: 64 characters
- Uppercase characters:  $\geq 2$
- Lowercase characters:  $\geq 2$
- Numbers:  $\geq 2$
- Special characters:  $\geq 2$

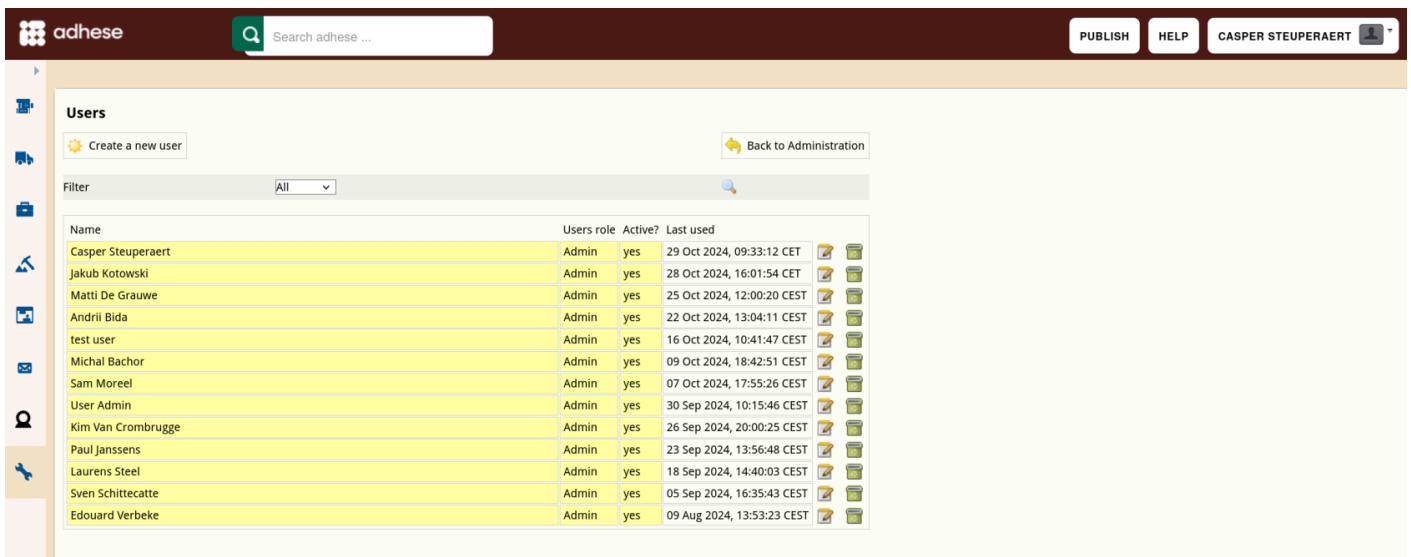
This page describes the workflow for creating and editing users in Adhese.

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.

