Account Management

Overview

The **Account Management** part allows managing the different components and properties of the account.

Components

There are two basic components in an account:

- the **User**,
- the **Subscription**, i.e. an access to a Bayesia product,

and a additional component of a higher level:

- the **Group**, for associating common properties with a subset of users.

Two groups are created by default:

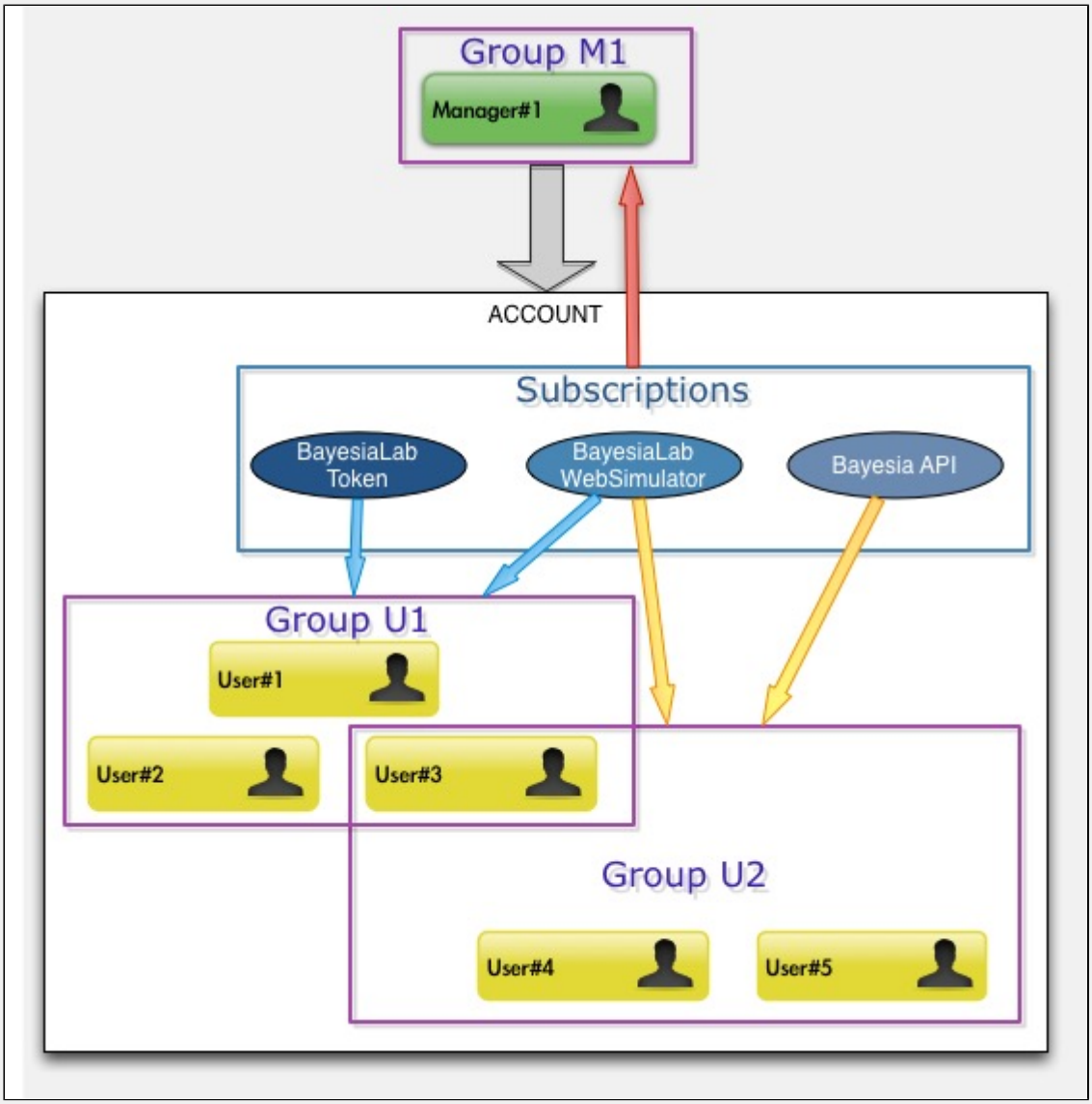
- the **Manager Group**: the users belonging to this group can manage the account and have access to all the subscriptions.
- a **User Group**: the users can use the subscriptions associated with the group.

