

SONA User Management

Adding Users

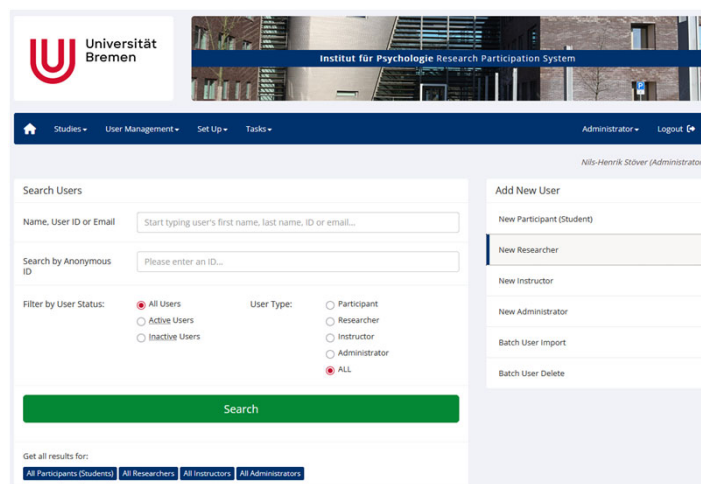
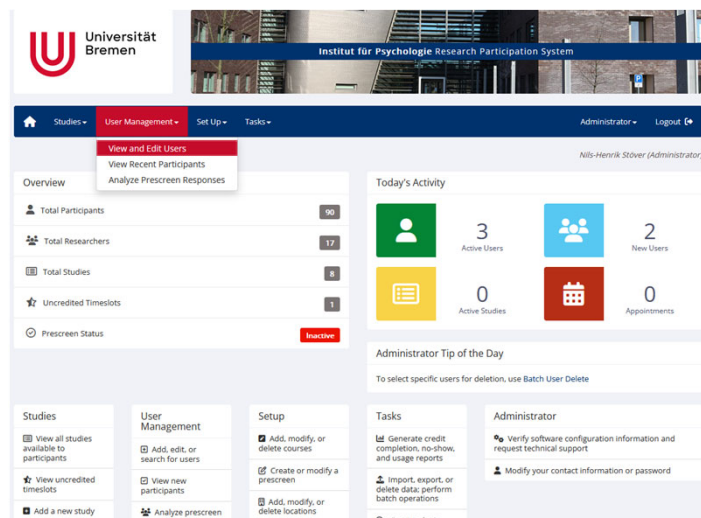
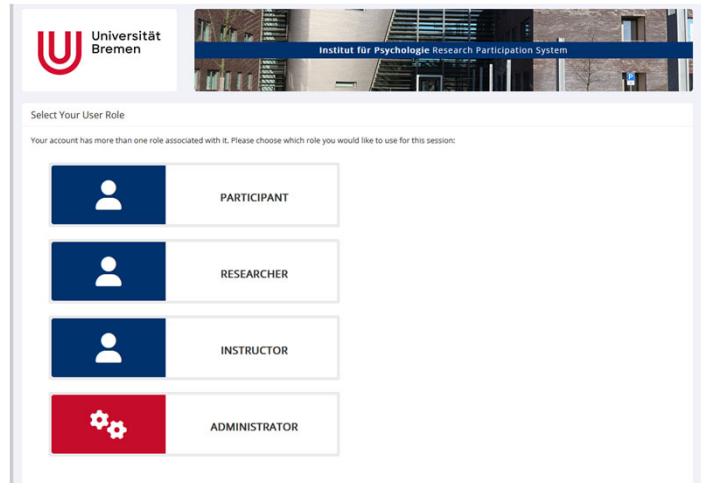
ATTENTION! Please add only researcher accounts! Only main admin (psystud@uni-bremen.de) or his representative is authorized to create administrator accounts. Please add only new users who are assigned to your research group. You are responsible for immediately deleting accounts when users leave the research group or complete their project!

After login please chose „Administrator“.

Go to „User Management“ and select „View and Edit Users“.

You can also click the shortcut „Add, edit or search for users“ at the bottom of the page.

Select „New Researcher“.



Please fill in all required fields. The user ID is the part that comes before @uni-bremen.de. Please leave the password fields blank. Under "Admin Comments," please enter the user's assigned workgroup. Make sure the radio button next to "Email User with their login information" is set to YES so that the new user receives their login information.

Finally, click "Save Changes"

The screenshot shows the 'Add A New User: Researcher' form. The form is titled 'Add A New User: Researcher' and includes a 'Data Import' button. Below the title, it states 'You may also use the data import option if you would like to add many users at once from an import file.' and 'All fields are required unless marked otherwise.' The form contains the following fields and options:

- First Name: John
- Last Name: Doe
- User ID: jdoe (with @uni-bremen.de suffix)
- Password: (leave blank for an auto-generated password)
- Alternate Email Address (optional): (if provided, list only one email address)
- University ID Number (optional)
- Phone
- Office (optional)
- Admin. Comments (optional, only visible to administrator): AG Klinische Psychologie und Psychotherapie des Erwachsenenalters
- Should the system send a daily email reminder of the next day's studies? Yes No
- Email user with their login information? Yes No (email will include username and password)

A green 'Save Changes' button is located at the bottom right of the form.

Delete Users

WARNING! PLEASE DELETE ONLY THE USERS WHO BELONG TO YOUR WORKGROUP!

Select "Batch User Delete"

The screenshot shows the 'Search Users' interface. It includes the following elements:

- Search fields: Name, User ID or Email (Start typing user's first name, last name, ID or email...), Search by Anonymous ID (Please enter an ID...)
- Filter by User Status: All Users, Active Users, Inactive Users
- User Type: Participant, Researcher, Instructor, Administrator, ALL
- A green 'Search' button.
- Below the search button, it says 'Get all results for:' with buttons for 'All Participants (Students)', 'All Researchers', 'All Instructors', and 'All Administrators'.
- On the right sidebar, under 'Add New User', the 'Batch User Delete' option is highlighted.

Click the "All Researchers" tab and filter by "Admin comments." Select all the users you want to delete from your workspace by checking the boxes on the right.

Then click the red "Delete selected users" button in the bottom right corner.

Universität Bremen
Institut für Psychologie Research Participation System

Administrator - Logout

Nils-Henrik Stöver (Administrator)

Batch User Deletion

Listed below are all users of the chosen type. Choose the users you would like to delete. In some cases, the Delete option for that user may not be available, usually because that user has studies linked to their account. Users who have the administrator role are not listed.

All Participants (Students) All Researchers All Instructors

Sort by: Last Login Date Name Admin Comments

| Name | User Type | Account Creation Date | Last Login Date | Admin Comments | Studies | Delete |
|------------|------------|-----------------------|---------------------|--|---------|--------------------------|
| [REDACTED] | Researcher | 10 March 2026 | 10 April 2026 10:15 | Researcher AG AllgP5y | 1 | <input type="checkbox"/> |
| [REDACTED] | Researcher | 24 March 2026 | 24 March 2026 12:44 | AG Psychologische Forschungsmethoden und Kognitive Psychologie | 0 | <input type="checkbox"/> |
| [REDACTED] | Researcher | 20 March 2026 | 23 March 2026 09:35 | AG Forschungsmethoden und Kognitive Psychologie | 0 | <input type="checkbox"/> |
| [REDACTED] | Researcher | 18 March 2026 | 27 March 2026 14:04 | AG AllgP5y | 1 | <input type="checkbox"/> |
| [REDACTED] | Researcher | 28 August 2025 | 28 August 2025 | | 1 | <input type="checkbox"/> |