

# Manage users

**Users** are created to provide access to the administration interface. User **roles** are assigned to users to provide them with the appropriate access for completing the tasks related to their particular business responsibilities. Refer to the [roles and permissions](#) guide for further information on **roles**.

The [create](#), [view](#), [edit](#) and [delete](#) processes for users are detailed below.

The screenshot displays the 'User Management' interface. At the top, there is a navigation bar with a hamburger menu, the text 'User Management', and a user profile icon labeled 'administrator'. Below this is a 'User list' section with a search bar for 'Username' and 'Roles', and a 'Clear' button. A 'Display' dropdown is set to '10 Records'. A table below shows one user: 'administrator' with first name 'System' and last name 'Admin'. Below the table are 'Delete' and 'New' buttons. The 'New' button is highlighted. Below the table is a detailed view for the 'administrator' user, showing fields for Username, First name, Last name, Email, Roles (Business Admin, System Admin, User Admin), Merchant, Time zone, and Status (Enabled). A 'Save' button is at the bottom.

## Create a user

To create a user, first head to the **User Management** page on the administration interface and select the **New** button.

Fill in the fields on the **New user** screen using the fields described below:

### Important

The **Role/s** and **Merchant** fields below are critical for assigning correct access to the system. We recommend that you review the [roles and permissions](#) guide before creating new users.

- **Username** - unique value assigned to the user that is used to login to the administration interface. *Required*
- **First name** - first name of the user. *Required*
- **Last name** - last name of the user. *Required*
- **Email** - valid email address of the user. This address will be used to send email notifications such as password resets or system notifications. *Required*
- **Roles** - multi select box for roles, which can be assigned to the user. *Required*
- **Merchant** - if the user roles assigned give the user **scope** over a single merchant, the user can be assigned an already created merchant to manage. If the user roles assigned give the user **scope** over all merchants or no merchants, this field does not need to be populated and will be unavailable to be select. *Required*
- **Time zone** - default time zone for the display of times and dates on administration interface. *Required*
- **Status** - system status of the user:
  - **Enabled** - user can access administration interface functionality.
  - **Disabled** - user disabled from accessing administration interface functionality.

### User Access

A user requires the **User admin** role to create users.

## View user details

A user's details can be accessed from the **User Management** page on the administration interface by selecting it from the list of users.

The number of users displayed can be limited by filtering using the following fields:

- **Username** - all or part of the username.

- **Role(s)** - drop down select for a single system role.

The result table will show **Username, First name, Last name, Roles** and **Status** [details outlined above](#).

#### User Access

A user requires the **User admin** role to view user details.

## Edit user details

To edit a user, [view](#) its profile and edit available [fields](#).

#### Important

There must always be one user in the system with the **User Admin** role. If editing a users details causes this check to fail, an error will occur.

#### User Access

A user requires the **User admin** role to edit user details.

## Delete a user

To delete a user, first head to the **User Management** page on the administration interface. [Filter](#) the list to find the user and select the **delete check box** adjacent to the Username, in the search result table. Select the **Delete** button and confirm on the dialogue box.

#### Important

There must always be at least one user in the system with the **User Admin** role. If deleting a user causes this check to fail, an error will occur.

 **User Access**

A user requires the **User admin** role to delete users.