User Management

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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

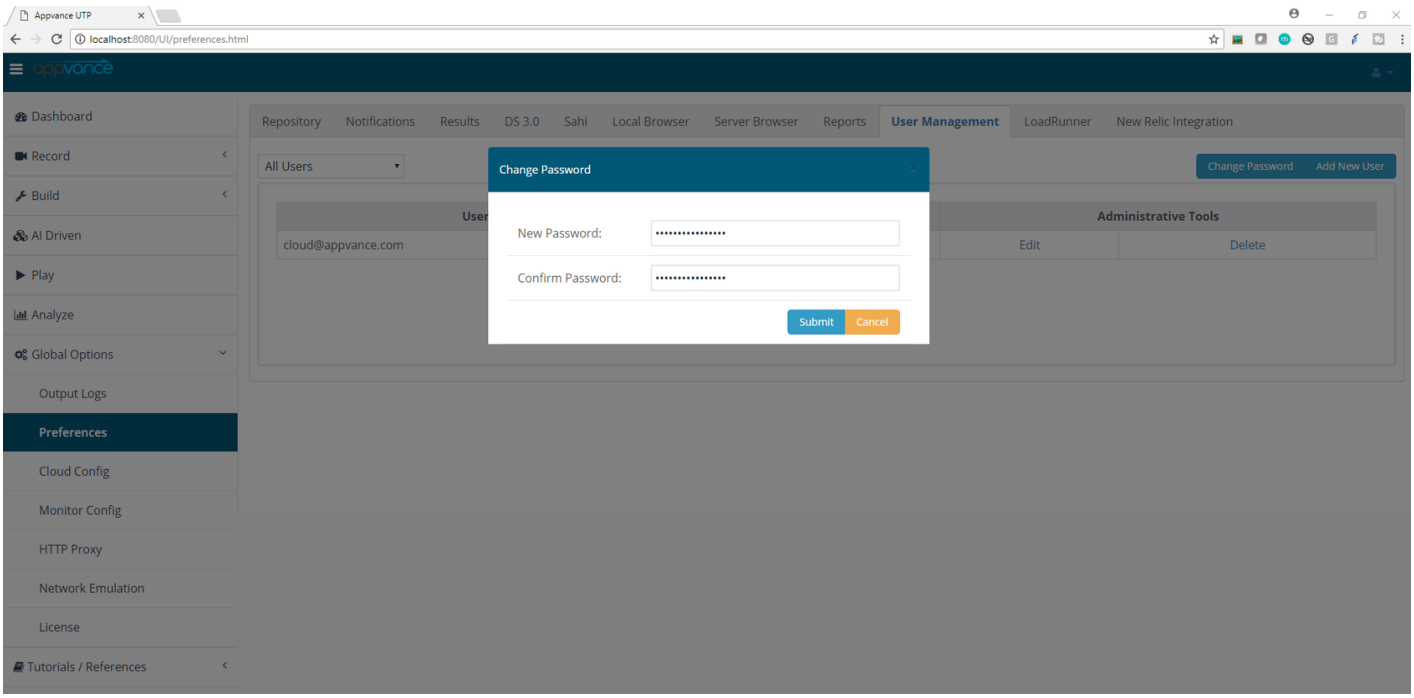
Changing Password

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.

Before changing the password

Use an account that is already signed in and keep the new password available for the follow-up login. The documented policy requires at least 16 characters, one uppercase letter, one lowercase letter, and one special character.

