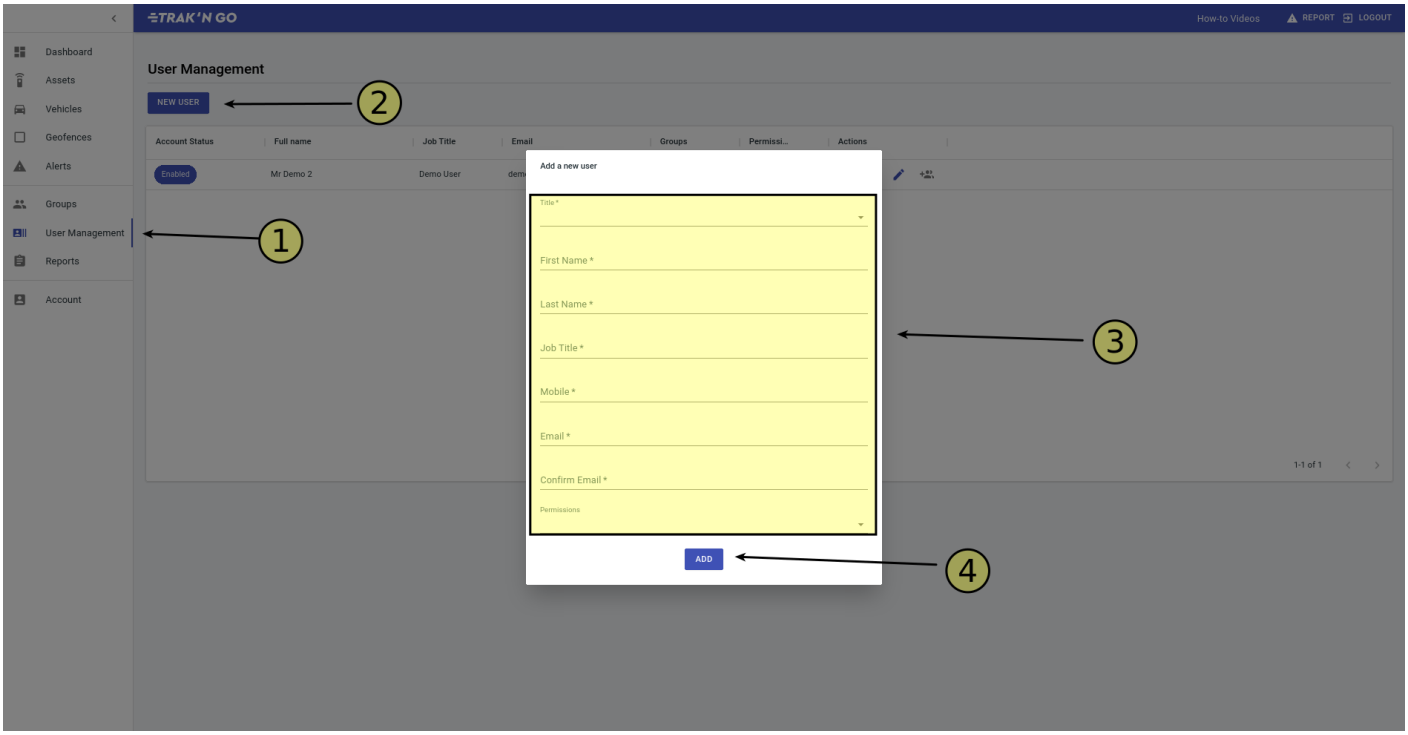
User Management

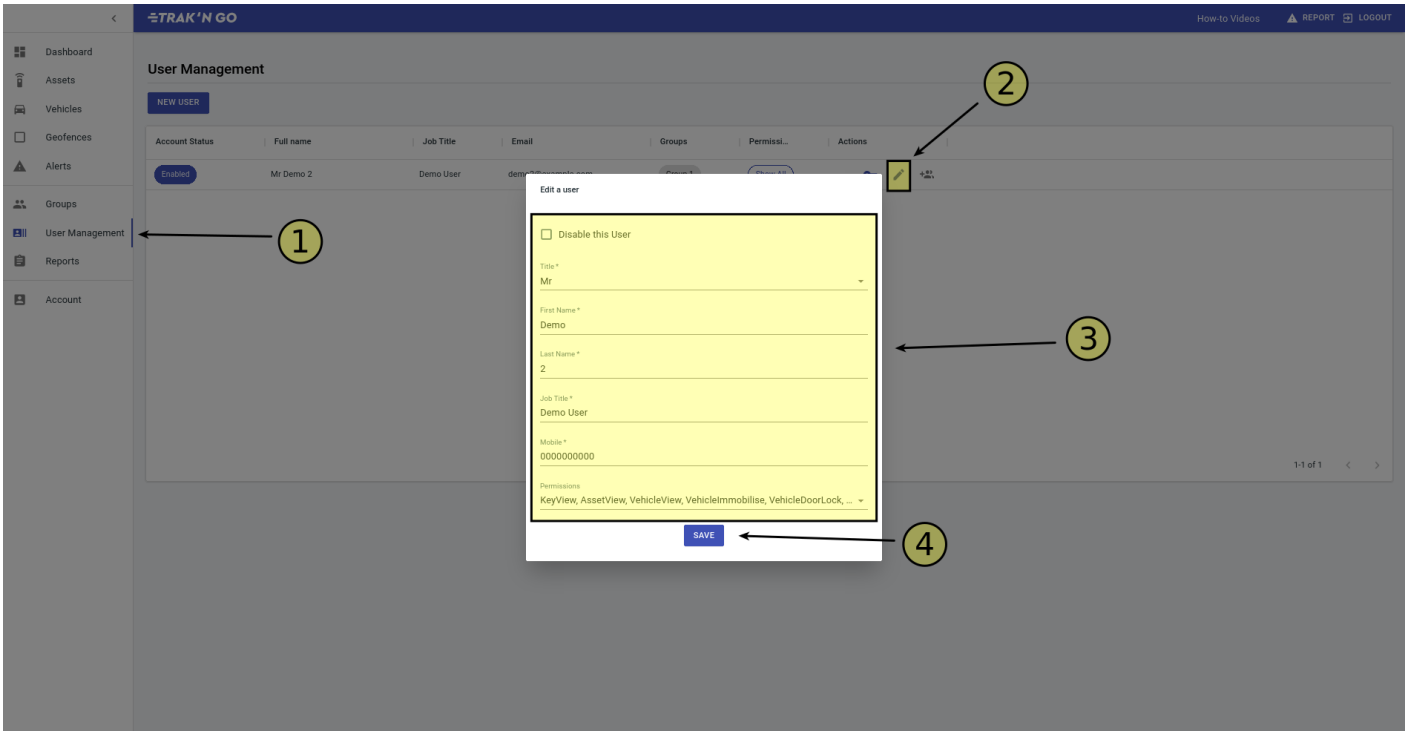
- How to add users or send an invite?
- How to change user's details?
- I send invite to wrong email, what do I do?
- How to send a password reset email?
- How to add a user to a group?
- How to delete a user?

How to add users or send an invite?



1. Make sure you are on the User Management page. Only an Admin has access to this page.
2. Click NEW USER button.
3. Fill out the new user's details and what permissions they will have.
4. Click ADD. The new user will receive a password reset email for their account.

How to change user's details?



