

User Management

- [User Management in AIQ](#)
- [Changing Password](#)
- [Adding Users](#)
- [Changing Roles](#)
- [Logging in as a User](#)
- [Remove or Deactivate AIQ Users Safely](#)
- [Reset Password](#)

User Management in AIQ

Recommended guidance

Use User Management to control who can access AIQ projects, execute tests, manage configuration, and view results. Access should follow least privilege and should be reviewed whenever team membership, responsibilities, or environments change.

Recommended controls

- Assign roles based on job responsibility, not convenience.
- Use named accounts instead of shared accounts whenever possible.
- Remove or disable accounts for users who no longer need access.
- Review administrators, project owners, and integration/service accounts regularly.
- Protect sensitive projects, credentials, DPLs, repositories, and execution evidence from unnecessary access.

Operational checklist

1. Confirm the user identity, role, project access, and expected responsibilities.
2. Grant the minimum access required for the task.
3. Document exceptions such as temporary elevated access.
4. Audit inactive users and accounts tied to old integrations.
5. Escalate authentication or SSO issues with timestamps and affected accounts, without sharing passwords.

Security reminder: Do not paste passwords into tickets, chat messages, or documentation. Ask users to reset passwords or sign in through the approved login flow.

Last updated: October 5, 2026

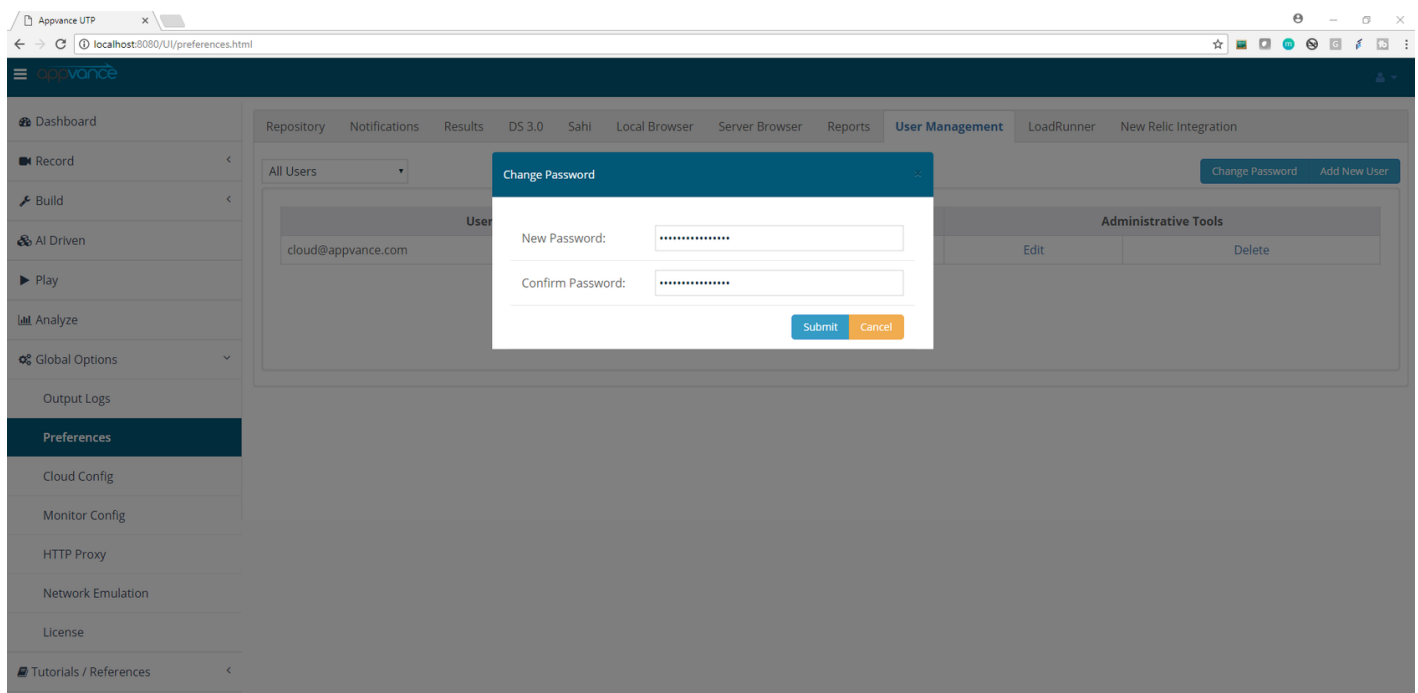
Changing Password

Click the 'Change Password' button to change the current default password to a new one. Provide the new password, confirm the password, and click the OK button.

Users should make sure of the following:

Passwords must satisfy the following requirements:

- At least 16 characters long
- At least one upper case letter
- At least one lower case letter
- At least one special character (!@#\$\$%^&*.)



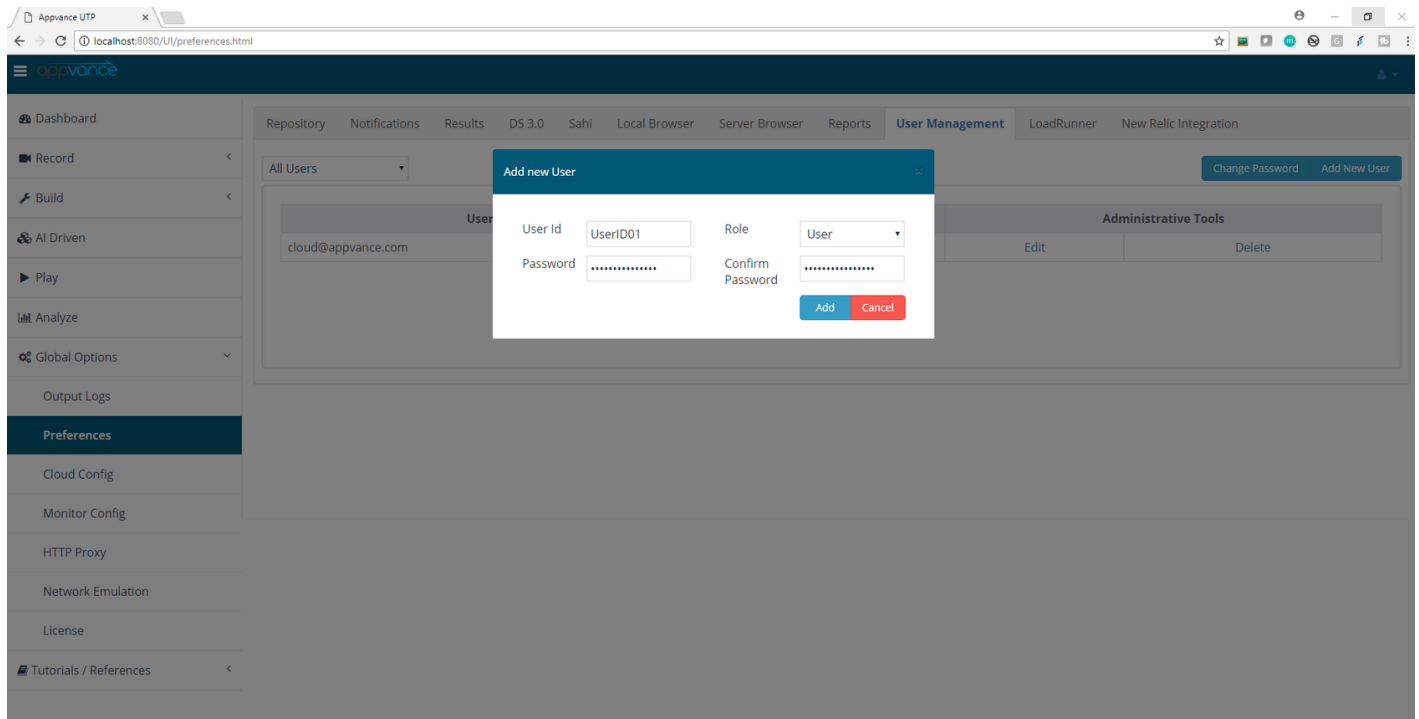
Log out from the application using the logout link from the start screen and log in again to take the new password into account.

