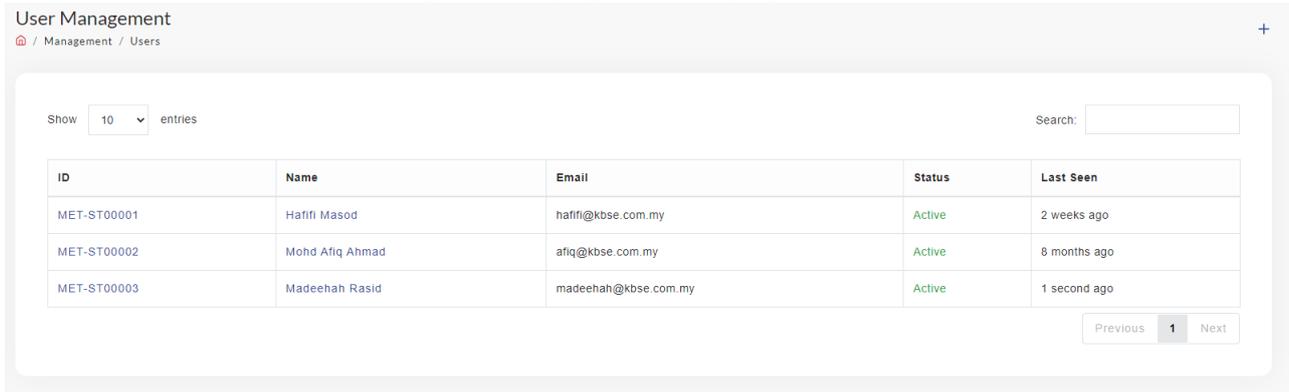


Users

To manage User which responsible to operate this system,

1. Click **Management**
2. Click **Users**. The **User Management** page will display as below:



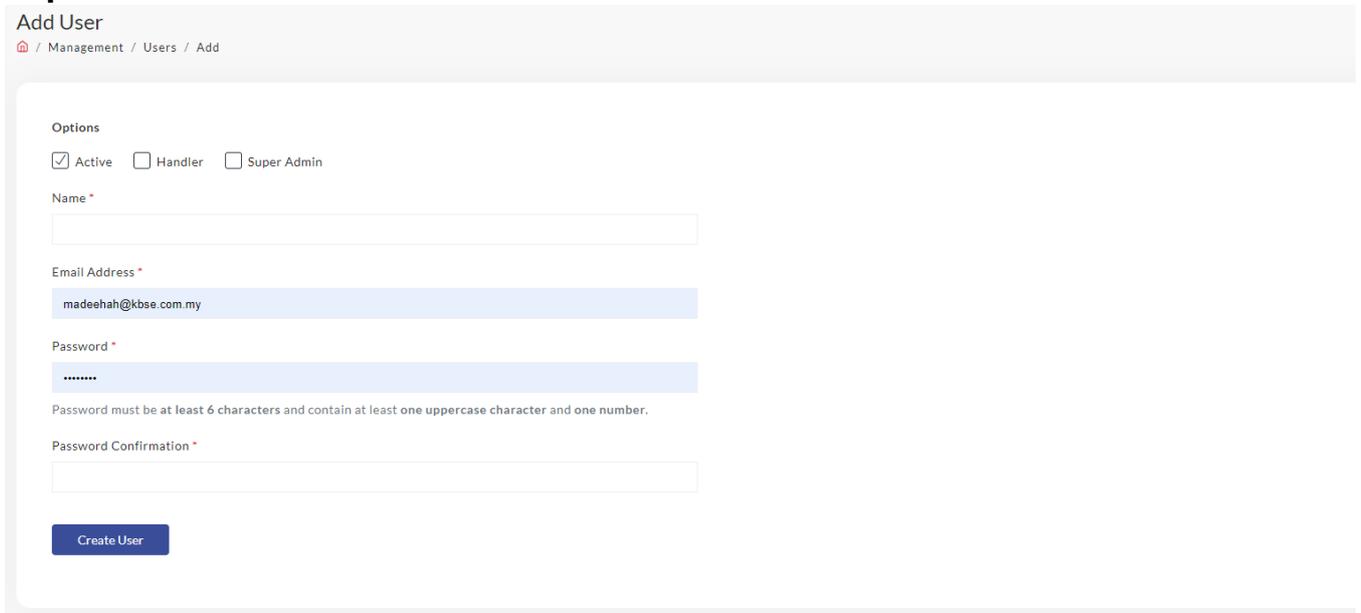
The screenshot shows the 'User Management' interface. At the top, there is a breadcrumb trail: 'Management / Users'. Below this, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following data:

ID	Name	Email	Status	Last Seen
MET-ST00001	Hafifi Masod	hafifi@kbse.com.my	Active	2 weeks ago
MET-ST00002	Mohd Afiq Ahmad	afiq@kbse.com.my	Active	8 months ago
MET-ST00003	Madeehah Rasid	madeehah@kbse.com.my	Active	1 second ago

At the bottom right of the table, there are navigation buttons: 'Previous', '1', and 'Next'.

Add User

1. Click **+**
2. **Add User** page will display as below. Fill up the compulsory information (*) which is **Name, Email Address** and also **Password**. In case the user is Super Admin, click on **Super Admin** box. Then click **Create User**



The screenshot shows the 'Add User' form. At the top, there is a breadcrumb trail: 'Management / Users / Add'. Below this, there is an 'Options' section with three checkboxes: 'Active' (checked), 'Handler', and 'Super Admin'. The form has four main input fields: 'Name *', 'Email Address *', 'Password *', and 'Password Confirmation *'. The 'Email Address' field contains 'madeehah@kbse.com.my'. The 'Password' field is masked with dots. Below the 'Password' field, there is a note: 'Password must be at least 6 characters and contain at least one uppercase character and one number.' At the bottom of the form, there is a blue 'Create User' button.

3. New User was added

User Management

Management / Users

Show 10 entries Search:

ID	Name	Email	Status	Last Seen
MET-ST00001	Haffli Masod	haffli@kbse.com.my	Active	3 weeks ago
MET-ST00002	Mohd Afiq Ahmad	afiq@kbse.com.my	Active	8 months ago
MET-ST00003	Madeehah Rasid	madeehah@kbse.com.my	Active	1 second ago
MET-ST00004	Rohani Sulaiman	madeehahr@gmail.com	Active	N/A

Previous 1 Next

Set User Role

1. To set user role, Click on User **Name**
2. The user Profile will display as below:

MET-ST00004

Rohani Sulaiman

Management / Users / MET-ST00004

User Permissions Activity

Active	Yes
Name	Rohani Sulaiman MET-ST00004
Email	madeehahr@gmail.com
Roles	
Last Seen	N/A
Created	1 second ago
Updated	1 second ago

3. Click **Permission** Tab. Click on which task we want to assign to the user based on department/ job scope.

The screenshot shows the user profile page for Rohani Sulaiman (ID: MET-ST00004). The breadcrumb trail is Management / Users / MET-ST00004. There are three tabs: User, Permissions, and Activity. The Permissions tab is active. On the left, a list of tasks is shown, with 'Customer Management' selected. On the right, four checkboxes are visible: View Customer, Create Customer, Edit Customer, and Delete Customer, all of which are currently unchecked.

Edit User

1. To edit user, Click 
- 2.

Edit either Name or Email Address, then click **Update User**

The screenshot shows the 'Edit User' form for Rohani Sulaiman. The breadcrumb trail is Management / Users / Edit. Under the 'Options' section, the 'Active' checkbox is checked, and 'Super Admin' is unchecked. The 'Name' field contains 'Rohani Sulaiman' and the 'Email Address' field contains 'madeehahr@gmail.com'. There is an 'Update User' button at the bottom.

Delete User

1. To delete user, Click 
2. Delete Confirmation pop up will appear, then Click **Delete**.

Delete Confirmation

Are you sure to delete this record?



Revision #5

Created 8 June 2022 07:52:05 by Madeehah Rasid

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