

## Where do I find user administration in Jalapeno?

User Admin can be found within the Project Delivery module of Jalapeno. After selecting the “Team Management” menu item select the ‘User Admin’ tab above the tree.

## How do I create users?

This Admin grid allows you to manage your Jalapeno users, linking them to their Jalapeno employee concept (for more information about how employees are used in Jalapeno organization charts, refer to this [guide](#)) and to their Jalapeno login or Single Sign On credentials. To create a new user, add a new row to the grid. The ‘label’ is the user’s name or any other reference you wish to use. The ‘employee’ is selected from the drop down list of already created employees in the Jalapeno model. The list of ‘User Credentials’ is usually prepopulated when your Jalapeno instance is deployed however there are times when this cannot be done. If that’s the case those credentials may be added manually.

If you aren’t sure about adding credentials yourself, please contact your Jalapeno Coach or [support@capsifi.com](mailto:support@capsifi.com) who will gladly assist.

## What are the essential parts of the user that need to be modelled?

There is very little in Jalapeno that is mandatory. You may model as little or as much as is needed. However, in order for the Insight Consoles to appear correctly for the person who is logged into Jalapeno, the user, the employee and the user credentials must all be modelled.

## What are the subscription properties for?

For the Business Console to show correctly for the logged in user, that user needs to be modelled correctly in the organizational structure. For the Transformation Console to show correctly for the logged in user, that user needs to be assigned correctly as a team member for the Initiative, Program or Project. In cases where this kind of modelling isn’t possible or appropriate (for example, giving your Jalapeno Coach access to your consoles), you may subscribe the user directly to an organizational unit, an initiative or a program to provide them with access to the subscribed items.