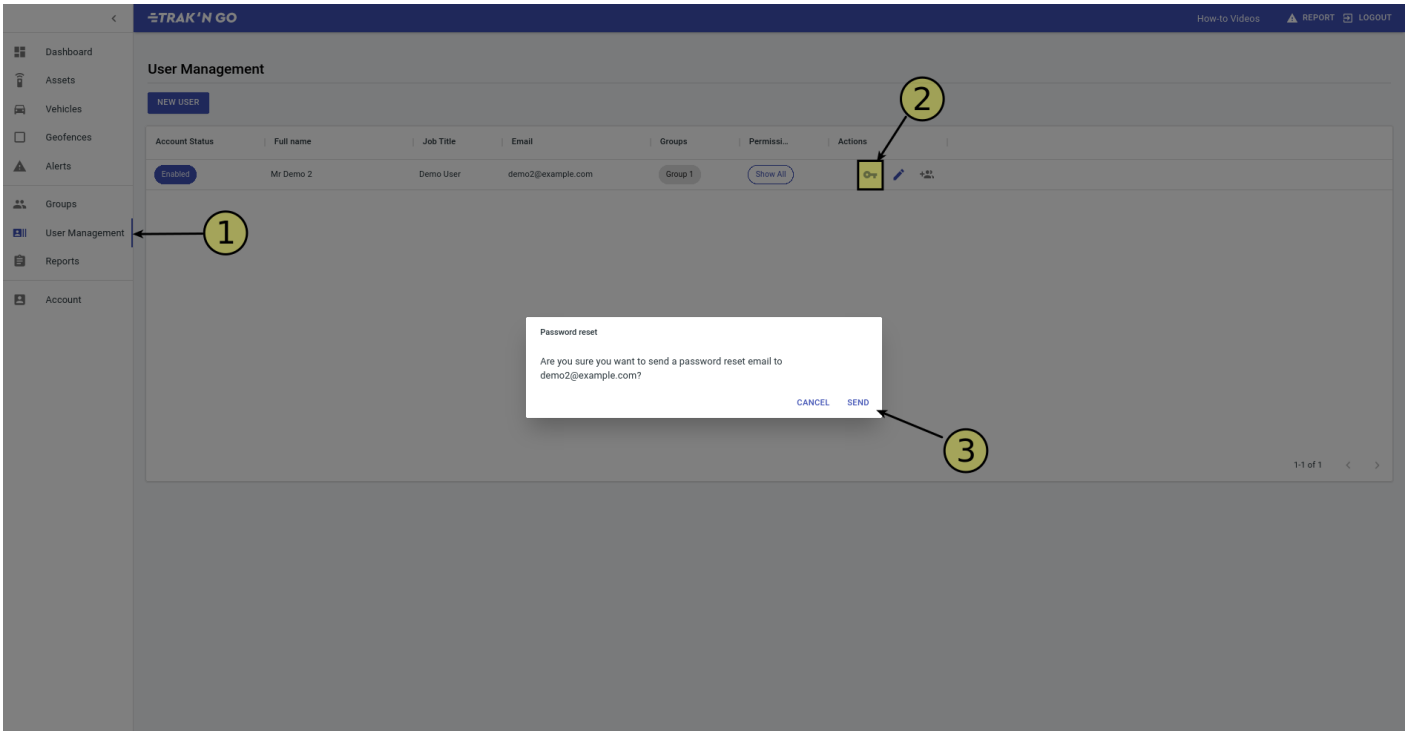
1. Make sure you on the User Management page. Only an Admin has access to this page.
2. Click Pencil icon for the user that you want.
3. Make desired changes.
4. Click SAVE to save the changes.

I send invite to wrong email, what do I do?

After a user has been created, their email can not change. Therefore, you should:

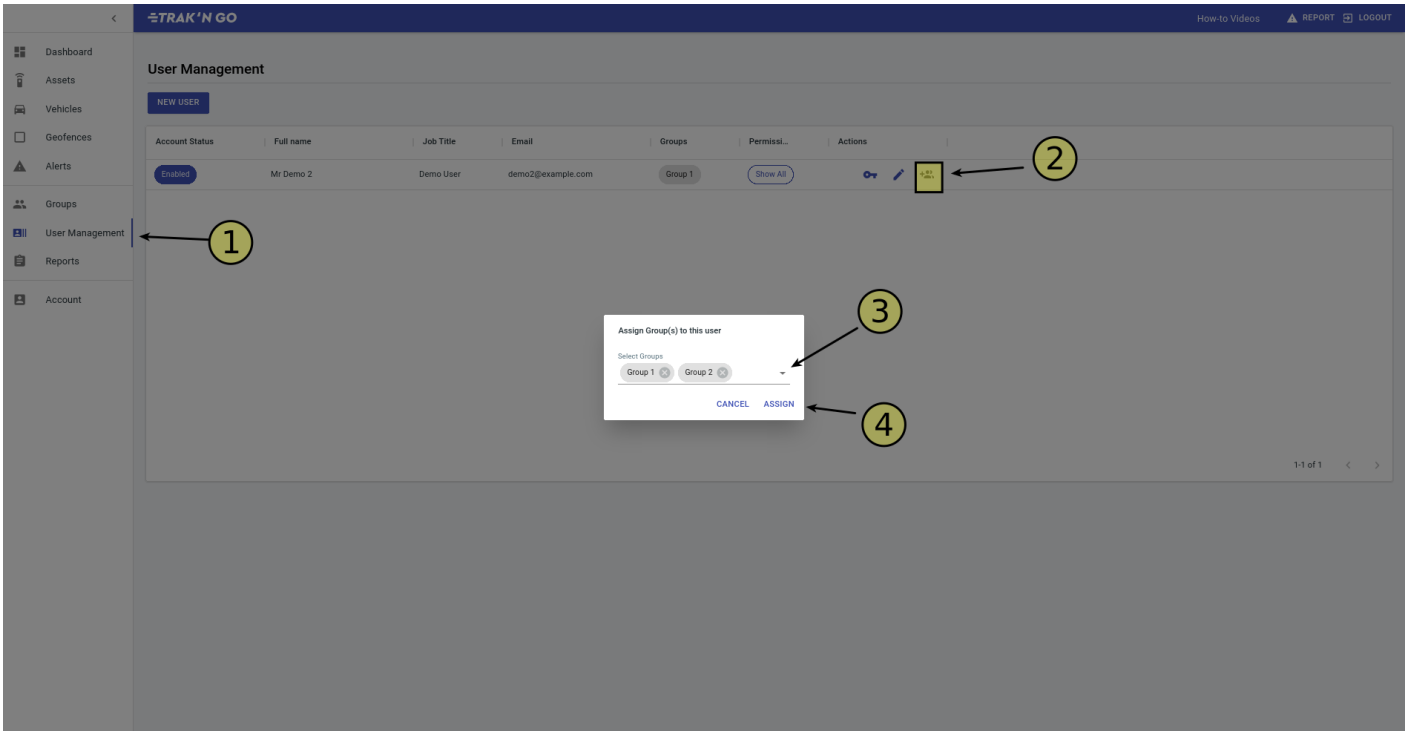
1. Create a new user with the correct email.
2. Disable the old user.