The managers, i.e. the users belonging to the **Manager Group**, can create additional User Groups.

Example

The graph below illustrates an account that has

- 6 users (1 manager and 5 users),
- 3 subscriptions and
- 3 groups (1 Manager Group and 2 User Groups).



- Manager#1 can manage the account and has access to all the subscriptions
- User#1 and User#2 can use a BayesiaLab Token and the WebSimulator
- User#4 and User#5 can use the WebSimulator and the API
- User#3 belongs to the two User Groups and has then access to all the subscriptions

Properties

There are four types of properties associated with the components and their associations.

Users' Group Properties | Groups' Subscription Properties | Subscription Properties | Group Properties

Two properties can be used by the managers for restricting the group membership of the users:

- **User' Group Expiration Date**: beyond this date, the user in set **Disabled** and is excluded from the group.
- **#Hours** (for subscriptions using tokens or elastic plans only): when a member reaches the number of defined utilization hours for a subscription of the group, his/her access to the corresponding subscription is not granted anymore. 00:00:00 indicates that this property is not defined/used.

Fives properties are available for the managers to customize the group access to the subscriptions:

- **Groups' Subscription Expiration Date**: beyond this date, the group's subscription is set **Disabled,** which prevents its members to use the associated subscription.
- **#Hours**: when this property is set to a value different from 00:00:00, it is associated with each member, unless the member has already a value that has been set in the Users' Group Properties. For a multi-group user without predefined #Hours, the value is set to the maximum value of his/her groups.
- **Max Borrow Time** (for subscriptions using tokens or elastic plans only): maximum duration of an off-line session of the subscription that is allowed for the group members.
- **Primary Access Priority** (for subscriptions using tokens only): priority level associated with the user's primary session of the subscription for the group members.
- **Secondary Access Priority** (for subscriptions using tokens only): priority level associated with the user's concurrent sessions (except his/her primary session) of the subscription for the group members. Note that setting 0 for this priority prevents the member to have any concurrent sessions.

When a member requests an access to a subscription and no tokens are available, a primary or secondary session with a lower priority (if any) is closed to release the

token. The user of the to-be-closed session is notified that a user with a higher priority is requesting an access to the token, and he/she is then allowed to save his/her current work.

The **Kick Order** is the only subscription property modifiable by the managers. This is only f or subscriptions using tokens.

This parameter allows to define the policy used when a session has to be closed because a higher priority user is requesting an access to a session that has no more available tokens. When several sessions with the lowest priority have been identified, the session that is closed is either the older one (**First Session**), or the most recent one (**Last Session)**.

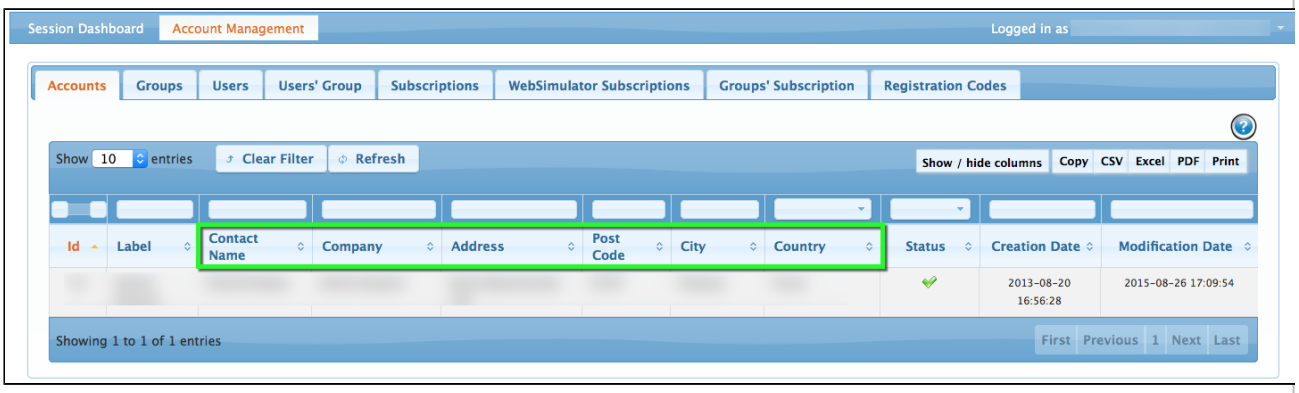
Fives properties are available for the managers to customize the groups:

- **Group Expiration Date**: beyond this date, the group is set **Disabled,** which prevents its members to use the associated subscriptions.
- **#Hours**: when this property is set to a value different from 00:00:00, it is associated with each member, unless the member has already a value that has been set via the Users' Group Properties or the Groups' Subscription Properties.
- **Max Borrow Time**: maximum duration of an off-line session allowed for the group members. This will only be applied as a default value for the subscriptions using tokens or elastic plans, unless this property has been set via the Groups' Subscription Properties.
- **Primary Access Priority**: priority level associated with the user's primary session of the group members. This will only be applied as a default value for the subscriptions using tokens, unless this property has been set via the Groups' Subscription Properties.
- **Secondary Access Priority**: priority level associated with the user's concurrent sessions (except his/her primary session) of all the group members. Note that setting 0 for this priority prevents the member to have any concurrent sessions. This will only be applied as a default value for the subscriptions using tokens, unless this property has been set via the Groups' Subscription Properties.

Views

Accounts | Groups | Users | Users' Group | Subscriptions | WebSimulator Subscriptions | Groups' Subscription | Registrations

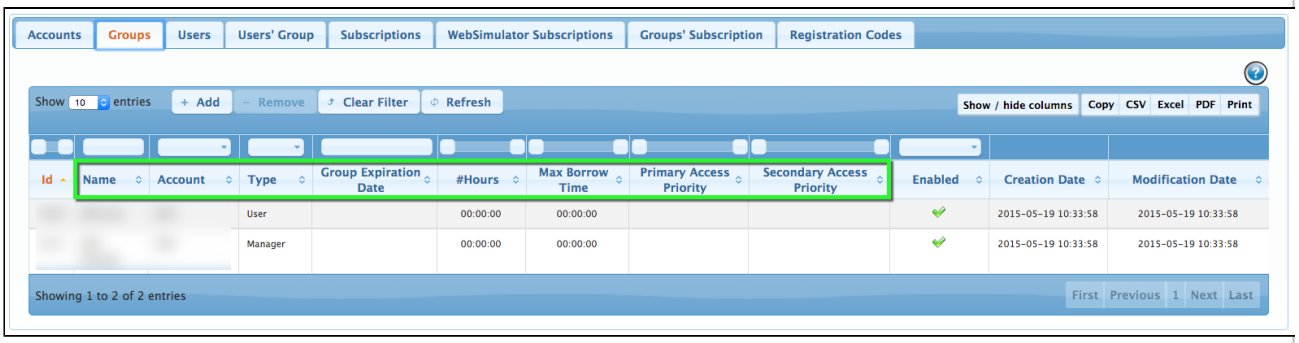
This view allows accessing the informations about the account.



The fields highlighted in green can be edited by the managers.

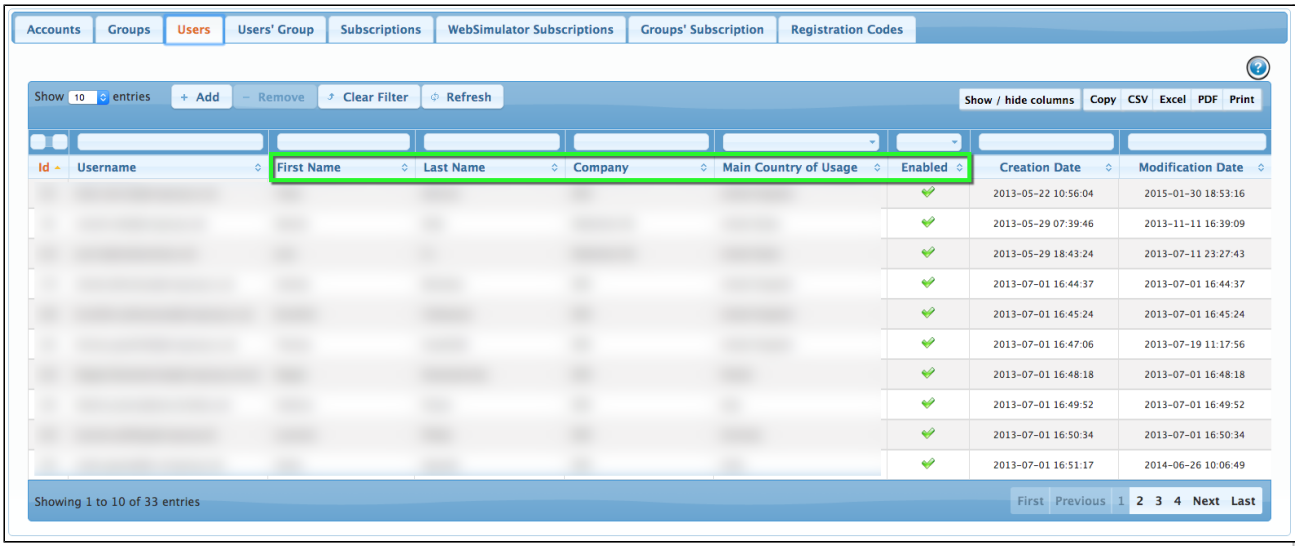
This tab allows to manage the groups.

