



TDM - How To manage users and permissions

Introduction

With TDM Digital Signage you have the ability to create users and user groups. Users can be assigned to a group, this way you can distinguish users between different locations. To prevent the need to set rights for every user you can choose to set rights to a group, this way all the users in the group will automatically get the rights given to the group.

Every user will be assigned to a role, every role has its own rights. This means you can manage which user has access to which part of the TDM platform. Please find a description of the user roles below:

Administrator

Full control. Access to all functionality and content. Able to create and manage user accounts.

Message Editor

Able to create pages based on templates. A content creator is able to add these pages to an existing playlist or create a new playlist. A content creator cannot add playlists to a presentation. If no rights have been set the user does not have access to any template.

Power User

Power users have the same rights as content creators with the exception that a power user is able to create new templates and masterpages, a power user can also manage templates where the power user has access too. If no rights have been set the user does not have access to any template.

Display Manager

Display managers are able to create masterpages, pages, playlists and presentations. A display manager can also assign presentations to players and create and manage schedules.

Content permission system:

By default no rights are set for any type of content. As soon as rights are set to a user or group the content can be used.

Eye: In case the eye icon is visible the user can see the content, in case the eye icon contains a cross it will not be visible for the user.

Pencil: In case the pencil icon is visible the user can edit the content, in case the eye icon contains a cross it will not be editable for the user.

Garbage can: In case the garbage can icon is visible the user can delete the content, in case the eye icon contains a cross the user cannot delete the content.

Note: When deleting content, it will be moved to 'deleted items'. This section is only available to Administrators who will have the option to restore specific or all deleted content.



Requirements

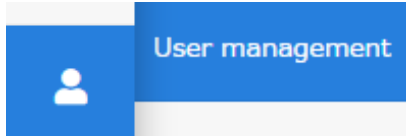
If you want to manage users and permissions you need to meet the following requirements:

- Have administrator access to the TDM designer

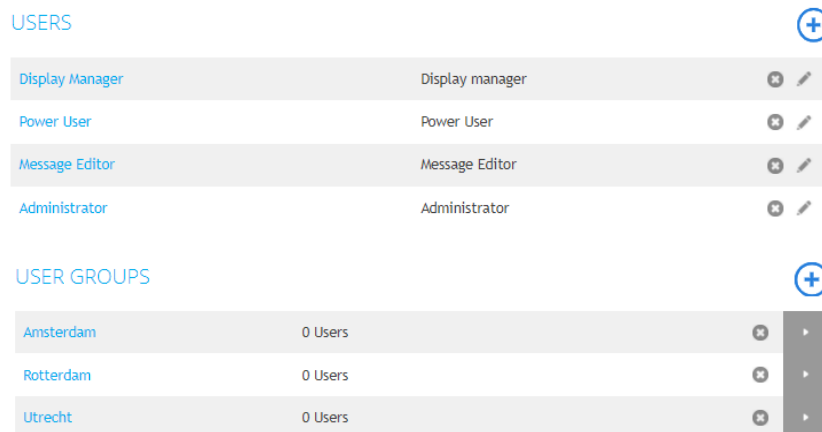
How To manage users and permissions

How to create users and user groups within TDM

1. Please login to the designer with an administrator account: <https://designer.tdmsignage.com>
2. Select the tab called "Administration" and then select "User Management".



3. In the page which will open you have the ability to create and edit your users/groups.



4. Select the "+" button on the right side of "users" to create a new user or select the "+" button on the right side of "groups" to create a new group.



