

User Management

GovLink now provides the tools to create new users and manage the settings for existing users:

- Profile (username, name, role, bar number, address and phone number)
- Role (e.g., legal secretary, agent, attorney)
- Local Office(s)
- Notifications (filing status change, court updates, filing assignment change)
- Permissions (file, sign, add users and edit users)

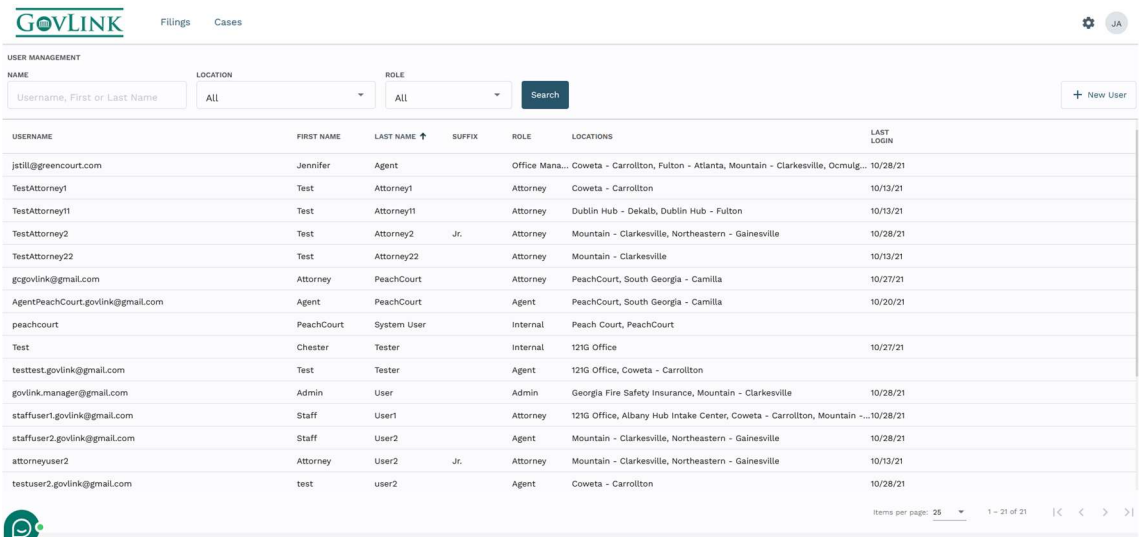
What's new?

Layout

- For each user who has permissions to add or edit user accounts, a gray gear icon appears to the left of the user's initials.



- Click the gear, then click “User Management.”
- The User Management page displays a list of all users who are associated with the given location. Find a specific user or group of users by searching with any combination of NAME, LOCATION and ROLE.



The screenshot shows the GovLINK User Management interface. At the top, there is a navigation bar with 'GovLINK', 'Filings', and 'Cases'. On the right, there is a gear icon and the initials 'JA'. Below the navigation bar, there is a 'USER MANAGEMENT' section with a search bar and filters for 'NAME', 'LOCATION', and 'ROLE'. The search bar contains the text 'Username, First or Last Name'. The filters are set to 'All' for both 'LOCATION' and 'ROLE'. A 'Search' button is located to the right of the filters. A '+ New User' button is located to the right of the search bar. Below the search bar is a table of users with the following columns: USERNAME, FIRST NAME, LAST NAME, SUFFIX, ROLE, LOCATIONS, and LAST LOGIN.