Last updated: May 04, 2023

If you have any feedback on this topic, please contact us at documentation@appvance.ai

Adding Users

Login to Appvance IQ as an **ADMIN** and navigate to Options page > Preferences > Credentials and Click the 'ADD NEW USER' button.



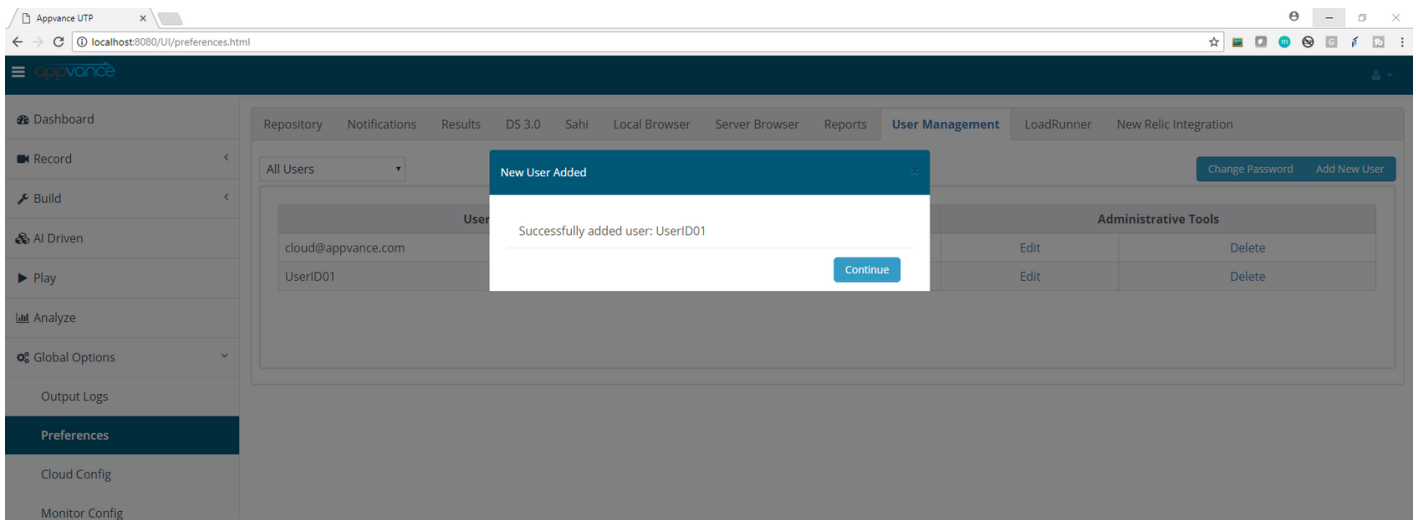
Provide the UserId of the new user and a default password for the user (which can be changed upon user login in), Select the Role of the User to be a User or Admin:

Admin: can add more users

User: cannot add any users.

Click Add to add the User.

Clicking Cancel will not add the user.



Multiple users can be added the same way.

Adding users from File Upload

Starting from Appvance IQ 4.0.6 Release, you will now be able to upload the users using a CSV file.

The CSV file should have 4 columns, in the order of Username, Role, Password and Confirm Password, else the user would not be uploaded to the system and throw an error message.

From the same User Management page, click the "Upload users(s)" button which will open the browse window to select the created CSV file, the file can be either placed on the Server or can be uploaded to the Repository and can be accessed from the File Manager.

