

Users

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Section overview

Users is a core section that provides an overview of all registered users in the system. The section allows to **create**, **edit**, and **disable** existing users. The list of users is presented in the form of a table with the following columns:

Screenshot: Users section

 **Users**



Rows 1 – 3 of 3

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Active	Login	Reseller	Full name	Role
	admin	all resellers	Administrator	Administrator
	api-client	Reseller A	API Client Portal	API - Client Portal
	jerasupport	Reseller J	JeraSoft Support	Administrator

About

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0.3001s

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Column	Description
Active	User's status . Depending on the icon, the status can be either  active or  disabled .
Login	User's account name
Reseller	Name of a company whom this user belongs to
Full Name	Mailto links of users (if specified in the user's account)
Role	User's role that determines the access level or permissions

Tip

If your role implies relevant permits, by clicking on a status icon in the **Active** column, you can **change** the **user's status** from **active** to **disabled** and vice versa

Functional **buttons/icons** presented in the section are as follows:

Button/Icon	Description
	Allows creating a new user
	Opens an Advanced Search drop-down menu

Advanced Search

In the top right corner of the section above the table, an **Advanced Search** drop-down menu is located. By default, the list of clients is filtered by **Active** status. By clicking on a red downwards arrow  icon, a drop-down menu with the following structure is displayed:

Screenshot: Advanced Search drop-down menu

Login:

Reseller:

all resellers

Role:

Active:

Yes

Reset

Search

Field	Description
Login	Specify a desired user's login
Reseller	Select from the list of all Resellers, Sub-resellers and Managers registered in the system
Role	Select from the list of existing system roles
Active	Specify whether the user's status is active or not by selecting from a drop-down list:

• Yes

• No

• Empty (to display users with both statuses)

What you need to do to create a new user is:

- Click the **New User** button
- In the opened pop-up window, fill in all the **required fields** (list of them is presented in a column below)
- Confirm new user creation by clicking **OK**

Screenshot: New user creation window

Users

Login:

Password:

Role:

Administrator

☐ Disabled

Full Name:

Email:

Locale:

Timezone:

Reseller:

all resellers

CoreAPI Token:

Allowed IPs:

OK

Cancel

Apply

Field	Description
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Login	Specify a user's login .
Password	Define a password
Role	Select a role for a user from a drop-down list
Disabled checkbox	Check if you need to prevent a user temporary from having access to the system
Full Name	Enter a user's name . Note that if a user's email is specified, full name in the section serves as a mailto link .
Email	Specify a user's email
Locale	Define a language for a user, and it will be used instead of the system one for displaying all dates, reports, etc. If not specified, the system settings are taken.
Timezone	Define a timezone for a user, and it will be used instead of the system one for displaying all dates, reports, etc. If not specified, the system settings are taken.
Reseller	Specify a reseller, sub-reseller or manager a user belongs to
CoreAPI Token	This field cannot be specified in the creation form. CoreAPI Token is automatically generated by the system after a user is created
Allowed IPs	Enter IPs or subnets , one record per line, i.e. the user will have access to the system only if he/she logs in via specified IPs

Attention

While creating a new user, bear in mind the following things:

- Each user can have only **one** assigned role.
- We strongly recommend **avoiding non-Latin characters** in users' logins/passwords