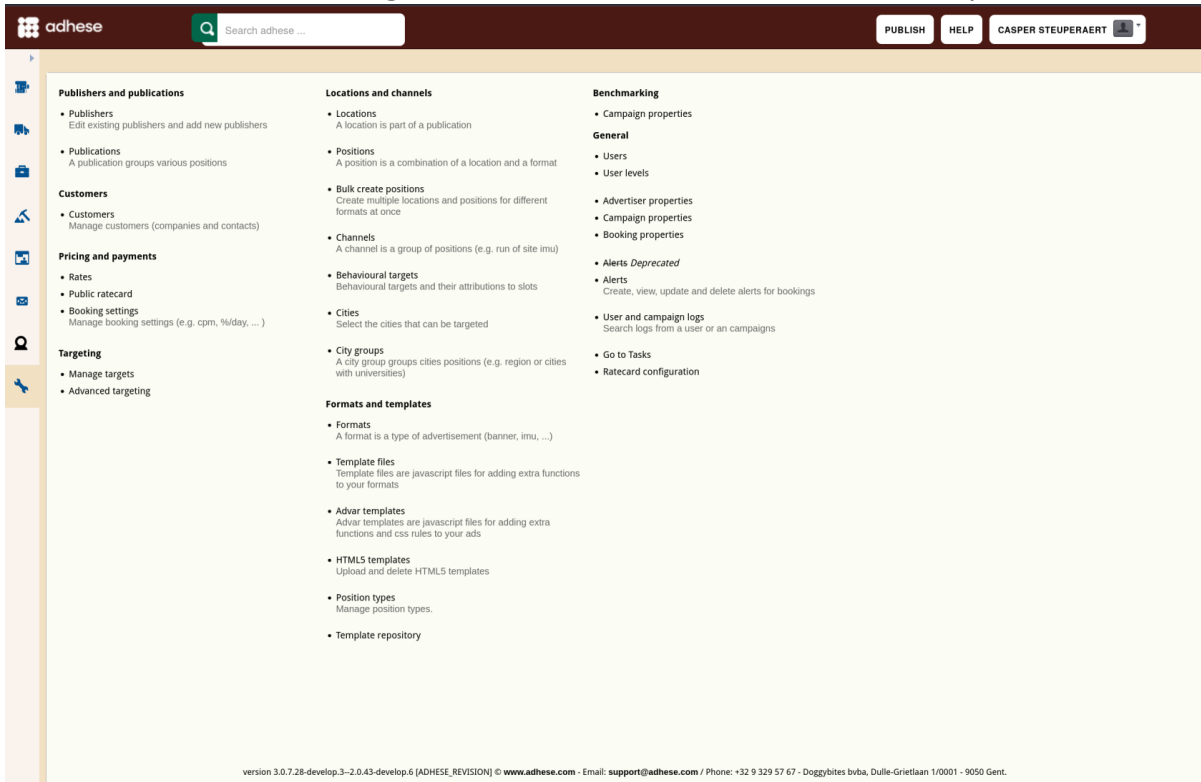
[Contact Support](#) if you wish to create a new user level or edit an existing one.

# Creating a new user

Please use a valid email adress 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 these categories with their respective sub-items.

**Publishers and publications**

- Publishers  
Edit existing publishers and add new publishers
- Publications  
A publication groups various positions

**Customers**

- Customers  
Manage customers (companies and contacts)

**Pricing and payments**

- Rates
- Public ratecard
- Booking settings  
Manage booking settings (e.g. cpm, %/day, ...)

**Targeting**

- Manage targets
- Advanced targeting

**Locations and channels**

- Locations  
A location is part of a publication
- Positions  
A position is a combination of a location and a format
- Bulk create positions  
Create multiple locations and positions for different formats at once
- Channels  
A channel is a group of positions (e.g. run of site imu)
- Behavioural targets  
Behavioural targets and their attributions to slots
- Cities  
Select the cities that can be targeted
- City groups  
A city group groups cities positions (e.g. region or cities with universities)

**Formats and templates**

- Formats  
A format is a type of advertisement (banner, imu, ...)
- Template files  
Template files are javascript files for adding extra functions to your formats
- Advar templates  
Advar templates are javascript files for adding extra functions and css rules to your ads
- HTML5 templates  
Upload and delete HTML5 templates
- Position types  
Manage position types.
- Template repository

