

OrgAdmin Quick Guide

Access OrgAdmin

To access OrgAdmin, you need a user account and administrator access rights to your organization's data.

To access OrgAdmin, go to the OrgAdmin URL, and log in either with your username and password or with a single sign-on (SSO) option, depending on what options are available.

Dashboard

User groups

Shows information on your organization's user groups. Use the quick links to view all user groups, or users that belong to a specific group. You can also invite users to a group.

Users

Shows information on your organization's users. Use the quick links to view all users, or a specific user's groups or licenses.

Invitations

Shows information on invitations to users to join your organization. Use the quick links to view all invitations, or delete invitations.

Licenses

Shows information on the licenses purchased by your organization. Use the quick links to view all licenses, or the usage of a specific license.

Invite users

To invite users:

1. In the left sidebar, go to **Users** and click **Invite**. A dialog opens.
2. In **Recipients**, add all the recipients.
3. On the user group list, select at least one group that the users will be added to.
4. In **Assign Admin access** (optional), select to grant organization administrator access to all the users.
5. In **Message**, enter a short personal message for the invitation. The invitation will also show your (the inviter's) name.
6. Click **Invite**.

Reserve license seats

You can use seat reservations, for example, to make sure certain users always have access to the software application.

Change an individual user's seat reservations on the user list:

1. In the left sidebar, go to **Users**.
2. On the user list, click the **Tools** menu > **Licenses** for the user.
A dialog opens, displaying the licenses that the user has access to.
3. In the **RESERVED** column, In the RESERVED column, change the seat reservations for the license:
 - To reserve a seat from a license for a user, click Reserve.
 - If the license has been blocked for the user, reserving a seat unblocks it.
 - If the button is disabled, there are no available seats left in the license.
4. Click **Save**, and then click **Yes** to confirm.