Users will not be uploaded when

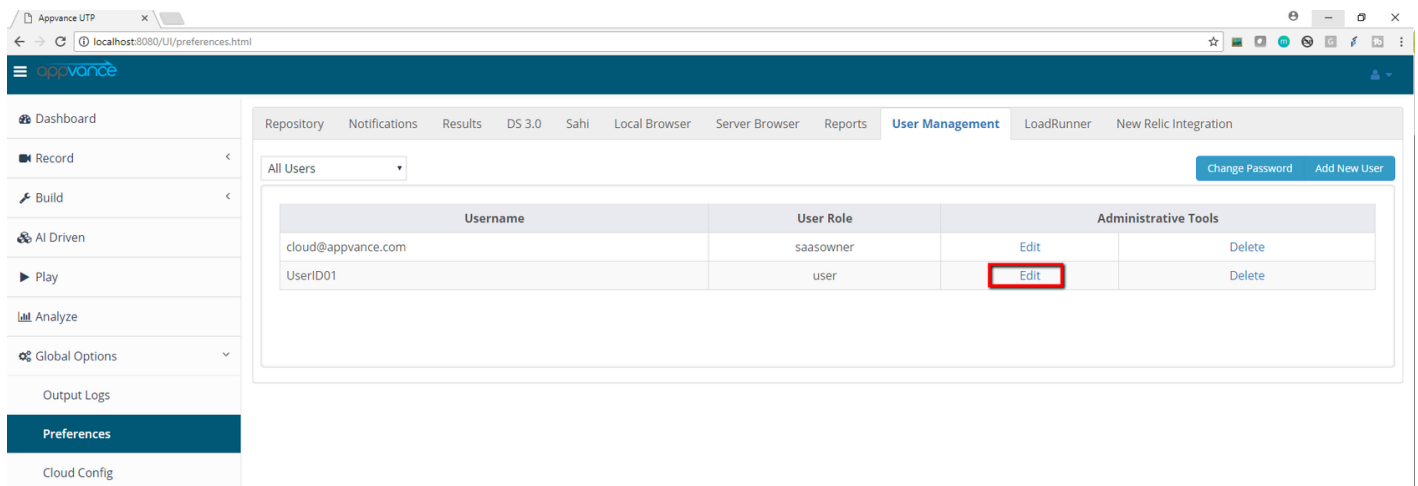
- The format of the file is incorrect.
- The number of users is exceeding than defined in the license.
- The user domains are different than those defined in the license file.

Last updated: June 02, 2023

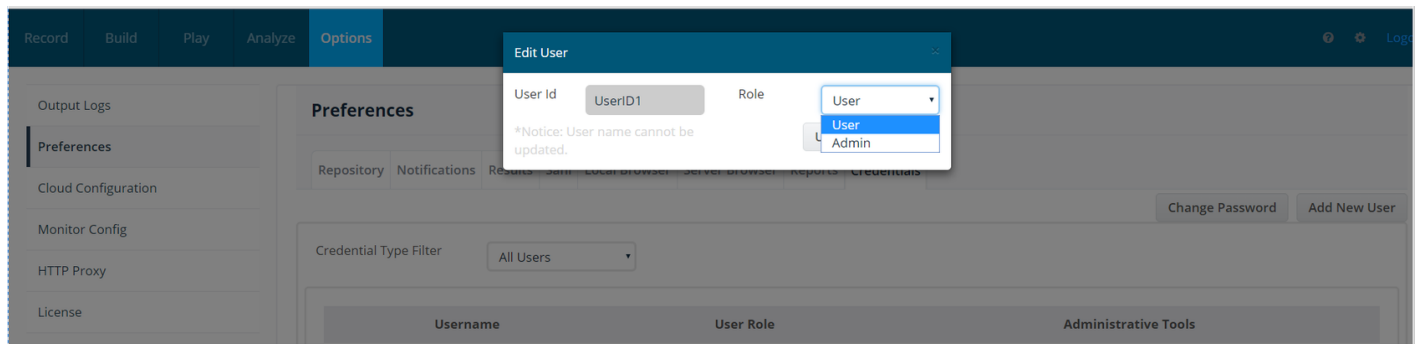
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Changing Roles

Login to Appvance IQ as an **Admin** and navigate to Options page > Preferences > Credentials and Click the 'Edit' button in the same row as the user whose information needs to be edited.



