

Users

To manage User which responsible to operate this system,

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

User Management

[Home](#) / [Management](#) / [Users](#)

Show

10

 entries

Search:

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

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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**

Add User

[Home](#) / [Management](#) / [Users](#) / [Add](#)

Options

☒ Active ☐ Handler ☐ Super Admin

Name *

Email Address *

Password *

Password must be at least 6 characters and contain at least one uppercase character and one number.

Password Confirmation *

Create User

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

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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

UserPermissionsActivity

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.

MET-ST00004
Rohani Sulaiman
🏠 / Management / Users / MET-ST00004

User Permissions Activity

Orders	<input type="checkbox"/> View Customer
Buyback Orders	<input type="checkbox"/> Create Customer
E-Commerce	<input type="checkbox"/> Edit Customer
GWA Purchase	<input type="checkbox"/> Delete Customer
GWA Buyback	
GWA Withdrawal	
GWA Exchange	
Sales Incentives Payout	
Group Sales Bonus Payout	
Customer Management	
User Management	
Payment Type Management	
Shipping & Logistics Management	
Reporting	
Web Management	
Miscellaneous	

Edit User

1. To edit user, Click
- 2.



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

Edit User
🏠 / Management / Users / Edit

Options
☒ Active ☐ Super Admin

Name *

Email Address *

Update User

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?

Delete

Cancel

Revision #5

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

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