

# ChromaZona

## Adding a User - Quick Guide

When ChromaZona is installed, three default user groups are created:

**ChromaZona Admins**

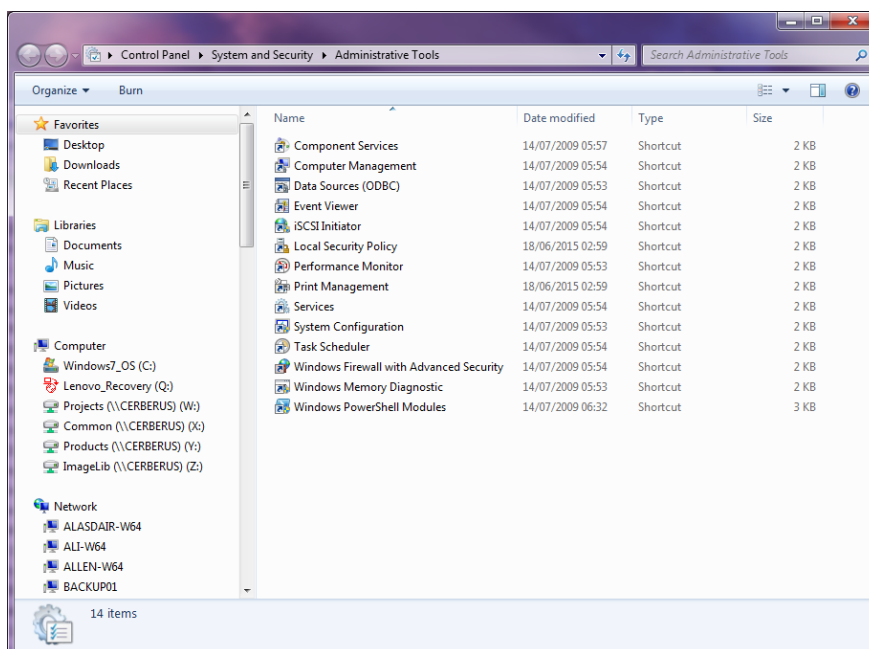
**ChromaZona Advanced Users**

**ChromaZona Users**

Every ChromaZona user needs to be a member of one or more of these groups

1 Log onto system as Administrator

2 Access Computer Management



Access the Control panel

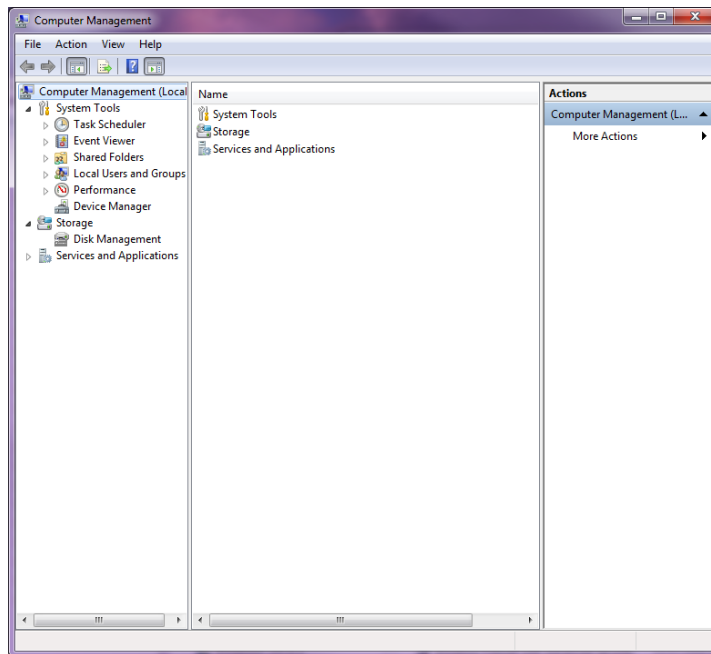
Select system and security

Click on Administrative Tools

Double click on Computer Management

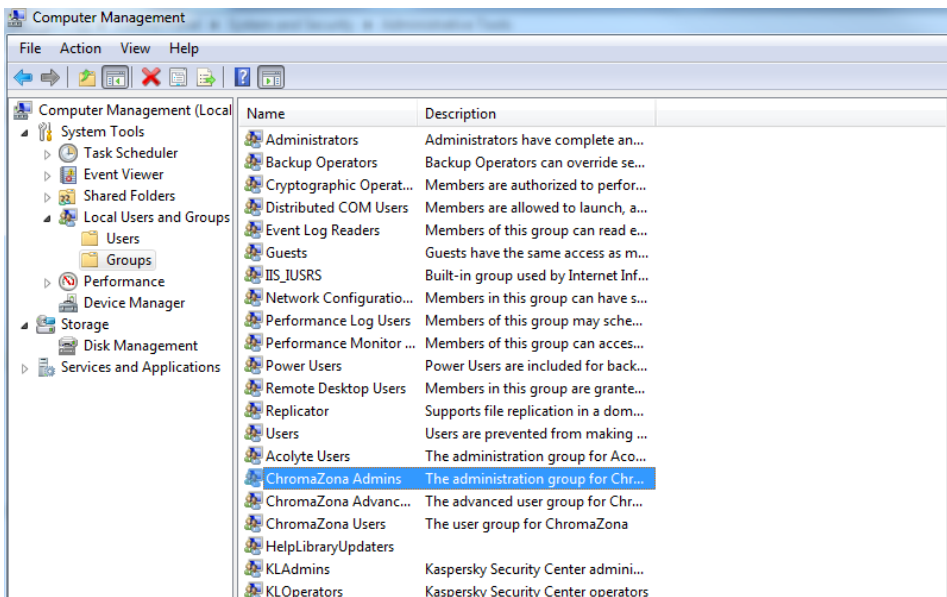
## 3

## Accessing the User Groups



Expand Local Users and Groups and click on Group folder

