

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 existing users. To the right of the table is a button labeled 'Add New User' with a plus icon, highlighted by a blue circle with the number 2. 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 are 'Cancel' and 'Save' buttons, with the 'Save' button 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 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

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	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

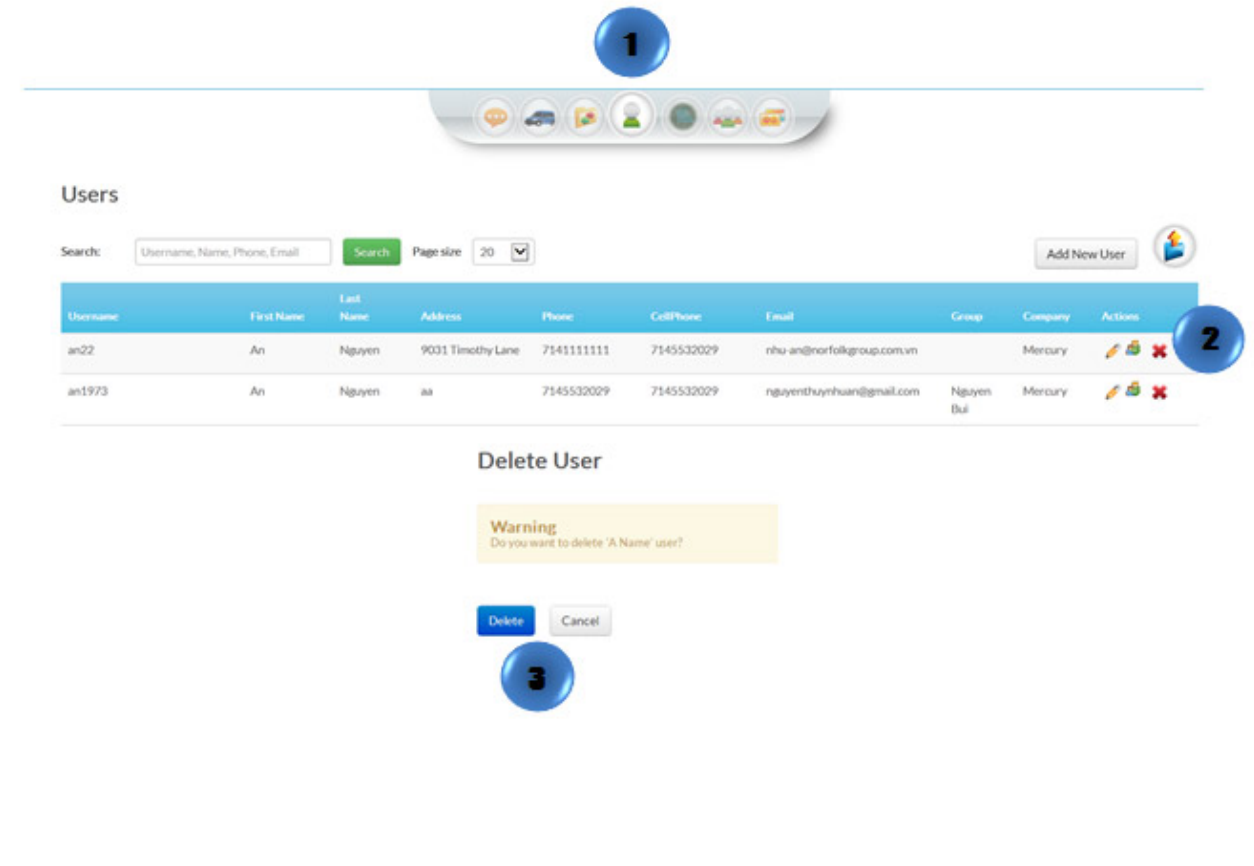
Username Password

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”



The screenshot displays the 'Users' management interface. At the top, a toolbar contains several icons, with the 'Users' icon highlighted by a blue circle with the number 1. Below the toolbar, the 'Users' section features a search bar with the placeholder text 'Username, Name, Phone, Email', a 'Search' button, and a 'Page size' dropdown set to 20. An 'Add New User' button is located on the right. A table lists two users:

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

The 'Delete User' dialog is shown below the table, featuring a yellow warning box with the text 'Warning: Do you want to delete 'A Name' user?'. At the bottom of the dialog are 'Delete' and 'Cancel' buttons. A blue circle with the number 3 is positioned over the 'Delete' button.