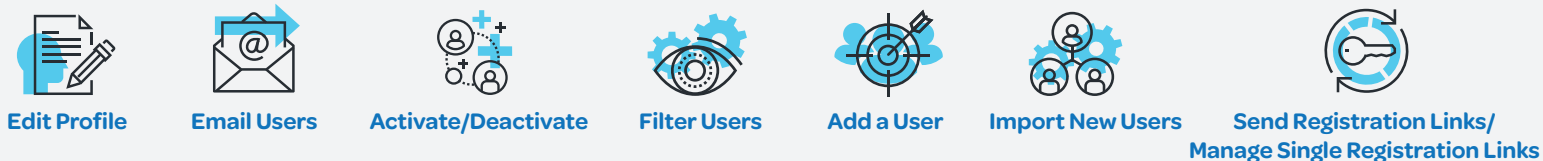


# Deltek Learning Zone Managing Users as a POC



## The Users Screen

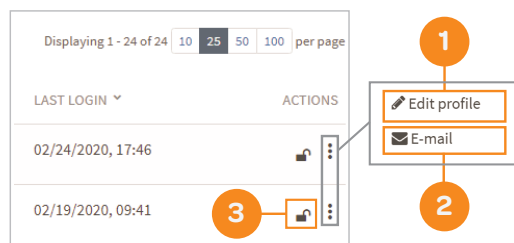
As a Point of Contact (POC), the **Users Screen** allows you to perform key functionalities to manage users in DLZ:



## Manage Users

To perform general user management actions, follow these steps:

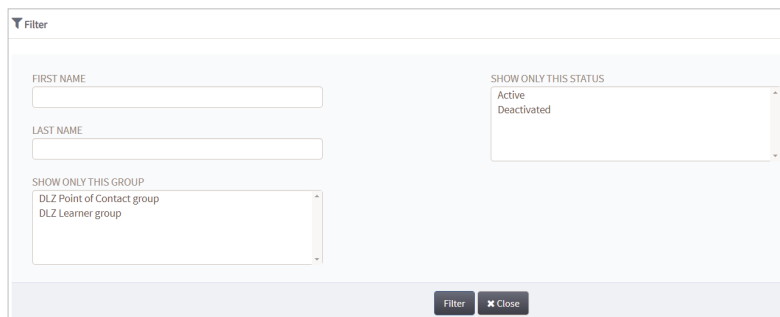
- 1 Click this icon to edit the user's profile.
- 2 Click this icon to send an email to the user.
- 3 Click this icon to activate or deactivate a user.



## Filter Users

To filter the users, complete the following steps:

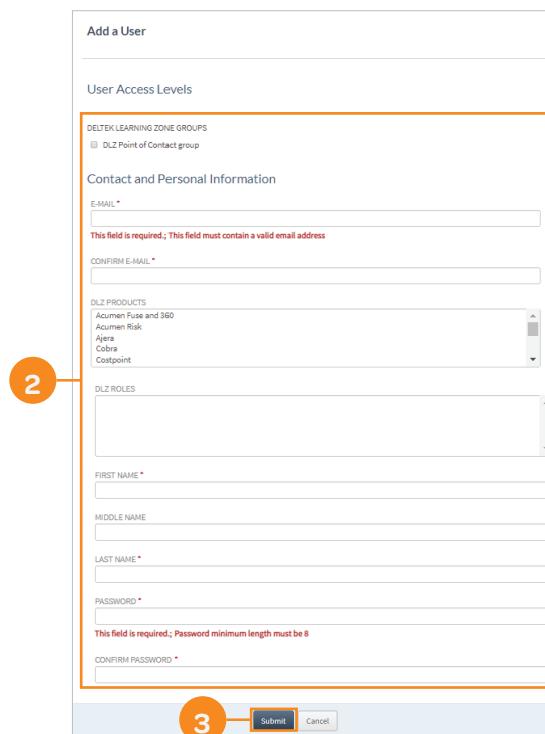
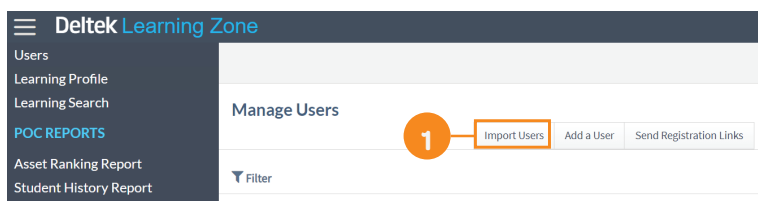
- 1 On the Manage Users screen, click **Filter** at the top of the screen to search for users based on search criteria.
- 2 Supply one or more of the search fields.
- 3 Click **Filter**.



## Add a User

To add a user in DLZ complete the following steps:

- 1 On the Manage Users screen, click the **Add a User** button.
- 2 Supply all of the required fields.
- 3 Click **Submit**.



