



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"

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	nguyenthuynhuan@gmail.com	Nguyen Bui	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

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Start Page Unit System

Time Zone Daylight Saving ☐ Payment Reminder

Username Password

User Role

2

3

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:

Search

Page size: 20

Add New User

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an1973	An	Nguyen	aa	7145532029	7145532029	nguyenthuynhuan@gmail.com	Nguyen Bui	Mercury	

Delete User

Warning

Do you want to delete 'A Name' user?

Delete

Cancel

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