How to send a password reset email?



1. Make sure you are on the user management page. Only an Admin has access to this page.
2. Click on the key icon for the user that you want.
3. Click SEND to send the password reset email.

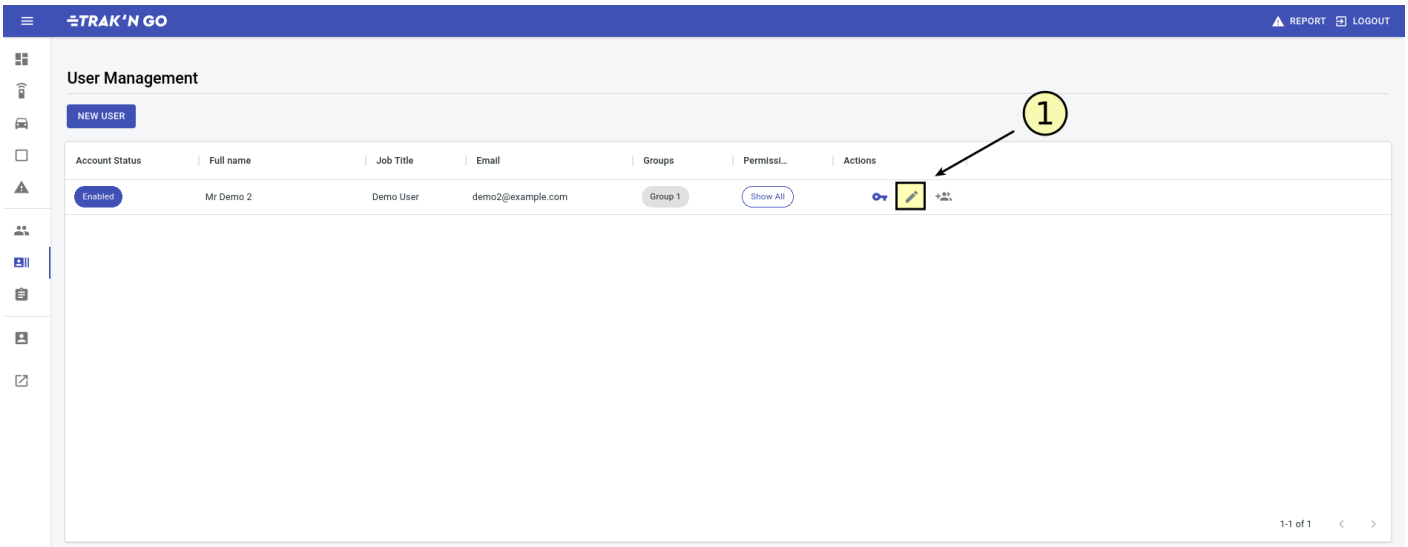
How to add a user to a group?