**Note:** POCs can use the **Add a User** function to individually add users one at a time. For bulk uploading, POCs may use the Import Users or Send Registration Links function for faster processing. Deleting user(s) is not available. POCs will need to reach out to Deltek University to request for it.

# Deltek Learning Zone

## Managing Users as a POC

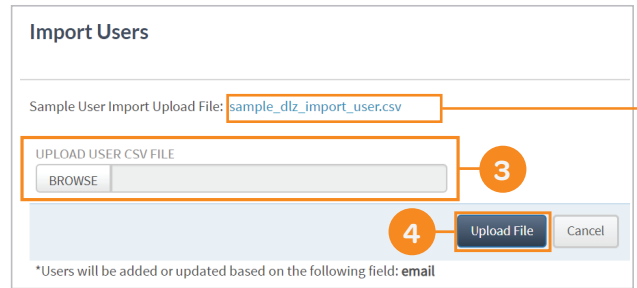
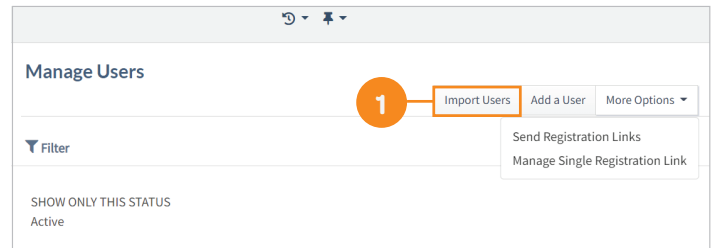


### Import New Users

The Import Users screen is useful for customers with many DLZ learners to add. You can do this by uploading a CSV file.

- 1 On the Manage Users screen, click **Import Users**.
- 2 Download the sample **CSV File**. Fill in the details using the correct format. For more help on this, refer to the separate guide **Data Formatting for Importing Users**.
- 3 On the **Upload User CSV File** field, click **Browse**, click the file to select it, and then click **Open**.
- 4 Click **Upload File**.

**IMPORTANT NOTE:**  
If you encounter a timeout error during user import, wait a few minutes and check the users screen to confirm if the users have not been added. The process may take a few minutes depending on the size of the file. Do not re-upload.

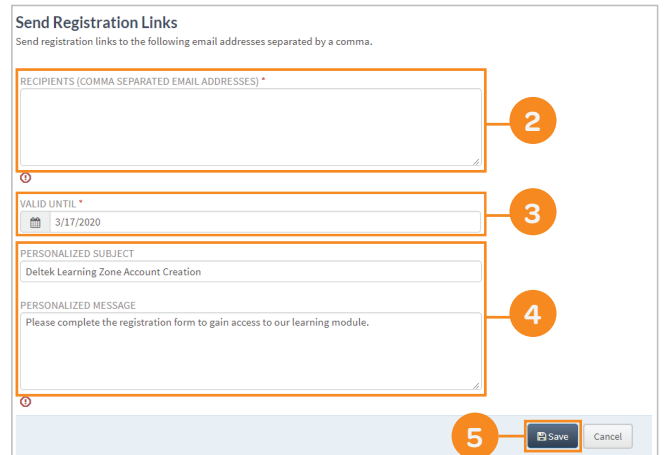
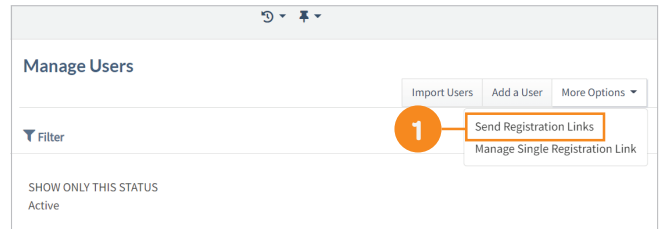


	A	B	C	D	E	F
1	email	is_poc	product_role	firstname	middlename	lastname
2	<a href="mailto:john.doe@deltek.com">john.doe@deltek.com</a>	no	Costpoint:Project Manager	John	Preston	Doe

### Send Registration Links

As a POC, you can use the **Send Registration Links** function to send links to specific email addresses of employees. Use this method as an alternative to importing or manually adding user accounts.

- 1 On the **Manage Users** screen, click the **Send Registration Links** button.
- 2 Enter the email addresses that will receive the registration links. For multiple entries, separate each email using a comma.
- 3 Select the validity date of the links.
- 4 Customize the subject and message to be sent.
- 5 Click **Save**.