Confirm the change

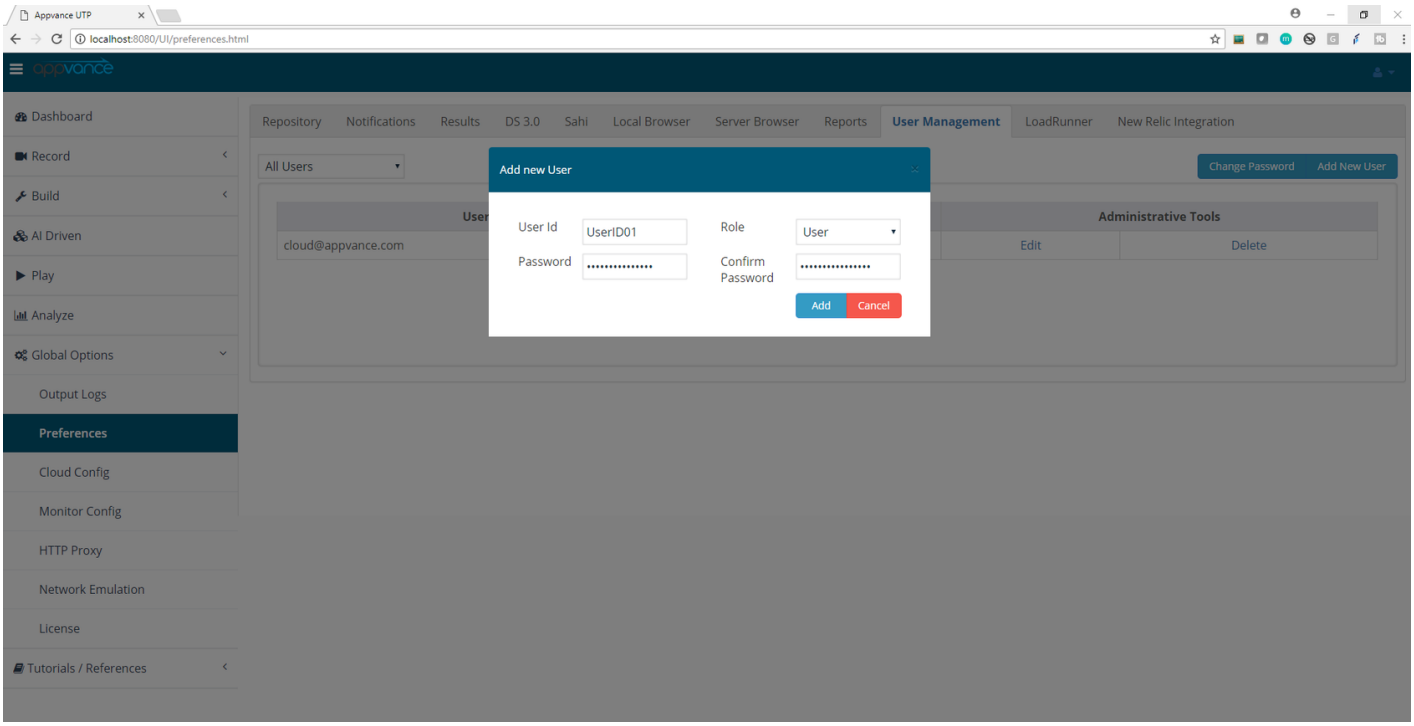
After selecting **OK**, sign out from the Start screen and sign in again. If authentication fails, re-enter the confirmation value and verify that the password meets every listed requirement.

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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.



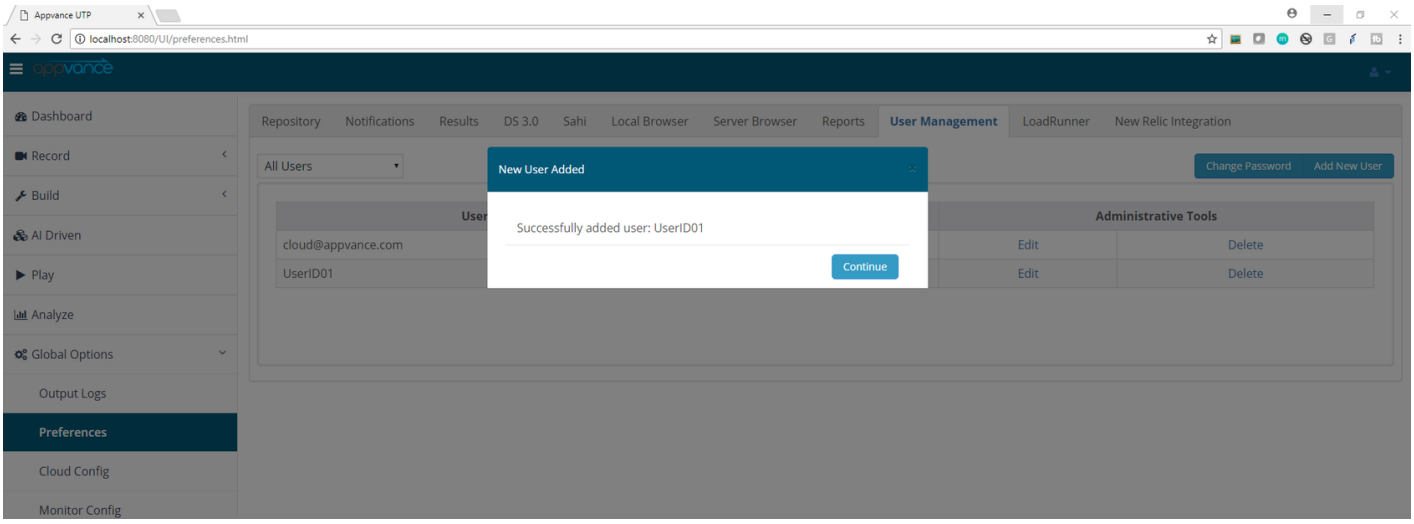
Provide the UserId of the new user and a default password for the user (which can be changed upon user login in), Select the Role of the User to be a User or Admin:

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.