Clicking the edit link will open a pop-up with the UserID and the Role, Role can be changed by selecting the Role from the drop-down and clicking on the Update button (Can be done only by Admin and not Users).



Last updated: May 04, 2023

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Logging in as a User

Login to Appvance IQ as a **User** and navigate to the Global Options page > Preferences > Credentials > Click Add and fill in the user details and click OK.

Users will get a message pop-up telling “Adding User: UserName failed Reason: You are not admin”

Users will be able to add members or the list of users will not be displayed.

Log Out: Click the Log out button from the Start-Screen to log out and close the session.

Last updated: May 04, 2023

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Remove or Deactivate AIQ Users Safely

Last reviewed: September 22, 2026

Use this guidance when removing, disabling, or deactivating AIQ users as part of user lifecycle management.

Recommended guidance

- Prefer deactivation when audit history or ownership needs to remain intact.
- Transfer ownership of projects, scenarios, schedules, or integrations before removal.
- Follow company identity and access-management policy.

Validation workflow

1. Confirm the user and reason for removal.
2. Review assets, scheduled executions, tokens, and integrations owned by the user.
3. Transfer ownership or disable dependent automation as needed.
4. Deactivate or remove the user using the supported admin workflow.
5. Validate that access is removed and audit records remain available.

Note: Do not delete users casually if their account owns active assets or audit history.

