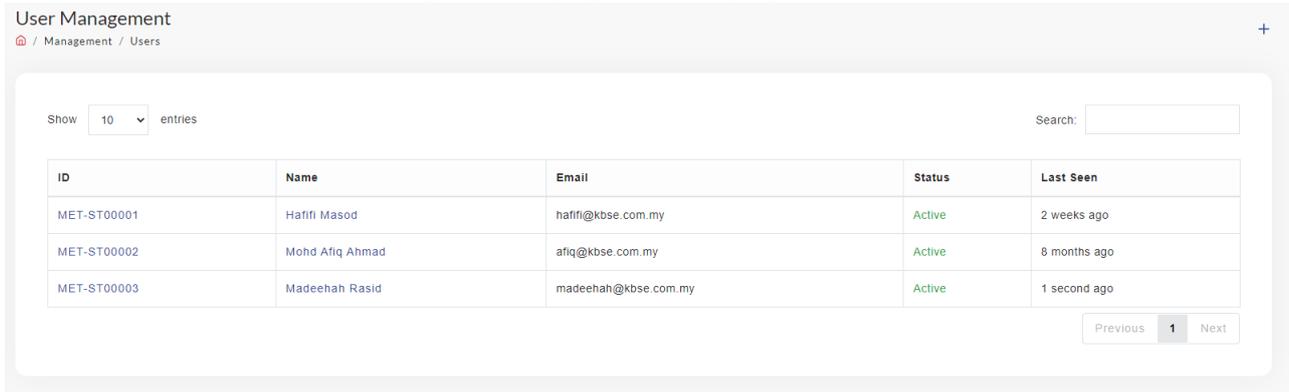# Users

To manage User which responsible to operate this system,

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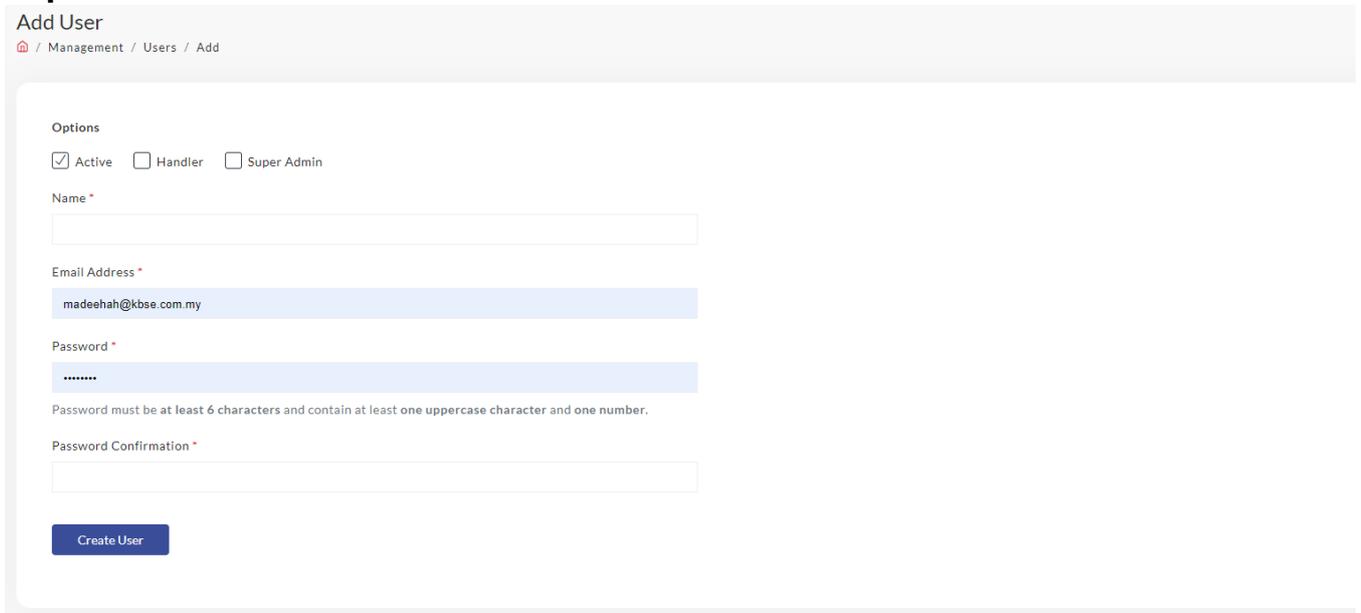

Add User

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**

3. New User was added

User Management
🏠 / Management / Users

Show [10 ⌄] entries   Search: [   ]

ID	Name	Email	Status	Last Seen
MET-ST00001	Hafifi Masod	hafifi@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.

Edit User

1. To edit user, Click

2.

Edit either Name or Email Address, then click **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]

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