



MODAL
CONNECT

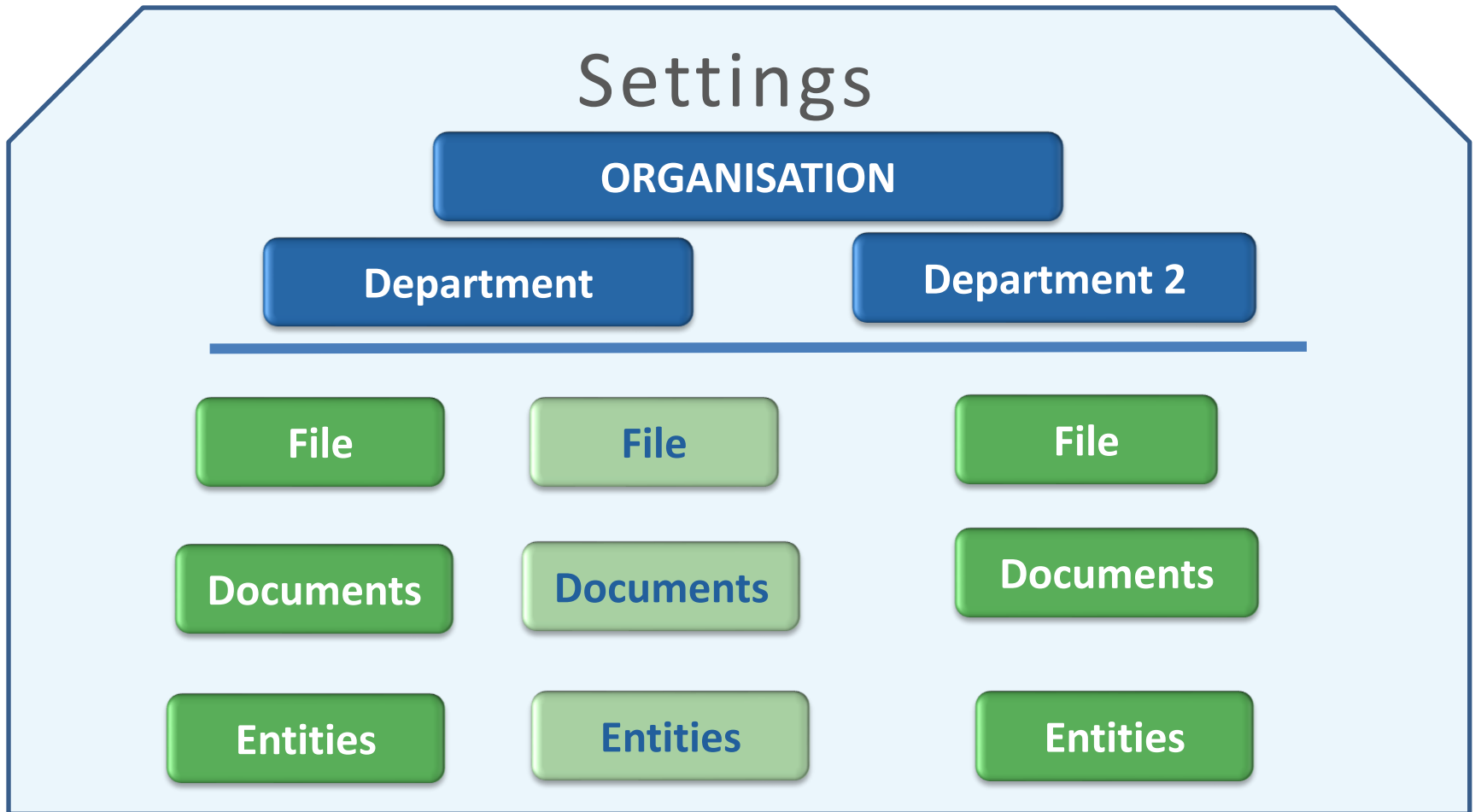
ModalConnect User Training

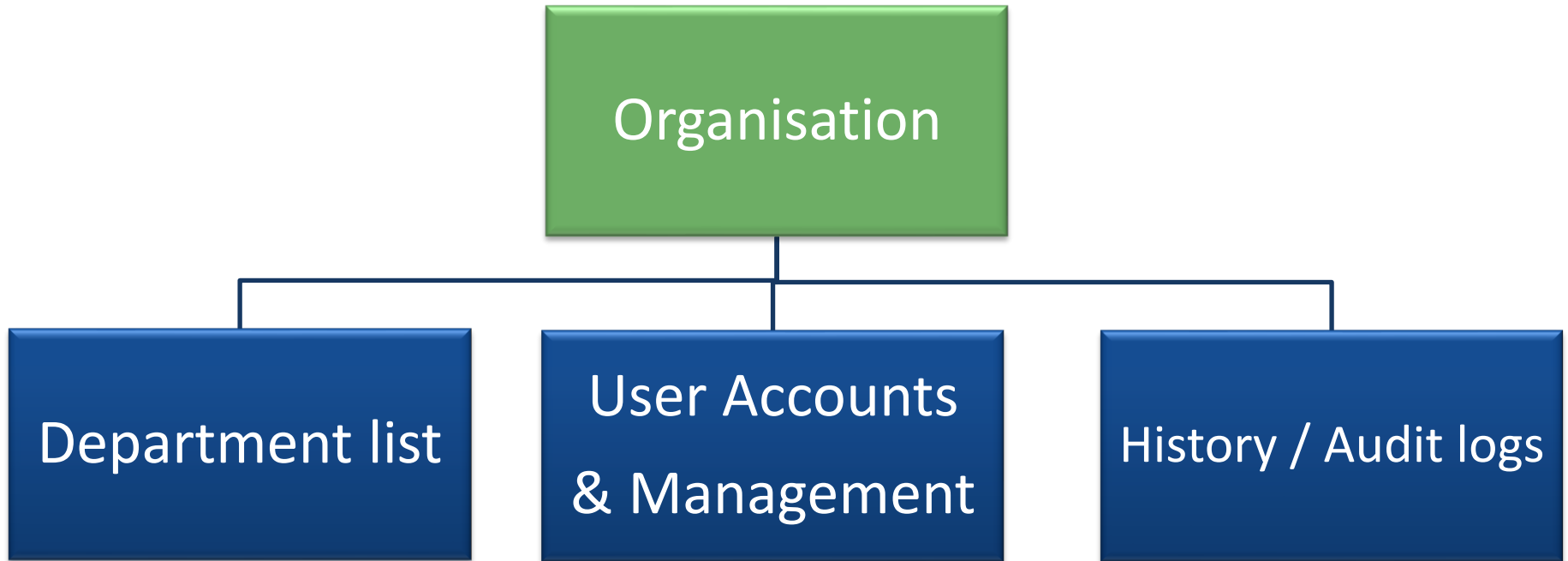
Organisation & Department

Make the Connection



This Reference Guide focuses on the Organisation and Department modules and can be used in conjunction with the 'User Training Exercises' resources.





The Organisation's main functions are for onboarding new users, user account management and assigning roles to the Users.

The History provides audit logs for all user activity and access right across the Organisation.



Organisation Details and Department list.

