

# OpenGround Cloud: Administration

## System Wide Tools

### User Management



- “Create User” opens a single dialog window to add new users to your system
- “Manage Users” displays a list of all current users, allows you to remove users, adjust their access rights and promote them to an Admin if desired.
- The right hand options are for generally used for initial setup purposes and are not needed in normal usage.

### Offices Management



Offices are used to separate and allow filtering of projects by office or team. Once created they can be applied to individual projects at setup time. These are stored at the database level itself, and apply across Config Packs.

### Additional Tools



- System Picklists: Allows customization of picklists used outside of Projects, such as: Office Country, Project Category or Time zone.
- The remaining tools are reserved for initial config pack set-ups and Administrators

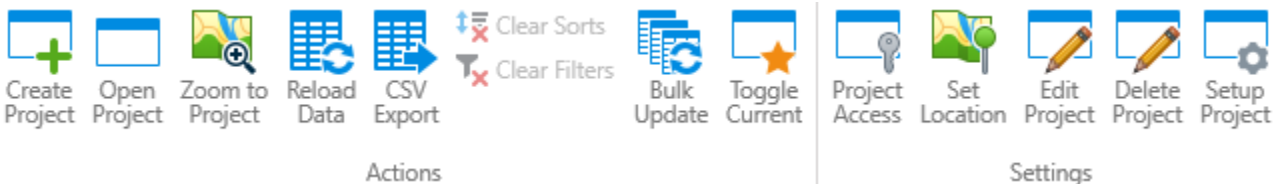
## Project Level Tools

### Backups / Snapshots



- Snapshots are user generated backups of individual projects. These allow projects to be saved at the current state and returned to later.
- Create Snapshot is used for snapshot (backup) generation.
- Manage Snapshots is used to restore backups, as well as deleted unneeded ones if required.

### Project Access, Setup and Editing Project Status



Changes to current projects are done prior to opening any projects from the main ribbon. The “Grid Tools” ribbon, accessed by right clicking a project allows you to edit the currently selected project. You can toggle the *Current* status of the project for filtering, this is similar to archive a project at completion. Project access to additional users, the category, client or project name can be changed or if required the default tables can be added using “Setup Project”

“Delete Project” is **PERMANANT**, Including snapshots. Export file from OpenGround Cloud first.