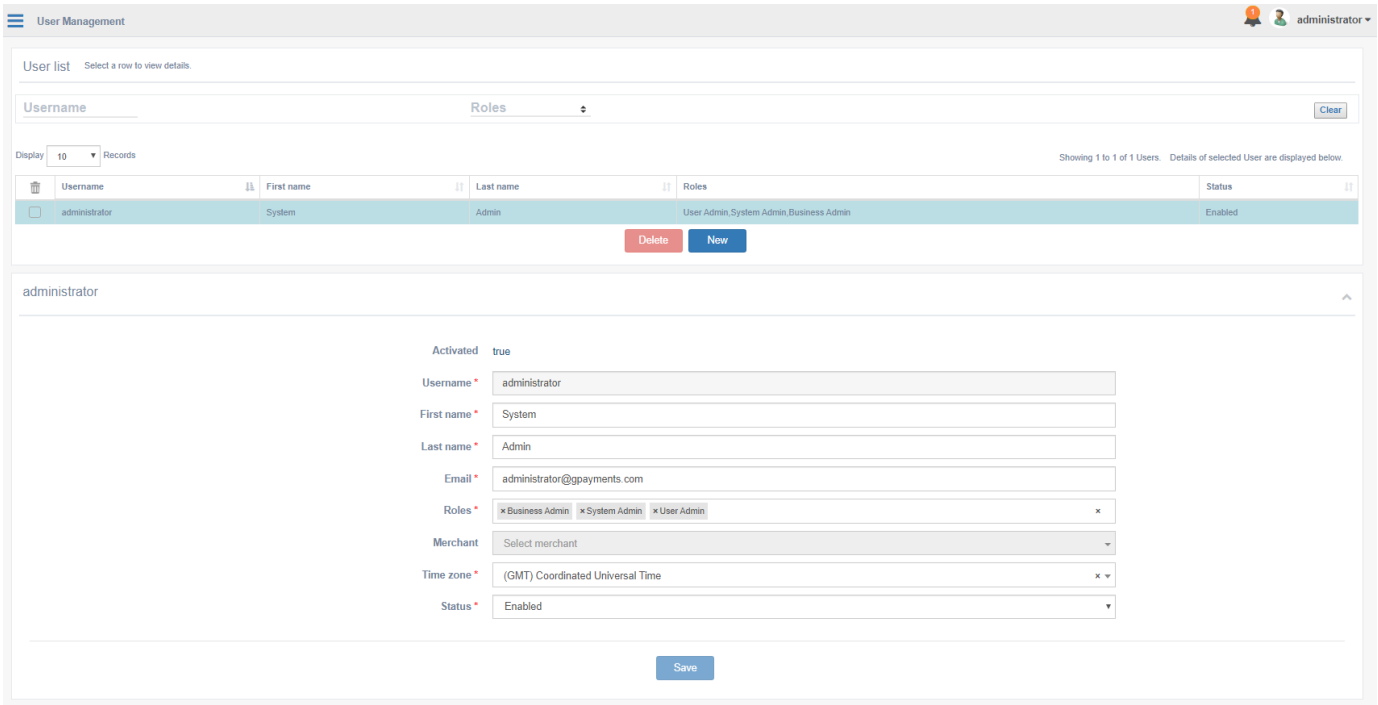
Manage users

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.



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:

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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*
- **Merchant groups** - shown when the user has the **Merchant Group Admin** or **Merchant Group** role. Select one or more merchant groups; the user can view the dashboard and transactions of the merchants in those groups. Required for a **Merchant Group Admin**, unless the user is also a **Business admin**.
- **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.

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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.

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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.

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