

CATEGORY ARCHIVES: **USERS**

## Add User

Administrator's accounts have the ability to create, edit and delete users.

1. Click on the "Users" icon on the toolbar in the map view
2. Click "Add New User"
3. Enter user information
4. Click on "Save"

The screenshot shows the 'Users' management interface. At the top, a toolbar contains several icons, with the 'Users' icon (a person) highlighted by a blue circle with the number 1. Below the toolbar, the 'Users' section has a search bar and a table of users. The 'Add New User' button is highlighted by a blue circle with the number 2. The table lists two users: 'an22' and 'an1973'. Below the table is the 'Create User' form. The form has several fields, with the 'Email' field highlighted by a blue circle with the number 3. At the bottom of the form, the 'Save' button is highlighted by a blue circle with the number 4.

Users

Search:   Page size:

Username	First Name	Last Name	Address	Phone	CellPhone	Email	Group	Company	Actions
an22	An	Nguyen	9031 Timothy Lane	7141111111	7145532029	nhu-an@norfolkgroup.com.vn	Mercury		
an1973	An	Nguyen	aa	7145532029	7145532029	nguyenthuynhuan@gmail.com	Nguyen Bul	Mercury	

Create User

Asterisk \* indicates a required field

First Name \*  Last Name  Birth Date

Street Address  Country

City  State/Province  Zip Code

Email \*  Phone \*  Cell Phone \*

Start Page  Unit System

Time Zone  Daylight Saving  ☐ Payment Reminder

Username  Password  Confirm Password

User Role  ☐ Show password

## Edit User

1. Click on the “Users” icon on the toolbar in the map view
2. Select the user to be edited and click on “Edit”
3. Make the desired changes
4. Click on “Save”

1

Users

Search:   Page size: 20

Username	First Name	Last Name	Address	Phone	CellPhone	Email	Group	Company	Actions
an22	An	Nguyen	9031 Timothy Lane	7141111111	7145532029	nhu-an@norfolkgroup.com.vn	Mercury	Mercury	
an1973	An	Nguyen	aa	7145532029	7145532029	nguyenthuyhuan@gmail.com	Nguyen Bui	Mercury	

2

Edit User

Asterisk \* indicates a required field

First Name \*  Last Name  Birth Date

Street Address  Country

City  State/Province  Zip Code

Email \*  Phone \*  Cell Phone \*

Start Page  Unit System

Time Zone  Daylight Saving  ☐ Payment Reminder

3

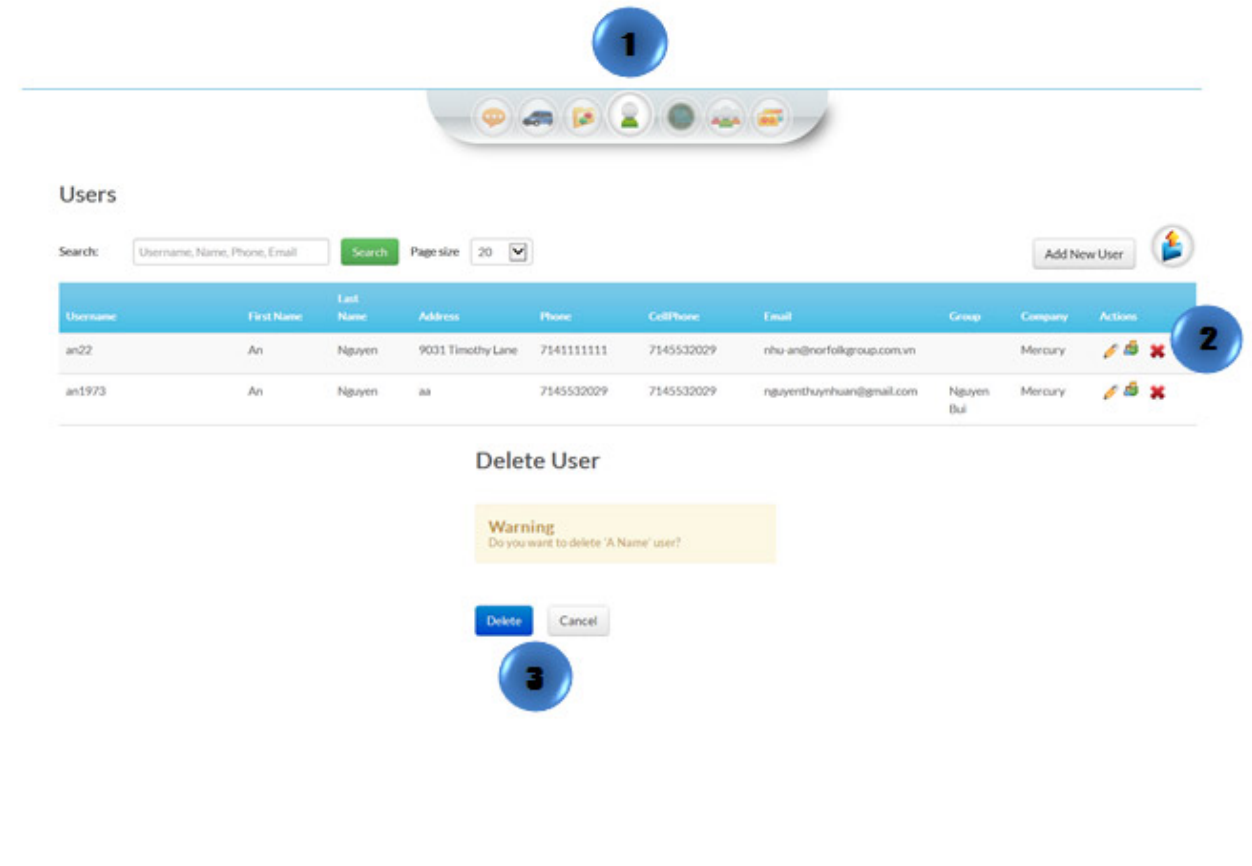
Username  Password

User Role

4

## Delete User

1. Click on the “Users” icon on the toolbar in the map view
2. Select the user to be deleted and click on “Delete”
3. A confirmation message will appear. Select “Delete”



1

Users

Search:   Page size: 20

Username	First Name	Last Name	Address	Phone	CellPhone	Email	Group	Company	Actions
an22	An	Nguyen	9001 Timothy Lane	7141111111	7145532029	nhu-an@norfolkgroup.com.vn	Mercury	Mercury	
an1973	An	Nguyen	aa	7145532029	7145532029	nguyenthuyhuan@gmail.com	Nguyen Bui	Mercury	

2

Delete User

Warning  
Do you want to delete 'A Name' user?

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