USERNAME	FIRST NAME	LAST NAME	SUFFIX	ROLE	LOCATIONS	LAST LOGIN
jstill@greencourt.com	Jennifer	Agent		Office Mana...	Coweta - Carrollton, Fulton - Atlanta, Mountain - Clarkesville, Ocmul...	10/28/21
TestAttorney1	Test	Attorney1		Attorney	Coweta - Carrollton	10/13/21
TestAttorney11	Test	Attorney11		Attorney	Dublin Hub - Dekalb, Dublin Hub - Fulton	10/13/21
TestAttorney2	Test	Attorney2	Jr.	Attorney	Mountain - Clarkesville, Northeastern - Gainesville	10/28/21
TestAttorney22	Test	Attorney22		Attorney	Mountain - Clarkesville	10/13/21
govlink@gmail.com	Attorney	PeachCourt		Attorney	PeachCourt, South Georgia - Camilla	10/27/21
AgentPeachCourt.govlink@gmail.com	Agent	PeachCourt		Agent	PeachCourt, South Georgia - Camilla	10/20/21
peachcourt	PeachCourt	System User		Internal	Peach Court, PeachCourt	
Test	Chester	Tester		Internal	121G Office	10/27/21
testtest.govlink@gmail.com	Test	Tester		Agent	121G Office, Coweta - Carrollton	
govlink.manager@gmail.com	Admin	User		Admin	Georgia Fire Safety Insurance, Mountain - Clarkesville	10/28/21
staffuser1.govlink@gmail.com	Staff	User1		Attorney	121G Office, Albany Hub Intake Center, Coweta - Carrollton, Mountain ...	10/28/21
staffuser2.govlink@gmail.com	Staff	User2		Agent	Mountain - Clarkesville, Northeastern - Gainesville	10/28/21
attorneyuser2	Attorney	User2	Jr.	Attorney	Mountain - Clarkesville, Northeastern - Gainesville	10/13/21
testuser2.govlink@gmail.com	test	user2		Agent	Coweta - Carrollton	10/28/21

- To edit a user, click the row containing the user's name to open that user's Settings page.

Jen Attorney
 SETTINGS ✕

Profile

Locations

Notifications

Permissions

PROFILE

USERNAME *

FIRST NAME *

MIDDLE NAME

LAST NAME *

SUFFIX

ROLE *

BAR NUMBER *

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

[Send password reset link](#)
Save

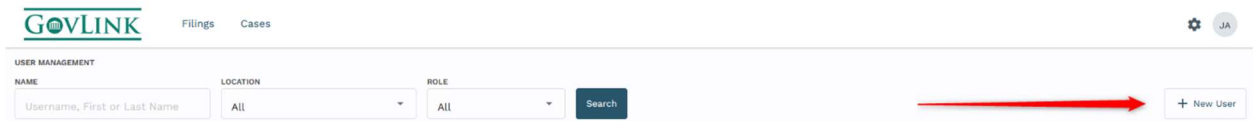
- **The Profile tab** captures required information (username, first name, last name, role and bar number (required for an attorney user)) and optional information (middle name, suffix, street address, city, state, zip code and phone number).
- **The Locations tab** captures the locations that are associated with the user. Add or remove a location by checking or unchecking the corresponding box.
- **The Notifications tab** controls the flow of email alerts for events tracked within the system. Toggle each type of notification (filing status change, court updates, filing assignment change).
- **The Permissions tab** captures the decisions regarding the user’s ability to perform certain actions within GovLink:
 - **Delete Filings:** All users have the ability to delete filings they created themselves, as long as the filing is in ‘Unfiled’ or ‘Rejected’ status. This permission enables users to also deleted Unfiled or Rejected filings created by other users.
 - **eSign:** This permission gives the user the ability to insert a signature image into a document. This permission is only given to Attorneys unless there is a special circumstance approved by GA DHS leadership.
 - **File to Court:** This permission gives the user the ability to file electronically with the court at locations that are set up to file electronically. This permission is only given to Attorneys unless there is a special circumstance approved by GA DHS leadership.
 - **Add Users:** This permission gives the user the ability to create new users in GovLink.
 - **Edit Users:** This permission gives the user the ability to edit permissions for existing GovLink users.
- **The Permissions tab** displays delegate information related to the current user:
 - List of other users who are permitted to file on behalf of the current user

- List of users on whose behalf the current user is permitted to file
- On the Profile and Locations tabs, click “Save” to store changes. Notifications & Permissions tabs will auto-save.
- To close the window, click the “X” in the top right corner.

New User

To add a new user that does not yet appear in GovLink:

- To add a new user, click “New User”



- Complete the required information on the Profile tab.
- The email address must be unique in order to create the new user.
- Click “Save” to create the new user and trigger an email notification to the new user.
- Proceed to the Locations, Notifications and Permissions tabs. Don’t forget to SAVE when prompted.
- To close the window, click the “X” in the top right corner.