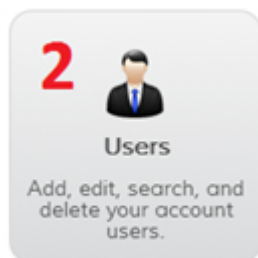CATEGORY ARCHIVES: **USERS**

Create a User

1. Click the 'Admin' icon in the top right corner.

2. Click the 'Users' icon.

3. A window will open which displays all current users and their information. You can create, edit and delete users on this page.

4. Click the 'Add New User' button.

5. Fill in the fields. Click the 'Save' button.

Change Password/ Edit User

1. On the Users Admin page, click the 'Edit User' icon in the Actions column. Change your desired fields.
2. Click the 'Save' button at the bottom of the window.

Delete a User

1. Click the 'Delete User' icon in the 'Actions' column. A confirmation message will appear.
2. A confirmation message will appear. Select 'Delete' to permanently remove the user.