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Account and role verification

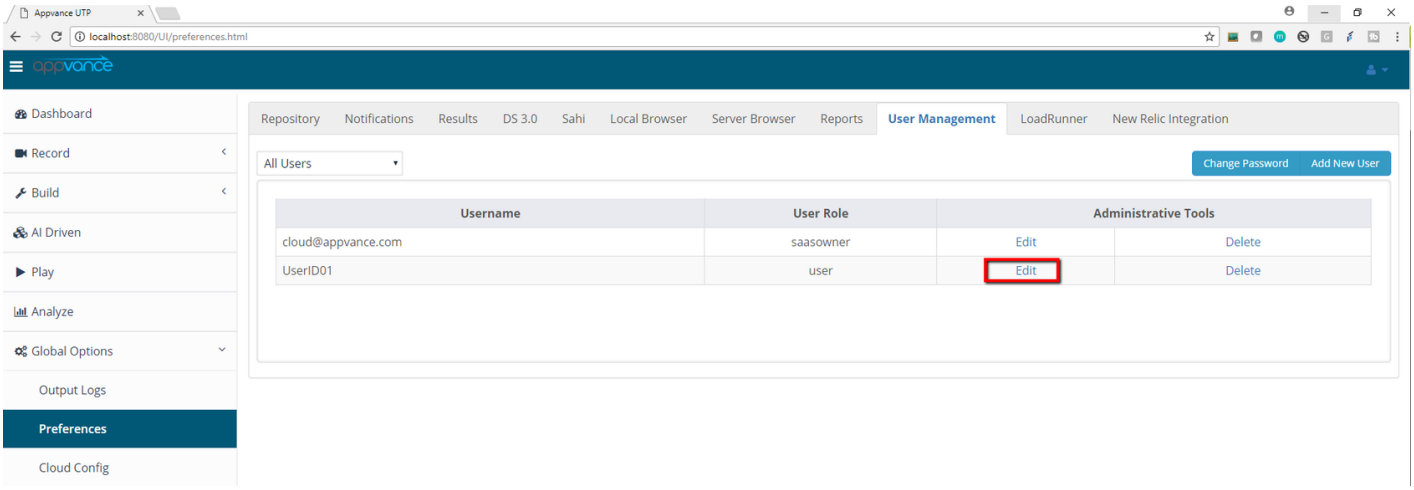
After creating a user, have the user sign in and change the temporary password according to the organization’s policy. Assign the least-privileged role required for the work, verify the user’s access, and use the CSV upload format documented below when adding multiple accounts.

Choosing a cloud configuration

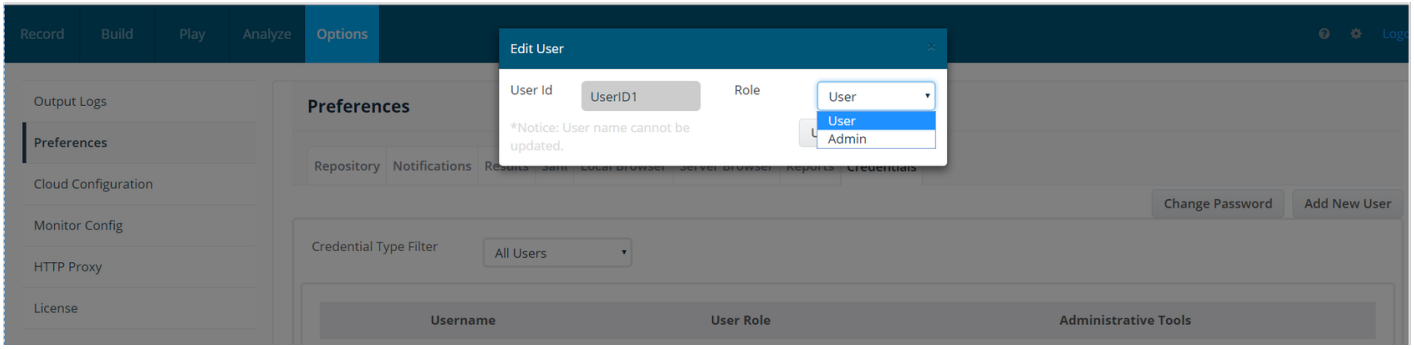
Select the cloud type, beginning behavior, and related lifecycle settings according to the TestNode capacity and persistence required by the scenario. Validate credentials, network access, quotas, and cleanup behavior before running a distributed test. Treat ephemeral instance storage as temporary and keep scripts and test data in a reproducible repository.