One Manager Group and one User Group are created upon the account creation. These two groups being mandatory, they cannot be removed nor have their Type changed.



The fields highlighted in green can be edited by the managers.

This tab allows adding and removing users to the account.



The fields highlighted in green can be edited by the managers.

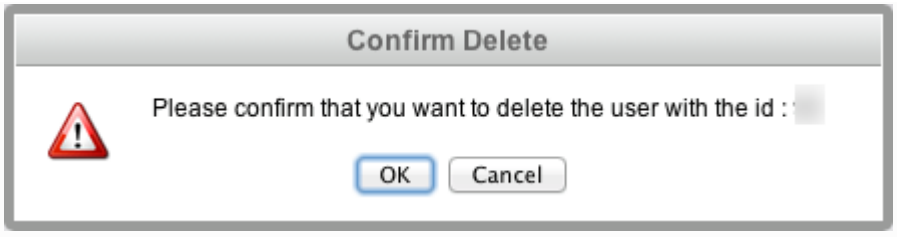
The **Username** should be the user's email.

The user is associated with the default User Group.

When a subscription with tokens or elastic plan is associated with the group, the "***BayesiaLab Download & Activation Instructions***" email is automatically sent to the user upon validation.

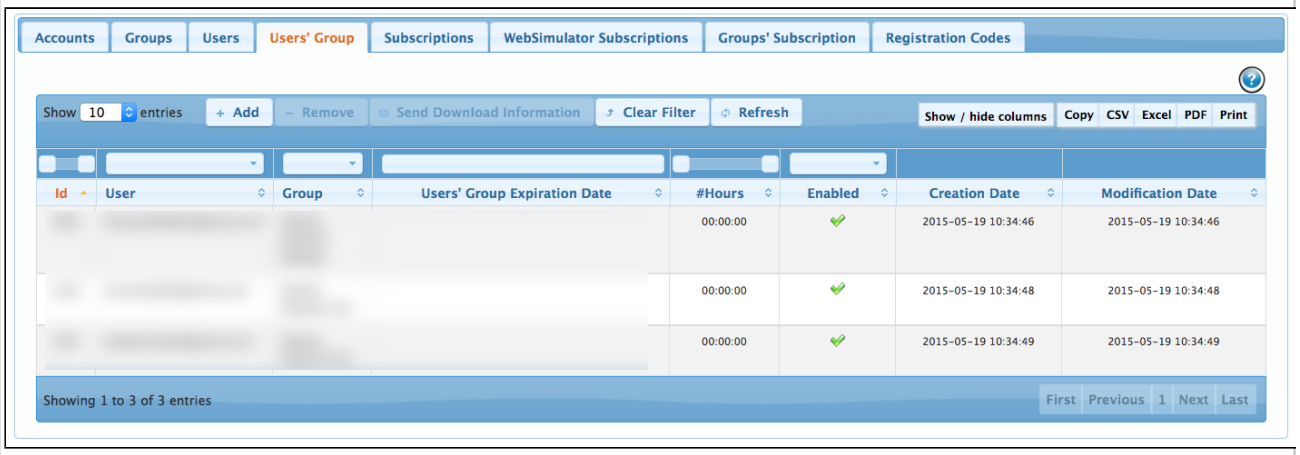
The managers need thus to go to the Users' Group for changing the group or some other properties.

The ***Remove*** button becomes active upon selection of a user.



Note that users that had an activity are not really removed, they are set as **Disabled**.

