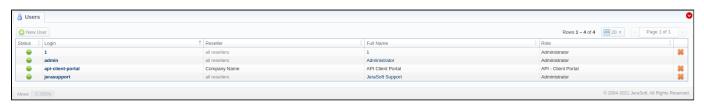
Users

Section overview Advanced Search Adding a New User Archiving a User

Section overview

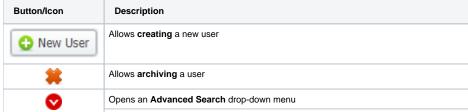
Users is a core section that provides an overview of all registered users in the system. The section allows to **create**, **edit**, and **disable** existing users. The list of users is presented in the form of a table with the following columns:

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:



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 cicon, a drop-down menu with the following structure is displayed:

Screenshot: Advanced Search drop-down menu



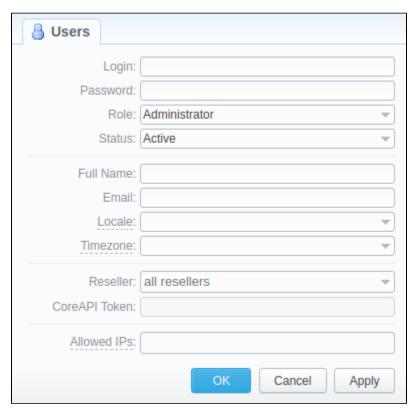
Field	Description
Login	Specify a desired user's login
Reseller	Select from the list of all Resellers, Sub-resellers and Managers registered in the system
Role	Select from the list of existing system roles
Active	Specify whether the user's status is active or not, by selecting from a drop-down list:

Adding a New User

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- 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 southern button. The following window will open, where you will be able to transfer **Report Queries** ownership to another

Screenshot: Archiving a User