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).



Permission requirement

Only an administrator can change a user role. The edited user record exposes the UserID and role selector; verify the selected role before clicking **Update**.

Verification

After the update, reopen the user record or sign in with the affected account to confirm that the expected permissions are applied.

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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.

Expected permissions

This procedure documents the behavior of a non-administrator account. The account may open Global Options and view the credentials workflow, but adding users is restricted; the documented failure message identifies the missing administrator permission.

Session cleanup

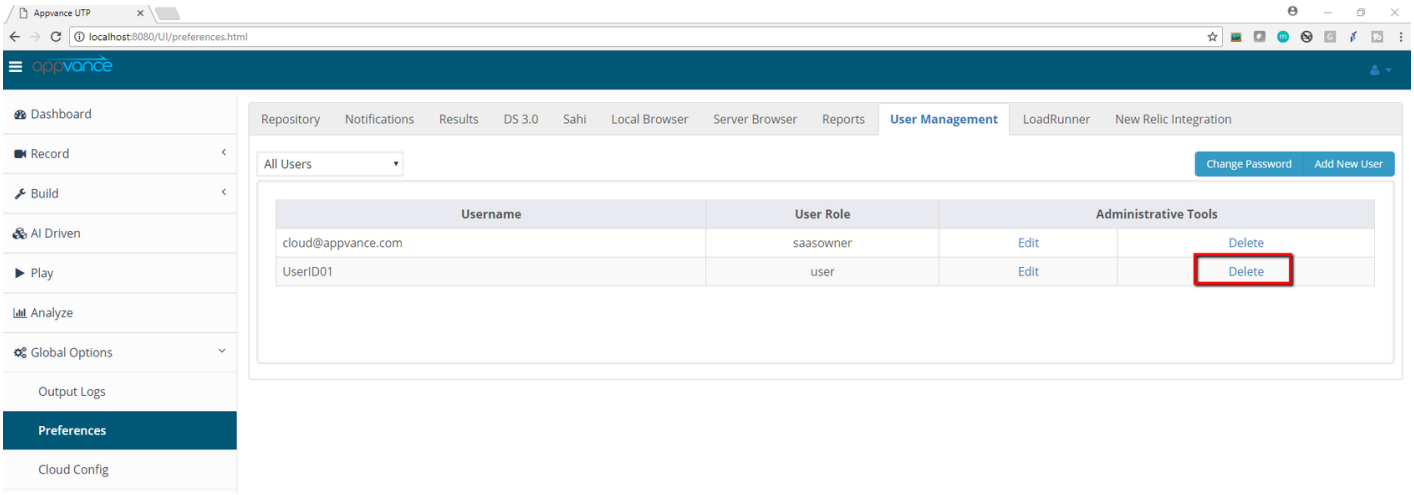
Use **Log out** on the Start screen when the session is complete so the user session is closed before another account is used.

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Removing Users

Login to Appvance IQ as an **Admin** and navigate to Options page > Preferences > Credentials and Click the ‘Delete’ button on the same line of a user whom you want to delete.



A confirmation message will pop up with a message “Are you sure you want to delete the user: Username”

