Users

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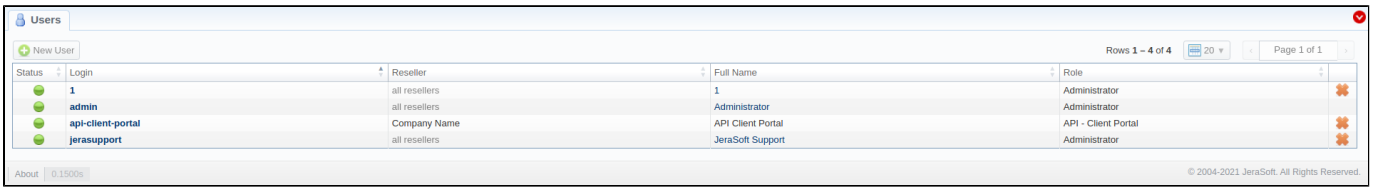
Section overview

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



Column	Description
Status	User's **status**. Depending on the icon, the status can be either ***active***, ***deleted*** or blocked URL ***archived.***
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**

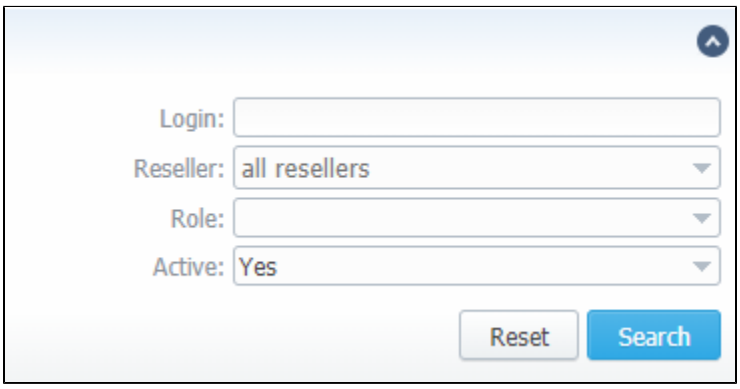
Functional **buttons/icons**, presented in the section, are as follows:

Button/Icon	Description
New User	Allows **creating** a new user
	Allows **archiving** a 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



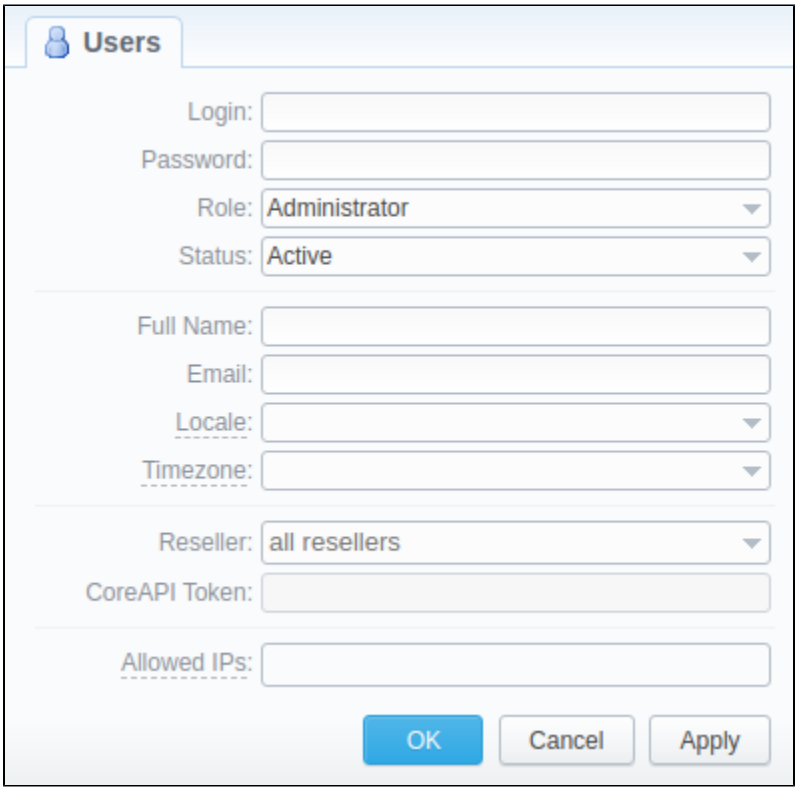
Field	Description
Login	Specify a desired **user's login**
Reseller	Select from the list of all **Resellers, Sub-resellers and Managers** registered in the system
Role	Select from the list of existing **system roles**
Active	Specify whether the user's **status** is active or not, by selecting from a drop-down list: • ***Yes*** • ***No*** • ***Empty (to display users with both statuses)***

Adding a New User

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



Field	Description
Login	Specify a user's **login**.
Password	Define a **password**
Role	Select a **role** for a user from a drop-down list
Status	Check if you need to **prevent** a user temporary from having **access** to the system. The statuses are: ▪ **Active** ▪ **Blocked** ▪ **Archive**
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

Archiving a User

If you want to archive a **User**, click the button. The following window will open, where you will be able to transfer ***Report Queries*** ownership to another **User**:

Screenshot: Archiving a User