



## Add New VTADS user

Kristi Hannett - 2019-12-10 - Older Knowledgebase Items

### Add User to the Linux Server

Log into the server

Su to superuser



*(For the password please see Kristi, Kathleen, or Jim B.)*

Cd /etc



Check that user does not already exist by typing : `grep username passwd` (**The username MUST match their AD username**)



Open 'VTADS template for adding users' (attached). At the top of the excel sheet will be a line of formula for each of the VTADS servers. You can tell which server the line is for by looking in the "Server" column:



It is important to have the correct three letter code in the "add user line" or else the account will not be created correctly. Copy one of the rows of code and make sure to get everything to the right, up to the "dir\_user" column:



Paste it out below the chunk at the top and start filling in the 'Last Name', 'First Name' boxes. As you type you should notice the "Add user line" formula updating.

In the 'flast' parts, enter in the user's AD account name. The password will be flmmddy! (ex: js082019!).

In the end it should look similar to this:

Colgan	Sierra	scolgan	Administrative Assistant	gin	201	useradd -g 201 -c 'Sierra Colgan' -s /usr/local/bin/gin_menu -d /usr3/scolgan scolgan	passwd scolgan	sc082019!	Sierra Colgan, Administrative Assistant	/usr3/vtadstemp/scolgan
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Copy & paste the "add user line" with the appropriate information into each server you have to add them to (You can keep editing the three letter code for each server instead of creating a whole new line in the excel sheet)



Then set the password. You can type "passwd *username*" or copy & paste from the excel sheet. Same with the password itself:



Type 'exit' to logout of root

**For Thyme access, add the user and then email Jim Baslock the username asking to give them permission.**

Add them to Thyme using this user add line instead:

```
/usr/sbin/useradd -g 201 -c 'First Last' -s /usr/local/bin/vtb_menu  
-d /usr3/flast flast
```

The difference being the '\_ro' added to the end of the code(example vtb\_menu\_ro), as Thyme is now ReadOnly and fully transferred to Odyssey.

### **Add user to County VTADS (permissions)**

Type (County two letter abbreviation)\_menu (ex:ros\_menu) to get to the menu of the server

- Type the letter associated with the production vtads for that county (usually x)

Go into System admin screen



Go into system user class



Hit **F7** to add a new user and type in their username and hit enter to highlight under "User Class"

### **Type permission level**

d-district (criminal)

*f* -family

*s*-superior (civil)

*entry*-docket clerks

*admin*-court managers

*staff*-RIS use

**probate must have sadmin**

Entry must be entered dfsentry or dfsadmin. The order of dfs is important. You can use any combination of dfs that is needed, but they must stay in order.

Press **F9** to update user.

Press **F1** until you get back to the main menu

Press **q** to quit.

Repeat for each county on the server the user need access to.

#### **VTADS permissions**

Read only access - 'readonly'

Criminal entry only - 'dentry'

Family entry only (domestic, juvenile, etc) - 'fentry'

Civil entry only - 'sentry'

Criminal, family, civil entry - 'dfsentry'

Probate access - 'sadmin'

Criminal, family, civil, probate - 'dfsadmin'

Permission level needed for docket clerk to expunge is 'dfsadmin'

Help desk staff - 'staff'

#### **4. Adding user to code table**

In the VTADS excel sheet, there is a section at the end of the code:



dir\_user and staff are the two codes you need to add for every user with Unify. These are

the last two columns in the line of code you created (shown above)

Add codes to for users by logging into [Unify](#) and clicking 'code':



"Add new code". Check 'single/multiple courts' and add the user to the county(s) they will be accessing. For the example I am adding Sierra to all courts, but am still checking this and then the counties as the 'all courts' has been known to fail for sometimes.



Below choose the code type, the 'code' will be the username, then add the matching code description.



Do the same for both dir\_user and staff codes.



For reference, what it looks like in VTADS:



Printing: Dir\_user /usr3/vtadstemp/(username)

Staff - (name and position)

Tags

New

New User

Unify

User Add

VTADS

#### **Attachments**

- [VTADS template for adding users.xlsx \(14.87 KB\)](#)
- [Revised VTADS-template-for-adding-users.xlsx \(10.59 KB\)](#)