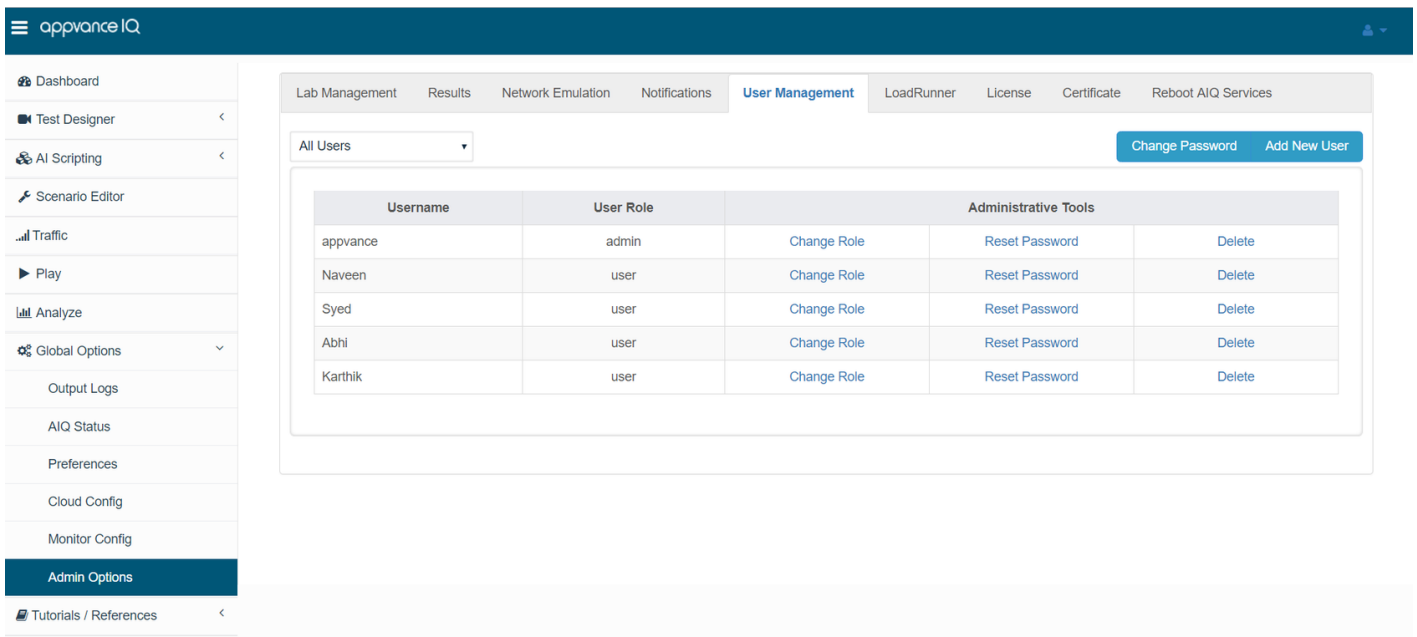
Last updated: September 22, 2026

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Reset Password

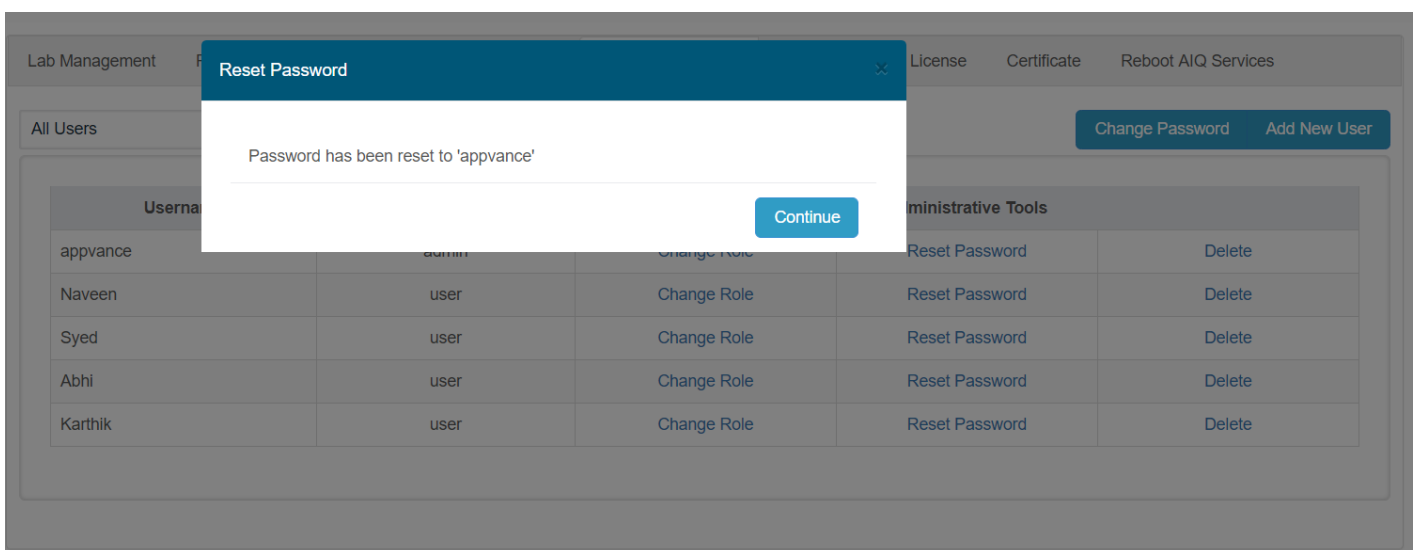
Note: User passwords can only be reset when logged in as an Admin.

Login to Appvance IQ as an Admin and navigate to Global Options > Admin Options > User Management tab



Under Administrative tools, look for the **Reset Password link**, every user will have this link.

Pick a user for whom the password has to be reset and click the **Reset password link**.



The password for the user would be reset to 'appvance' - The user can re-login with 'appvance' as the password.

Last updated: June 02, 2023

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