Details

Users 10


History

'ModalConnect Limited' Info

Name: ModalConnect Limited

Status: Active

Created On: 11 Jan 2022

 [Edit Organisation...](#)

Departments

Title	Category	Contact Person	Visibility	Status	Date Created
NZ	Intelligence		Public	Active	12/01/2022

Users for adding and managing User accounts

Details

Users 14

History

Users for 'Modal Limited'

Departments:

Role:

User Status:

User Name:

[Search](#) [Reset](#)

[Add new user](#) [+](#) [✉](#)

User Name	T1	Full Name	Status	Roles	User Type	Source Type	Last Login	Date Created	12
[redacted]@modalconnect.com		Accounts	Enabled	Organisation Manager	Member	Azure Active Directory		03/08/2023	✎ 🔒
demo@[redacted]		demo Person	Enabled	Analyst	Member	Windows Server AD	26/05/2025	07/08/2023	✎ 🔒
[redacted]@modalconnect.co		[redacted]	Enabled	Sys Manager	Member	Windows Server AD	11/09/2023	27/08/2023	✎ 🔒
[redacted]@modalconnect.		[redacted]	Enabled	Sys Manager	Member	Azure Active Directory	10/04/2026	03/08/2023	✎ 🔒



History logs - 'General' captures general user activity

- Details
- Users 10
- History

History for 'ModalConnect Limited'

History Type: General | Start Date: 01/02/2022 | End Date: 28/02/2022 | Search

Log Date	User Name	Category	Description
18/02/2022 09:46:02		Document	Document Note Tag "Crime" is added.
18/02/2022 09:46:01		Document	Document Note "Critical" is added.
18/02/2022 09:23:29		Association	Non time-dependent record created for association "AI CAPONE (17/08/1889) is a suspect for Massacre T St V day". Record detail - Status: Unconfirmed

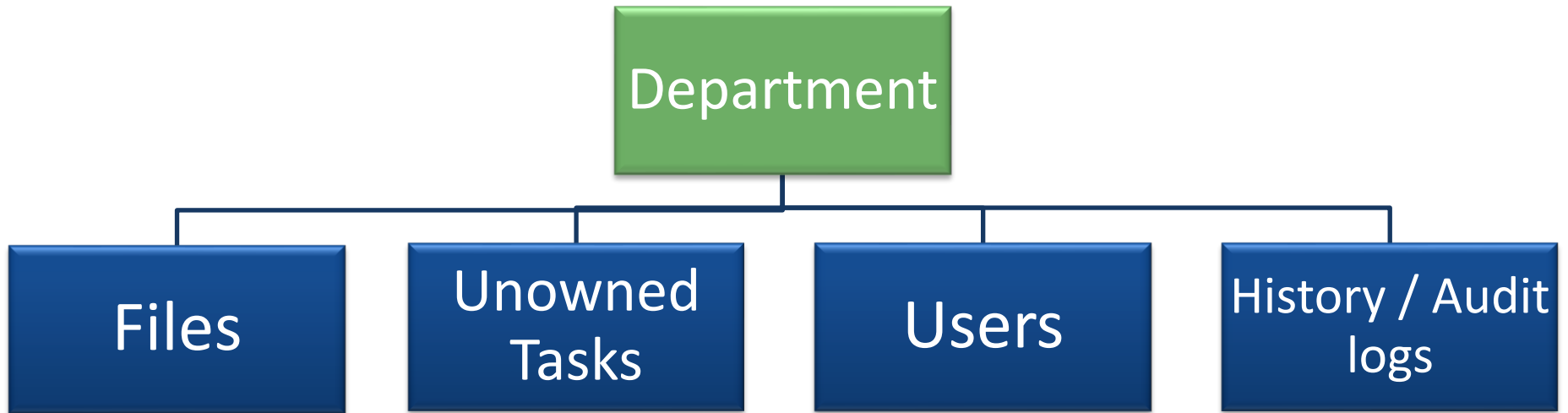
History logs - 'Security' captures access and permissions

- Details
- Users 10
- History

History for 'ModalConnect Limited'

History Type: Security | Start Date: 01/02/2022 | End Date: 28/02/2022 | Search

Log Date	User Name	Requester Name	Category	Description
18/02/2022 10:25:54	demo@infogeni.co...		N/A	Authenticated
18/02/2022 10:25:54	demo@infogeni.co...		N/A	User demo@infogeni.co.nz logged in.
18/02/2022 10:24:42	demo Person		N/A	Roles (File Default ReadOnly) are assigned to User "demo Person" of File "Link Form Submissions".
18/02/2022 10:24:42	demo Person		N/A	Roles (Department Default ReadOnly) are assigned to User "demo Person" of Department "Link Form Department".
18/02/2022 10:24:41	demo Person		N/A	Roles (Department Default ReadOnly) are removed from user "demo Person" of Department "Link Form Department".
18/02/2022 10:24:41	demo Person		N/A	Roles (Default User) removed for user "demo Person" within Organisation "ModalConnect Limited".