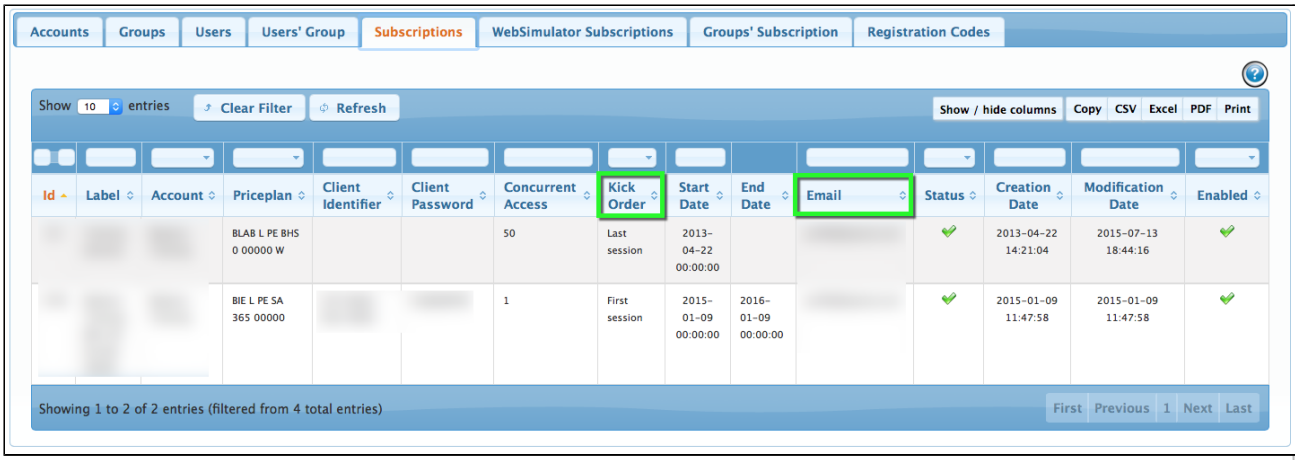
This tabs allows defining the group membership of the users and their properties.



The Users' Group Properties have the highest priority, i.e. they cannot be override by the properties defined via another view.

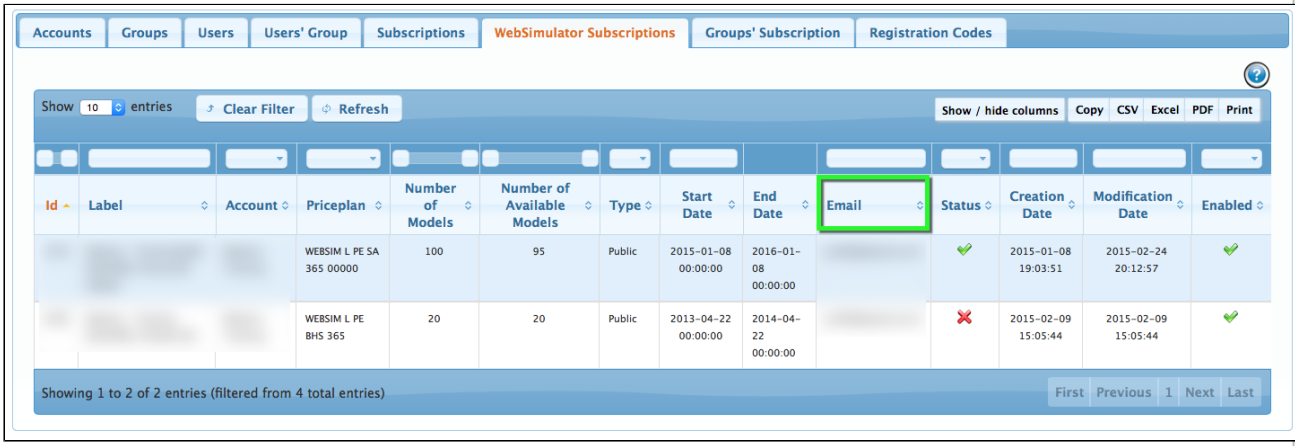
When a subscription with tokens or elastic plan is associated with the group, the "***BayesiaLab Download & Activation Instructions***" email is automatically sent to the user upon validating the creation of a user. To resend this email, the managers just have to select the user and click "**Send Download Information**".

This view returns the subscriptions (tokens or elastic plans) associated to the account.



Among all these fields, only the fields highlighted in green can be edited by the managers.