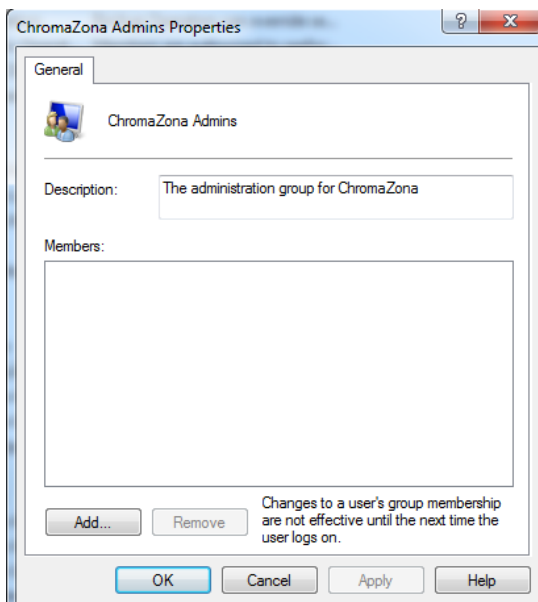
Select groups



Locate and double-click the ChromaZona Admins group

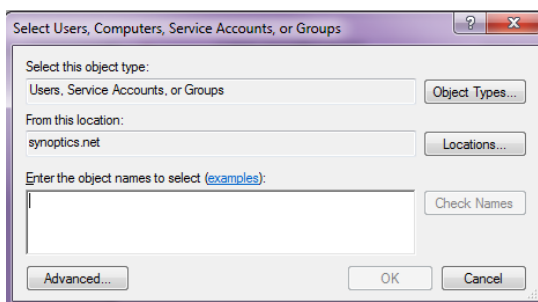
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## Add a Single User



Click Add

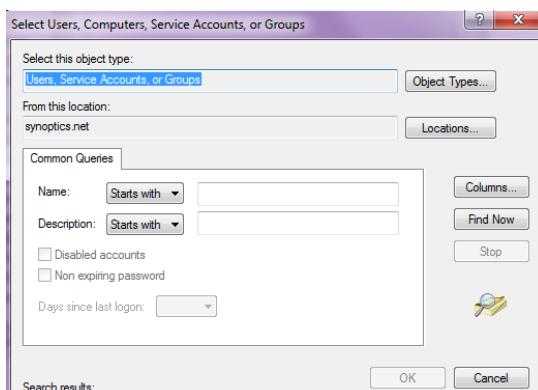
To add a single user, enter their username in the box labelled "Enter the object names to select" and click Check Names. Click OK to return to the ProtoCOL Admin Properties Dialog and the user has been added to the ProtoCOL Admins group



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## Add a Group of Users

Advanced...