Departments

Department list **Add New** 

Title	Category	Contact Person	Visibility	Status	Date Created	
NZ C	Intelligence		Public	Active	12/01/2022	
Dept1-11012022	Investigation		Public	Active	11/01/2022	

Department details page and menu

- Details
- Files 7
- Users 4
- Unowned Tasks
- History

Department Menu

'Dept1-11012022' Info

Title
Dept1-11012022

Category: Investigation Visibility: Public

Status: Active

Contact

Contact Person: Apple Adam

Contact Message: Apple@domain.com

[Edit](#)



Select Users from the Department menu

Existing Department members are listed

New members can be added by clicking the Add User button – select the User and assign a role.

The screenshot shows the 'Users for Modal Intel' interface. On the left is a navigation menu with 'Users' selected. The main area contains a table with the following data:

User Name	Full Name	Status	Roles	User Type	Source Type	Last Login	Date Created
[redacted]@modalconnect.c	[redacted]	Enabled	Department Default	Member	Azure Active Directory	10/04/2026	03/08/2023
[redacted]@modalconnect.c	[redacted] ds	Enabled	Department Default	Member	Azure Active Directory	01/04/2026	03/08/2023
[redacted]@modalconnect.c	[redacted]	Enabled	Analyst	Member	Azure Active Directory	30/03/2026	16/08/2024

An 'Add user' button with a plus sign is located in the top right corner of the table area, highlighted by a green arrow.

The 'Add Department User' dialog box contains the following fields and elements:

- User:** A dropdown menu with the placeholder text 'Enter user name or select from the list..'
- Roles:** A dropdown menu with the placeholder text 'Select..'
- Note:** A red text note stating: 'Note: A new user will have a default read only access for Public Files within Public Departments'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.



Select History from the Department menu

1. The default History type filter is General
2. The date range defaults to current month

History for 'Dept1-11012022'

History Type: General (Type Filter)

Start Date: 01/02/2022 (Date range)

End Date: 28/02/2022

Search

Log Date	User Name	Category	Description
21/02/2022 15:57:57	a...	Entity	Entity "Liommodified, SNAME1, (01/02/2022) marked as suggested based on terms "liommodified sXZXX".
21/02/2022 15:57:57	a...	Entity	Duplicate Entity "Li... values match.
21/02/2022 15:57:57	a...	Entity	Entity "Liommodified... e values match.
21/02/2022 15:56:01	a...	Entity	Entity "Adam2, S, (
21/02/2022 15:56:01	a...	Entity	Entity "Adam2, S, (
21/02/2022 15:56:00	a...	Entity	New entity "Adam2
21/02/2022 15:56:00	a...	Document	Document "2022020014" updated. Changed values are Document content updated.
21/02/2022 15:51:52	a...	Document	Entity "Adam1, S, (01/02/2022)" is removed from the Document "suggested5" (2022020015), but cannot be deleted completely because it is referred by other Documents.
21/02/2022 15:51:20	a...	Document	Entity "Adam1, S, (01/02/2022)" is removed from the Document "suggested6" (2022020016), but cannot be deleted completely because it is referred by other Documents.
21/02/2022 15:51:03	a...	Entity	Suggested entity "Adam1, S, (01/02/2022)" of type "Person" is linked with Document "2022020016".

10 20 30 50

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Recommended next Topic;
Files

Make the Connection