

Users

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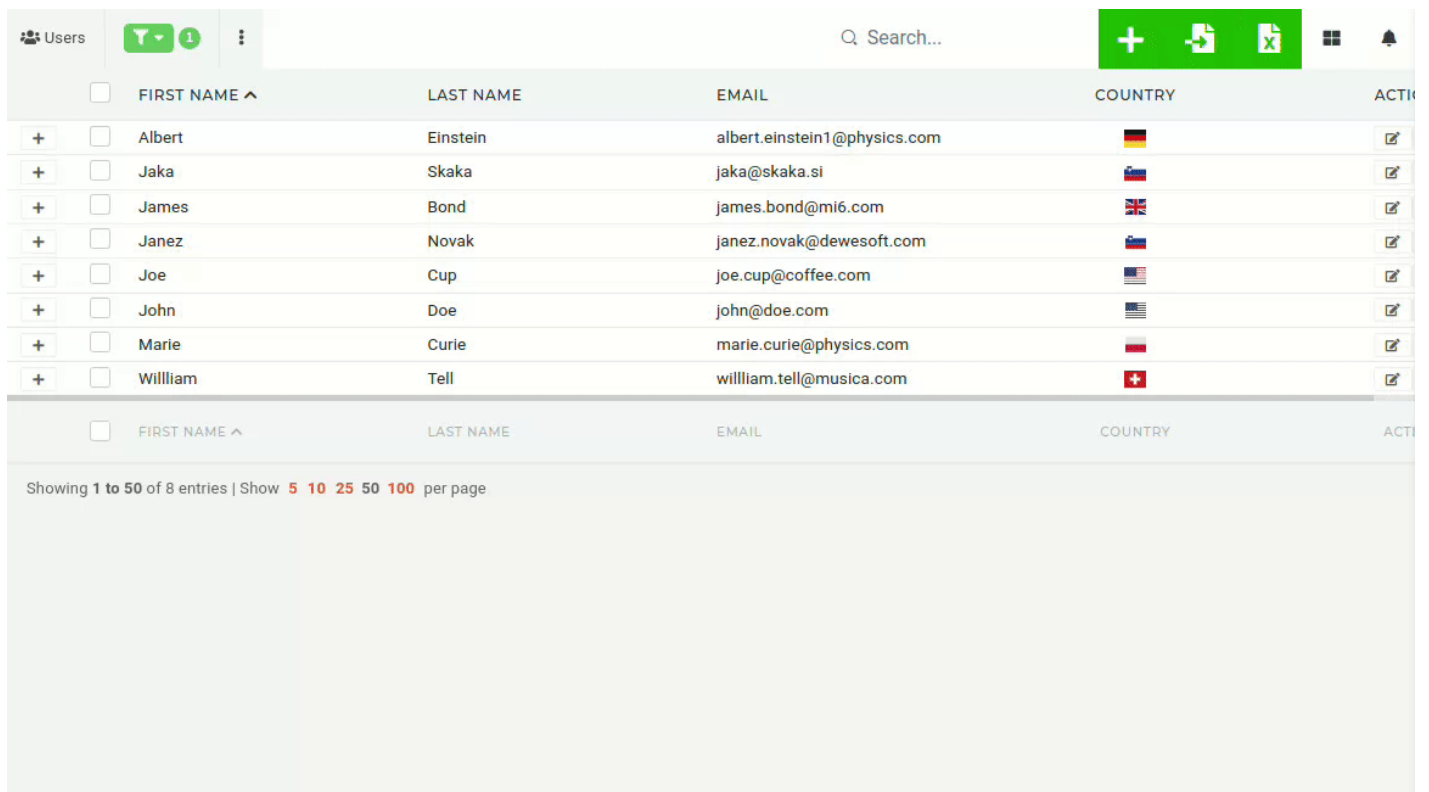
Create a new user

This action requires the "**Create user**" permission.

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.





<input type="checkbox"/>	FIRST NAME ^	LAST NAME	EMAIL	COUNTRY	ACTI
<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		

Showing 1 to 50 of 8 entries | Show 5 10 25 50 100 per page


Update an existing user


This action requires the **"Update users"** permission.

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

ID	FIRST NAME	LAST NAME	EMAIL	COUNTRY	ACTIONS
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.

← **John Doe** Request password reset Login as John Doe 



Click to select image


Basic information

FIRST NAME * LAST NAME *

COMPANY

EMAIL *

PASSWORD PASSWORD CONFIRM

WAREHOUSE LOCATION BIRTHDAY 

CONFIRMED YES

Authorisation

ROLES

Save

Delete user(s)

This action requires the "**Delete users**" permission.