

# Users

- [Overview](#)
- [Create a new user](#)
- [Update an existing user](#)
- [Delete user\(s\)](#)

# Overview

Users are the core of the ERP system. All non-system actions and tasks are performed by users with proper permissions.

Users

1

Search...

<div><div></div></div>	FIRST NAME ^	LAST NAME	EMAIL	COUNTRY	ACTIONS
<div><div>+</div><div></div></div>	Albert	Einstein	albert.einstein1@physics.com	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	Jaka	Skaka	jaka@skaka.si	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	James	Bond	james.bond@mi6.com	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	Janez	Novak	janez.novak@dewesoft.com	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	Joe	Cup	joe.cup@coffee.com	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	John	Doe	john@doe.com	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	Marie	Curie	marie.curie@physics.com	<div><div></div></div>	<div><div></div><div></div></div>
<div><div>+</div><div></div></div>	William	Tell	william.tell@musica.com	<div><div></div></div>	<div><div></div><div></div></div>
































# Create a new user

New ERP users should only be created by users with administrative or HR authorizations.

To create a new user, click the "+" button in the top right corner above the table. You will be redirected to the "[Add new user](#)" form.

To create a new user, you need at least:



- A **unique email address** that is not yet assigned to any user.
- The user's **first name** and **last name**.
- The user **must be confirmed** in order to be able to access the ERP.

Users	 	Search...			    
<input type="checkbox"/>	FIRST NAME ^	LAST NAME	EMAIL	COUNTRY	ACTION
	<input type="checkbox"/> Albert	Einstein	albert.einstein1@physics.com		
	<input type="checkbox"/> Jaka	Skaka	jaka@skaka.si		
	<input type="checkbox"/> James	Bond	james.bond@mi6.com		
	<input type="checkbox"/> Janez	Novak	janez.novak@dewesoft.com		
	<input type="checkbox"/> Joe	Cup	joe.cup@coffee.com		
	<input type="checkbox"/> John	Doe	john@doe.com		
	<input type="checkbox"/> Marie	Curie	marie.curie@physics.com		
	<input type="checkbox"/> William	Tell	william.tell@musica.com		
<input type="checkbox"/>	FIRST NAME ^	LAST NAME	EMAIL	COUNTRY	ACTION
Showing 1 to 50 of 8 entries   Show 5 10 25 50 100 per page					

# Update an existing user

Users should only be edited by administrators or members of the HR department with proper permissions.

Updating the user is done by finding the user in the "[Users](#)" table and its clicking "Edit" icon.

<input type="checkbox"/>	ID ▾	FIRST NAME	LAST NAME	EMAIL	COUNTRY	ACTIONS
<input type="checkbox"/>	19322	John	Doe	john@doe.com		 

This redirects you to the user's edit page, where you can update most of the user's basic information (photo, name, address, authorization, contact information...) or send a "**Password reset**" email to user.



— Basic information

FIRST NAME

John



LAST NAME

Doe



COMPANY

The company

EMAIL

john@doe.com



PASSWORD

User password

PASSWORD CONFIRM

Confirm user password

WAREHOUSE LOCATION

Select warehouse location



BIRTHDAY

dd.mm. yyyy



CONFIRMED

YES



— Authorisation

ROLES

Select roles

Save

# Delete user(s)

Users can be deleted by administrator users with the proper permissions.