The User Directory

The User Directory lists all the current User Accounts in the system. From here, new users can be created, and existing accounts can be managed. To arrive at this page, navigate by

ADMINISTRATION > USER MANAGEMENT



Creating A New User Account

Fill in all the required fields and click CREATE ACCOUNT to create the new User Account.

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First Name	The first name of the new user	
Last Name	The last name of the new user	
Email Address	A working email address that can be used to contact this user	
Contact Number	A working contact number that can be used to contact the user	
Login ID	A unique and working email address. This value can be the same as the one inputted in Email Address	
Account Role	 Sets the role of this new User. There are currently three roles: Administrator Manager User 	
Login Account Status	Sets whether this user can login to the Web Management System	

For all new accounts, the default password will be set initially. Please remember to inform your new user to change the password as soon as possible.

Once the new account is created, additional options will now be available.

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Reactivating A User Account

User Accounts get suspended automatically when they fail their logins more than 5 times. To reactivate the account, simply click on the ACTIVATE button in the warning panel.

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