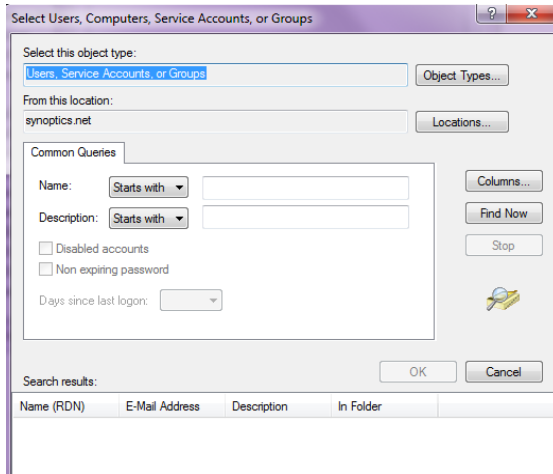


To add a group of users to a ProtoCOL group click Advanced on the page entitled "Select Users, Computers or Groups"

Then click Find Now

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## Add a Group of Users (Cont)



Select Users, Computers, Service Accounts, or Groups

Select this object type:  
Users, Service Accounts, or Groups

From this location:  
synoptics.net

Common Queries

Name: Starts with

Description: Starts with

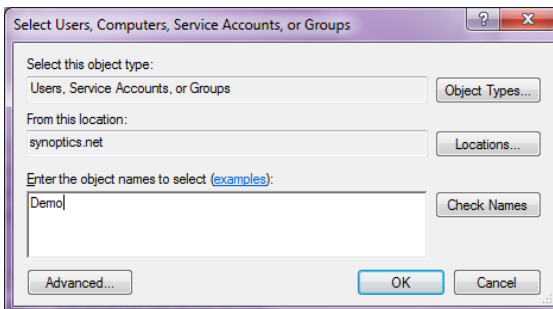
☐ Disabled accounts  
☐ Non expiring password

Days since last login:

Search results:

Name (RDN)	E-Mail Address	Description	In Folder
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Select the group you want to add and click OK



Select Users, Computers, Service Accounts, or Groups

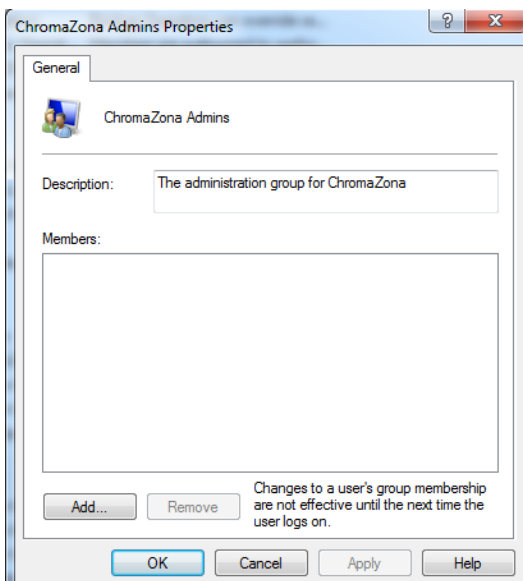
Select this object type:  
Users, Service Accounts, or Groups

From this location:  
synoptics.net

Enter the object names to select (examples):  
Demo

Advanced... OK Cancel

Click OK



ChromaZona Admins Properties

General

ChromaZona Admins

Description: The administration group for ChromaZona

Members:

Add... Remove

Changes to a user's group membership are not effective until the next time the user logs on.

OK Cancel Apply Help

Click OK to close the dialog

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P3U1216