5. In case you create a new user there are a few configuration possibilities, a short description can be found below:

Name: The name of the user

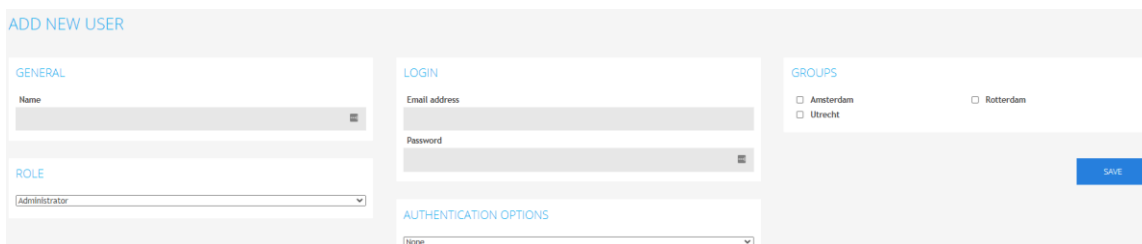
Role: The role which you want to assign to the user

Email address: The email address of the user, this will also be the username when logging into the designer

Password: The password of the user

Authentication options: You can choose if you want to use 2FA for every user (needs to be enabled in the config panel as well).

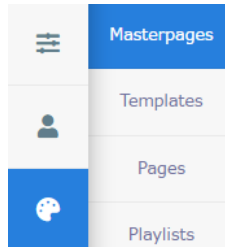
Groups: The group you want to assign to your user

A screenshot of the 'ADD NEW USER' form in the TDM interface. The form is divided into four sections: 'GENERAL' with a 'Name' field; 'ROLE' with a dropdown menu showing 'Administrator'; 'LOGIN' with 'Email address' and 'Password' fields; and 'AUTHENTICATION OPTIONS' with a dropdown menu showing 'None'. On the right, there is a 'GROUPS' section with checkboxes for 'Amsterdam', 'Rotterdam', and 'Utrecht'. A blue 'SAVE' button is located at the bottom right.

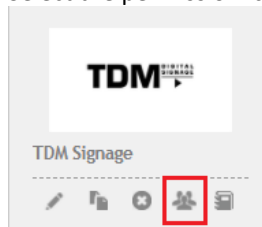
Repeat the steps until you have created all the users and user groups you desire.

How to configure permissions for masterpages

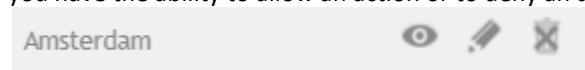
1. It is possible to set permissions for each type of content, this means that you have the ability to set permissions for your masterpages, templates, pages, playlists, presentations and media. We will start with setting permissions for masterpages.
2. Select “Content Creation” and then select “Masterpages”.



3. Select the permission icon located beneath the preview of your masterpage.

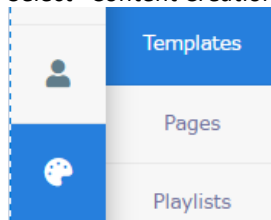


4. In the pop-up which will open you have the ability to set permissions for users and user groups, by default no permissions are set. Once you tick a user or user group the permission icons will become visible and you have the ability to allow an action or to deny an action by ticking the permission icon.

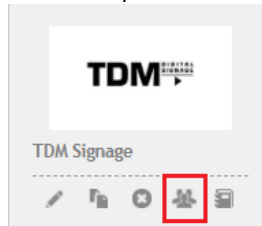


How to configure permissions for templates

1. Select "Content Creation" and then select "Templates".



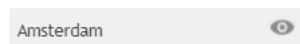
2. Select the permission icon located beneath the preview of your template.



3. In the pop-up which will open you have the ability to set permissions for users and user groups, by default no permissions are set. Once you tick a user or user group the permission icons will become visible and you have the ability to allow an action or to deny an action by ticking the permission icon.

[TDM SIGNAGE](#)

[GROUP RIGHTS](#)

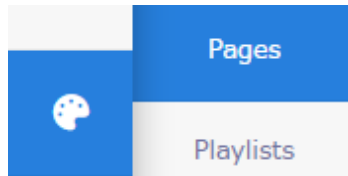


For templates it is only possible to make the template visible or not visible, in case a template is visible for a user they will have the ability to create pages based on the template. Please note that power users have the ability to access the templates part of the designer, in case you set permissions for a power user they can edit the template.