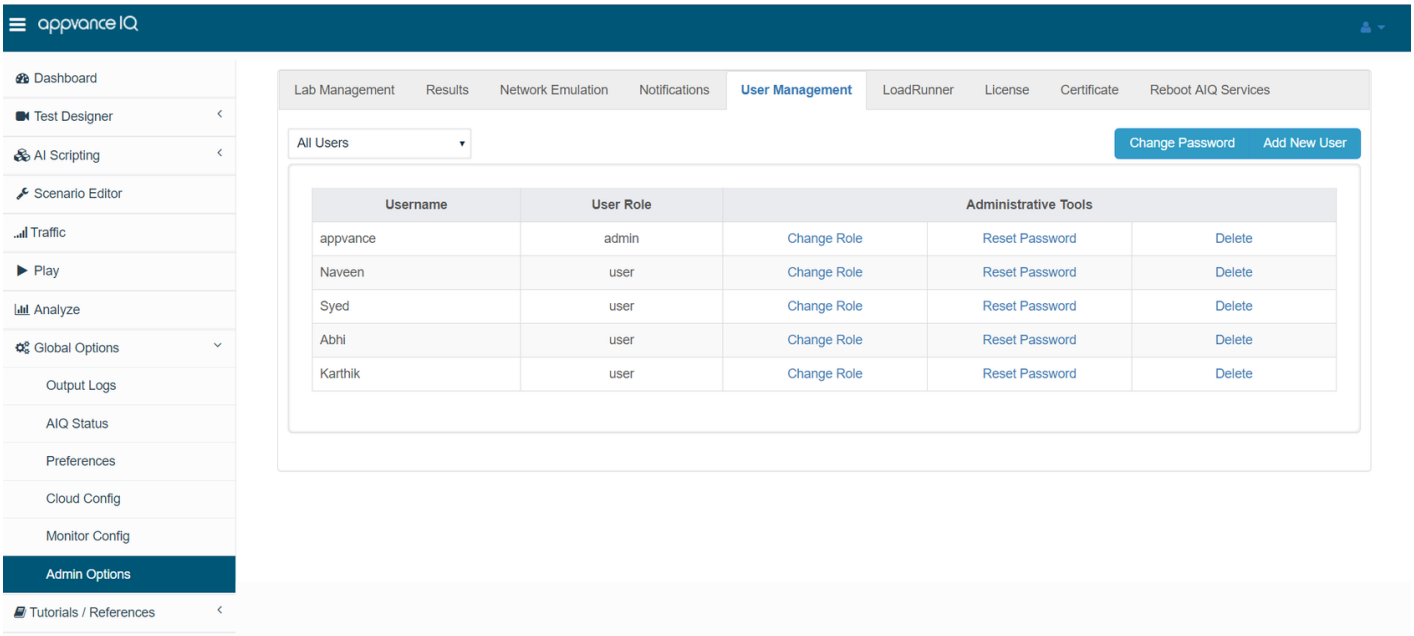
Click 'Yes' to delete the User from the User list.

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Reset Password

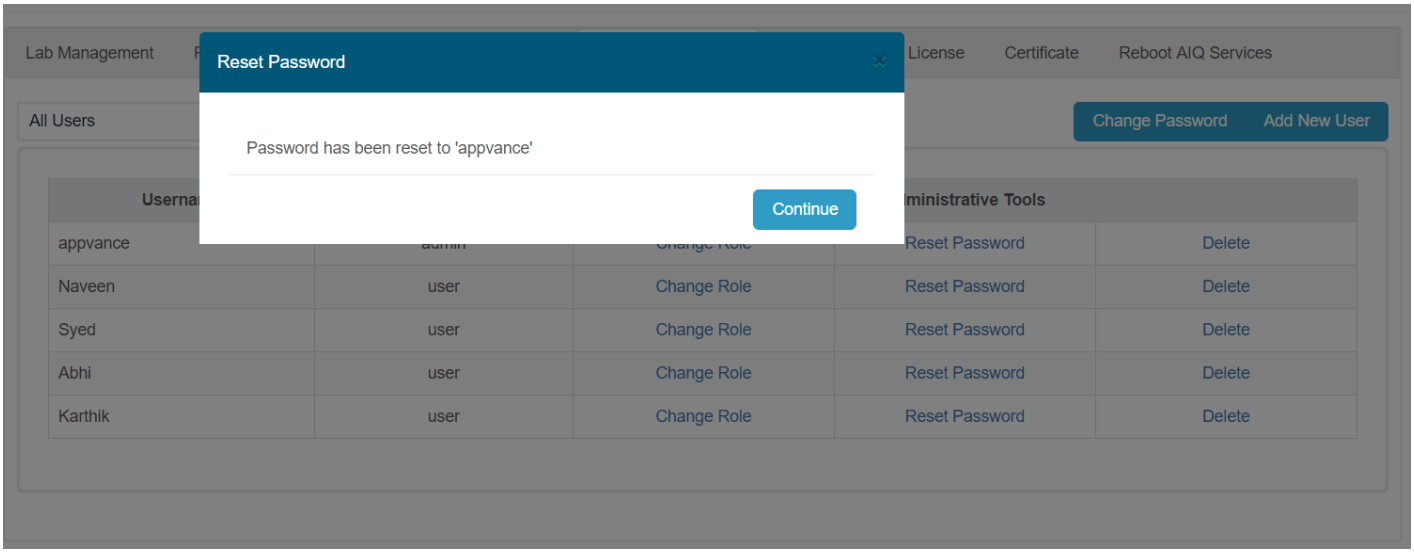
Note: User passwords can only be reset when logged in as an Admin.

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.

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How to use these benefits

Use the same Selenium coverage as a functional baseline, then add data variation and workload controls when converting it to load or performance testing. Validate browser compatibility separately from throughput results, and review AIQ reports for actionable failures rather than treating a single aggregate score as proof of quality.