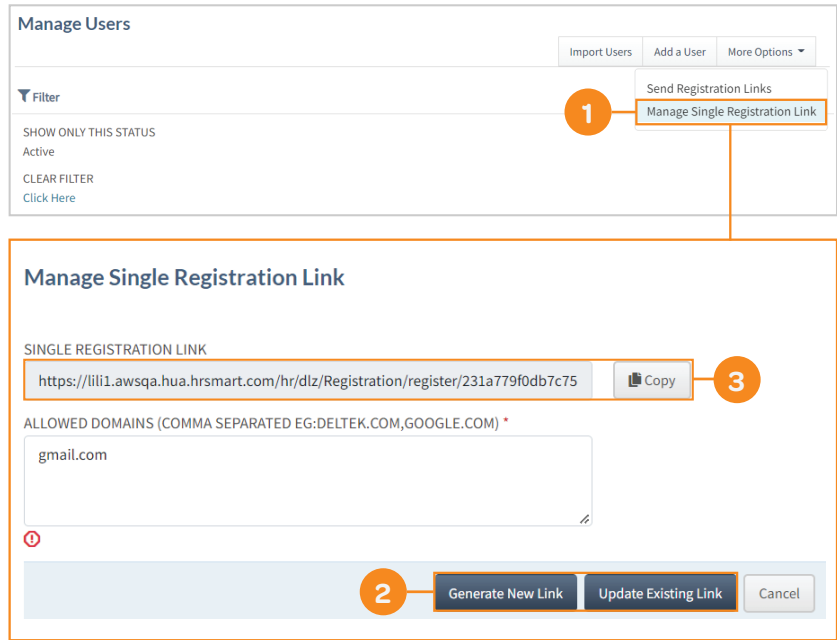


### Manage Single Registration Links

DLZ POCs have the ability to generate a single registration URL for the DLZ.

This single registration link can be universally shared across all your users to allow them to self-register for the DLZ.

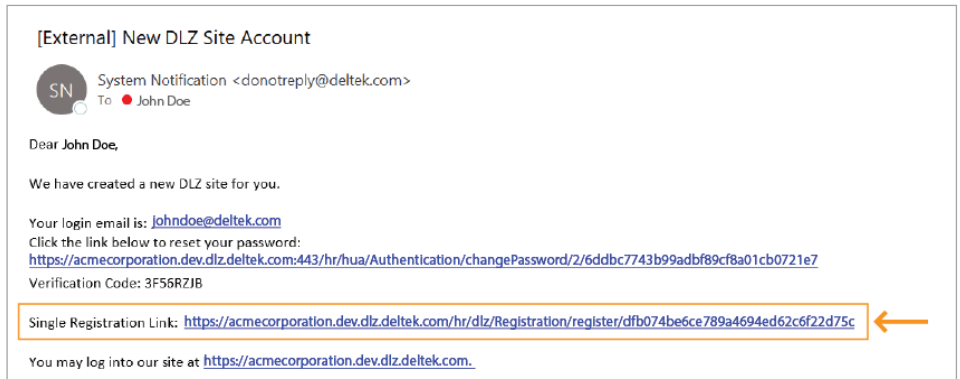
- 1 On the **Manage Users** screen, click the **Manage Single Registration Link** button.
- 2 Click **Generate New Link** button or **Update Existing Link** button to get an updated single registration link.
- 3 Click **Copy** button to start sharing the generated link to your users.



The screenshot shows the 'Manage Users' interface. At the top right, there are buttons for 'Import Users', 'Add a User', and 'More Options'. Below these is a 'Filter' section with a dropdown arrow and a 'SHOW ONLY THIS STATUS' section with 'Active' selected. There are also 'CLEAR FILTER' and 'Click Here' links. A red circle with the number '1' highlights the 'Manage Single Registration Link' button in the top right corner. Below this is a larger window titled 'Manage Single Registration Link'. It contains a 'SINGLE REGISTRATION LINK' field with a URL and a 'Copy' button, highlighted with a red circle and the number '3'. Below the link field is an 'ALLOWED DOMAINS' field with 'gmail.com' entered. At the bottom of this window, there are 'Generate New Link', 'Update Existing Link', and 'Cancel' buttons, with a red circle and the number '2' highlighting the 'Generate New Link' button.

On initial DLZ deployment, a single registration link will also be provided in the welcome email that will be sent to the POC.

The POC can distribute this link to all employees for faster registration.



The screenshot shows an email titled '[External] New DLZ Site Account'. The sender is 'System Notification <donotreply@deltek.com>' and the recipient is 'John Doe'. The email content includes: 'Dear John Doe,', 'We have created a new DLZ site for you.', 'Your login email is: johndoe@deltek.com', 'Click the link below to reset your password: https://acmecorporation.dev.dlz.deltek.com:443/hr/hua/Authentication/changePassword/2/6ddbc7743b99adb89cf8a01cb0721e7', 'Verification Code: 3F56RZJB', 'Single Registration Link: https://acmecorporation.dev.dlz.deltek.com/hr/dlz/Registration/register/dfb074be6ce789a4694ed62c6f22d75c', and 'You may log into our site at https://acmecorporation.dev.dlz.deltek.com.'. A red arrow points to the 'Single Registration Link'.



Questions? Email us at [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com).