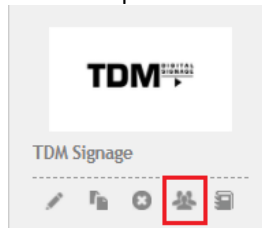
Good to know is that you can also set permissions for folders, this works the same way by selecting the permission icon located to the right side of the folder icon. This is used a lot when different locations have access to the designer and you want to separate the content for each location.

How to configure permissions for pages

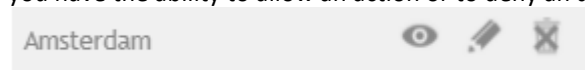
5. Select "Content Creation" and then select "Pages".



6. Select the permission icon located beneath the preview of your page.



7. In the pop-up which will open you have the ability to set permissions for users and user groups, by default no permissions are set. Once you tick a user or user group the permission icons will become visible and you have the ability to allow an action or to deny an action by ticking the permission icon.

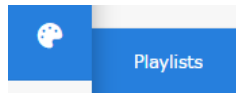


Good to know is that you can also set permissions for folders, this works the same way by selecting the permission icon located to the right side of the folder icon. This is used a lot when different locations have access to the designer and you want to separate the content for each location.

Please note that content users can also set permissions for content which has been created by the user, this way they can easily share pages between users.

How to configure permissions for playlists

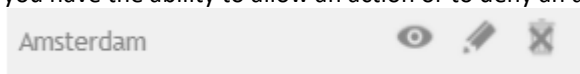
8. Select "Content Creation" and then select "Playlists".



9. Select the permission icon located on the right side of your playlist name.

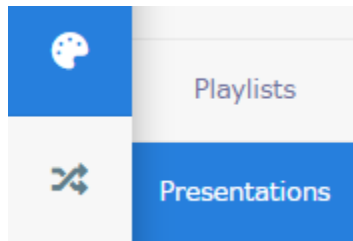


10. In the pop-up which will open you have the ability to set permissions for users and user groups, by default no permissions are set. Once you tick a user or user group the permission icons will become visible and you have the ability to allow an action or to deny an action by ticking the permission icon.

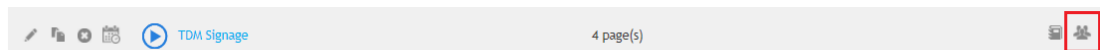


How to configure permissions for presentations

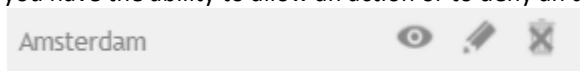
11. Select "Content Creation" and then select "Presentations".



12. Select the permission icon located on the right side of your presentation name.

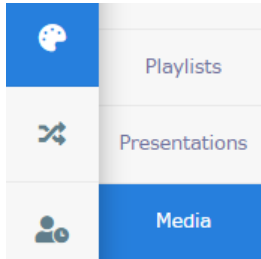


13. In the pop-up which will open you have the ability to set permissions for users and user groups, by default no permissions are set. Once you tick a user or user group the permission icons will become visible and you have the ability to allow an action or to deny an action by ticking the permission icon.



How to configure permissions for your media

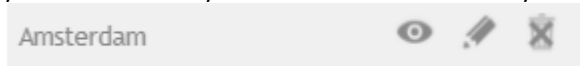
14. Select “Content Creation” and then select “Media”.



15. Select the permission icon located on the left side of your media file.



16. In the pop-up which will open you have the ability to set permissions for users and user groups, by default no permissions are set. Once you tick a user or user group the permission icons will become visible and you have the ability to allow an action or to deny an action by ticking the permission icon.



Good to know is that you can also set permissions for media folders, this works the same way by selecting the permission icon located to the left side of the folder icon. This is used a lot when different locations have access to the designer and you want to separate the content for each location.

Now you have successfully set the permissions for your users/user groups, you can verify the permissions by logging into a different user account and see if everything is working as expected.