**Benchmarking**

- Campaign properties

**General**

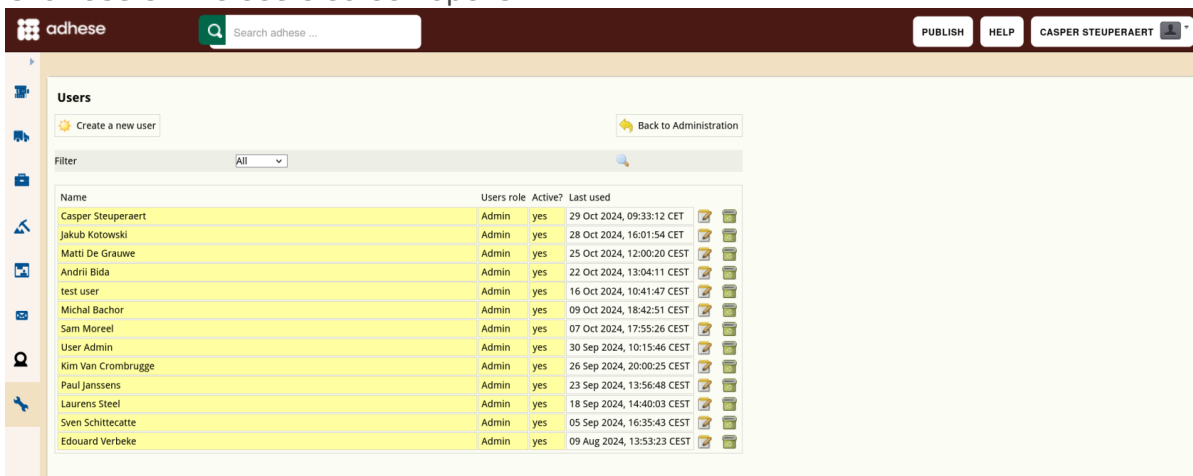
- Users
- User levels
- Advertiser properties
- Campaign properties
- Booking properties

**Alerts *Deprecated***

- Alerts  
Create, view, update and delete alerts for bookings
- User and campaign logs  
Search logs from a user or an campaigns
- Go to Tasks
- Ratecard configuration

version 3.0.7.28-develop.3-2.0.43-develop.6 [ADHESE\_REVISION] © www.adheses.com - Email: support@adheses.com / Phone: +32 9 329 57 67 - Doggybites bvba, Dulle-Grietaan 1/0001 - 9050 Gent.

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. There are also buttons for 'Create a new user' and 'Back to Administration'.

**Users**

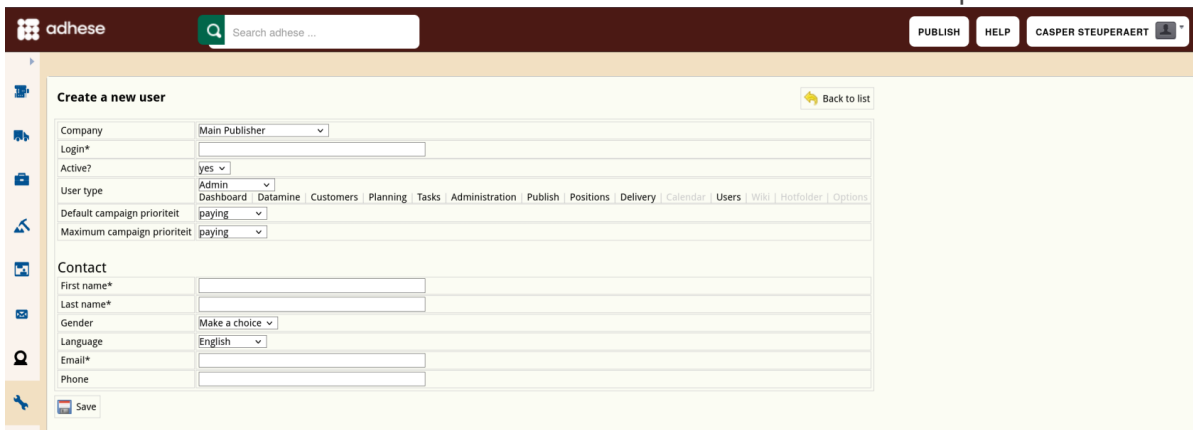
Create a new user

Filter: All

| Name               | Users role | Active? | Last used                  |
|--------------------|------------|---------|----------------------------|
| Casper Steuperaert | Admin      | yes     | 29 Oct 2024, 09:33:12 CET  |
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Back to Administration

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 with fields for Company, Login\*, Active?, User type, Default campaign priority, Maximum campaign priority, Contact, First name\*, Last name\*, Gender, Language, Email\*, and Phone. There are also buttons for 'Create a new user' and 'Back to list'.

**Create a new user**

Create a new user

Back to list

Company: Main Publisher

Login\*:

Active?: yes

User type: Admin

Default campaign priority: paying

Maximum campaign priority: paying

Contact

First name\*:

Last name\*:

Gender: Make a choice

Language: English

Email\*:

Phone:

Save

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:

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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](#).

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