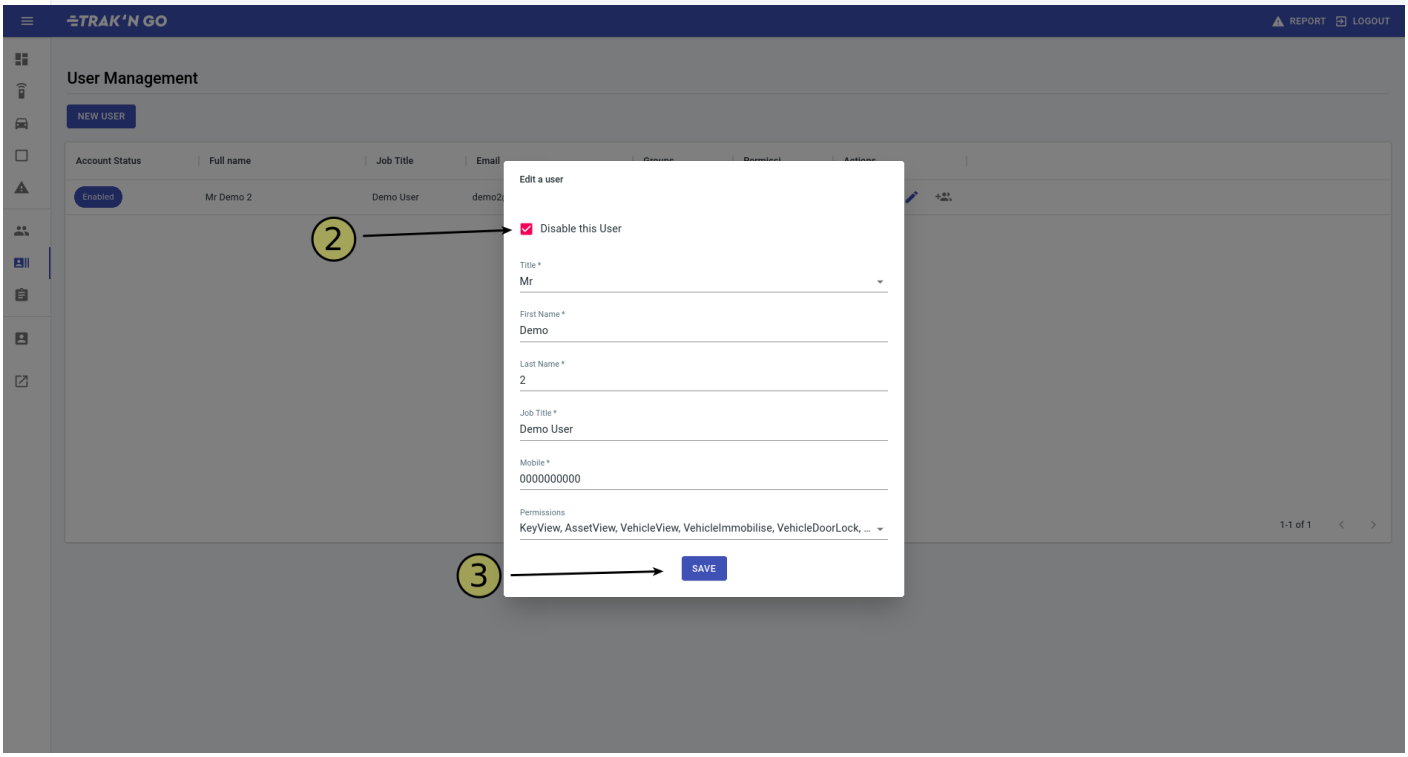


1. Make sure you are on the User Management Page. You need to be an Admin in order to access this page.
2. Click the indicated icon for the user you want to edit.
3. Select the groups that you want to the user to be in.
4. Click ASSIGN to make the changes.

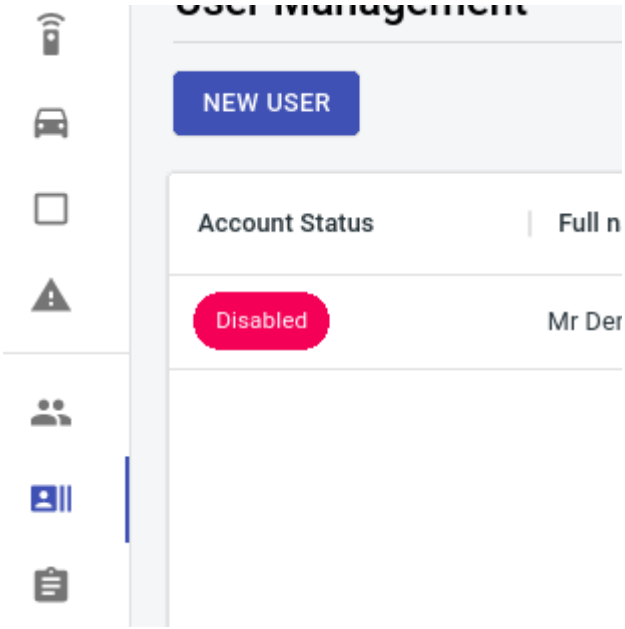
How to delete a user?

You can only disable access to users and cannot outright delete them. Here is how to disable them:





1. Click the indicated pencil icon for user that you want to disable.
2. Click to enable the Disable this User checkbox.
3. Click SAVE and you will see the user now marked as disabled.


NEW USER
Account Status
Full n
Disabled
Mr Der