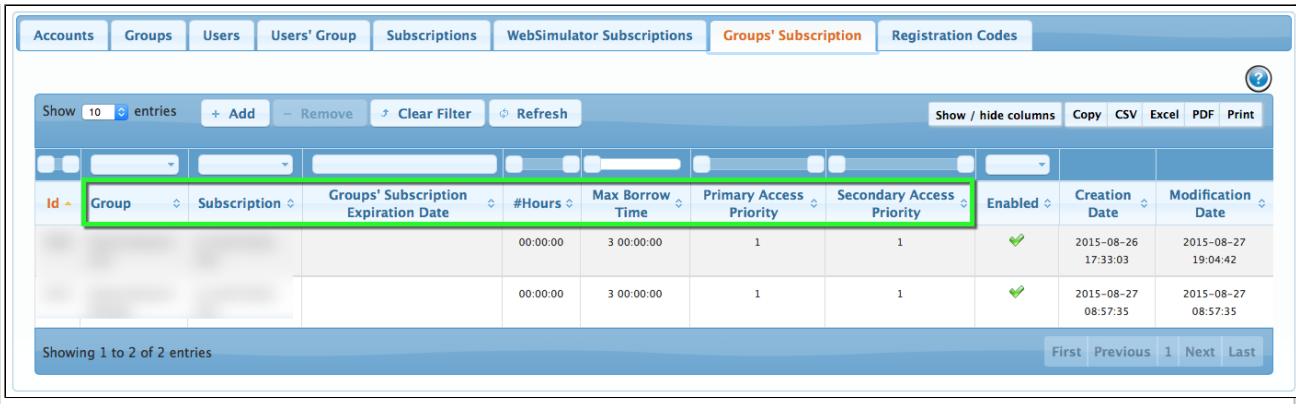
This view gives information about the BayesiaLab WebSimulator subscriptions.



Among all these fields, only the field highlighted in green can be edited by the managers.

- **Number of Models**: number of simulators you can publish simultaneously with this subscription.
- **Number of Available Models**: number of simulators that can still be published with this subscription.
- **Type:** indicates if the subscription corresponds to ***Public*** (anyone can potentially access your simulator and experiment with it) or ***Private*** simulators (you can restrict access to designated users who require a model-specific ID and password).
- **End Date**: expiration date of the subscription.

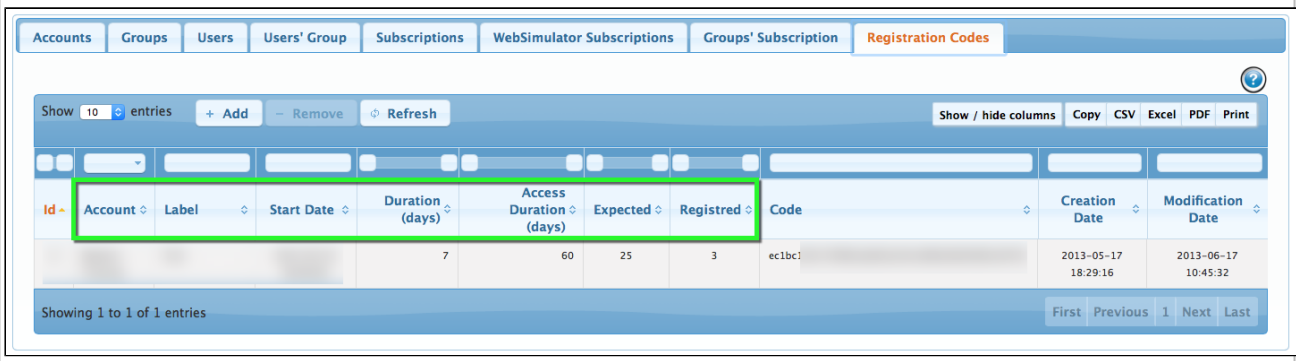
This tabs allows managing the association between Groups and Subscriptions.



Among all these fields, only the fields highlighted in green can be edited by the managers.

> The Groups' Subscription Properties have a higher priority than the Group Properties. This means that if they are not defined in this view, they inherit those defined in the Group Properties, otherwise they are not overridden.

Instead of manually adding users, the managers can create a registration code to let his team members register by themselves via the Sign In function.



- **Duration**: validity period of the form (*optional*).
- **Access duration**: validity period of the access to the products of the account by the user (*optional*).
- **Expected**: number of users that are expected to register (*optional*).
- **Registered**: number of users that have used so far the form to register
- **Code**: registration code the team members have to use in the registration form (Sign In) to get BLS credentials and be associated with the account.