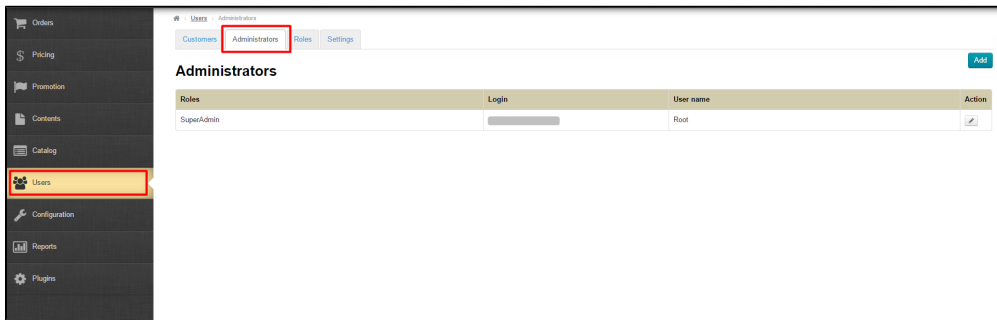


# Administrators



- [Description](#)
- [Actions](#)
  - [Add](#)
  - [Edit \(configuration of an operator\)](#)
  - [Delete](#)

On this tab you have the ability to view and edit the list of users with roles assigned to them. This tab is associated with the Roles tab.



**Go to:** Users > Administrators in the administrative area.

## Description

The Administrators tab contains the list of users who have administrative roles assigned to them.

The user list comprises the following user information represented as a table:

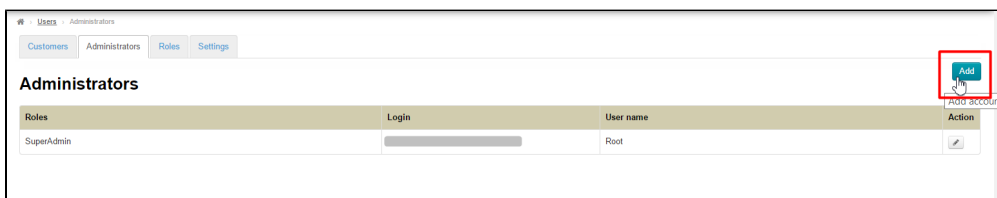
1. Roles
2. Login
3. User name
4. Actions

## Actions

### Add

Here, adding a user means creation of a new and unique user in a system. Hence, login and e-mail address are to be unique (should not be used by an existing user of the administrative area).

To add a new user with an administrator role click the Add button.



In the form that appears fill out the Login field (one should use the Roman letters from a to z and numerals from 0 to 9). If such a login name already exists an error will be shown.

The screenshot shows the 'Adding' user form. At the top, there are tabs for 'Customers', 'Administrators', 'Roles', and 'Settings'. The 'Adding' section contains the following fields: 'Login' (with a red arrow pointing to it and a red box around it containing 'testuser'), 'Password' (with a lock icon), 'Email' (with an '@' icon), and 'Role' (a dropdown menu set to 'SuperAdmin'). To the right, under 'Private data', is a 'Full name' field. At the bottom are 'Save' and 'Cancel' buttons.

Fill in the password field (we recommend creating a password of average strength that contains both Roman letters and numerals. The overall size of a password should be 6 or more symbols.)

This screenshot shows the 'Adding' user form with the 'Password' field highlighted by a red arrow and a red box. The 'Login' field now contains 'testuser'. The 'Email' field contains an '@' symbol. The 'Role' dropdown is still 'SuperAdmin'. The 'Full name' field is empty.

Type the existing and valid user's e-mail address in the E-mail field.

This screenshot shows the 'Adding' user form with the 'Email' field highlighted by a red arrow and a red box. The email address 'testuser@gmail.com' is being entered. The 'Login' field is 'testuser' and the 'Password' field is 'frt45hju'. The 'Role' dropdown is 'SuperAdmin'.

Type the full name of a new user.


This screenshot shows the 'Adding' user form with the 'Full name' field highlighted by a red arrow and a red box. The full name 'Ivanov A' is being entered. All other fields are filled: 'Login' is 'testuser', 'Password' is 'frt45hju', and 'Email' is 'testuser@gmail.com'. The 'Role' dropdown is 'SuperAdmin'.


Select an admin role you want to assign to a new user (to see the list of permissions for each role refer to the "Roles" section).


Users Administrators Testuser


Customers Administrators Roles Settings

### Add

Login 

Password 

Email 

Role 

SuperAdmin

Operator

SuperAdmin

Save

Cancel

**Private data**


Full name


Save the new settings by clicking the Save button.


Users Administrators Testuser


Customers Administrators Roles Settings

### Add

Login 

Password 

Email 

Role 

Save

Cancel

**Private data**



Full name

After saving a new user with a role set to him/her will appear in the list of administrators.

Users Administrators

Customers Administrators Roles Settings Add

### Administrators

Roles	Login	User name	Action
SuperAdmin	<input type="text" value="testuser"/>	Root	
Operator	testuser	Ivanov A	



## Edit (configuration of an operator)

To make changes in user details and parameters select a user in the list of administrators:

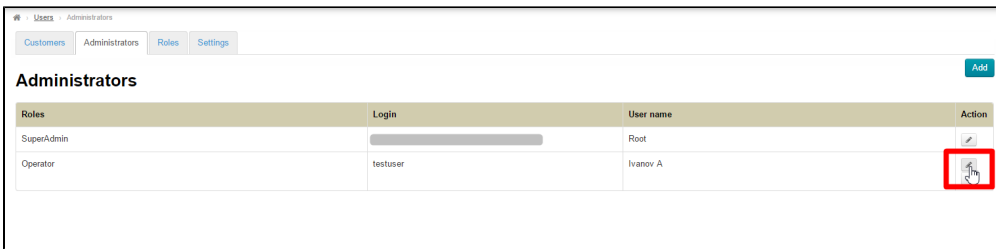
Users Administrators

Customers Administrators Roles Settings Add

### Administrators

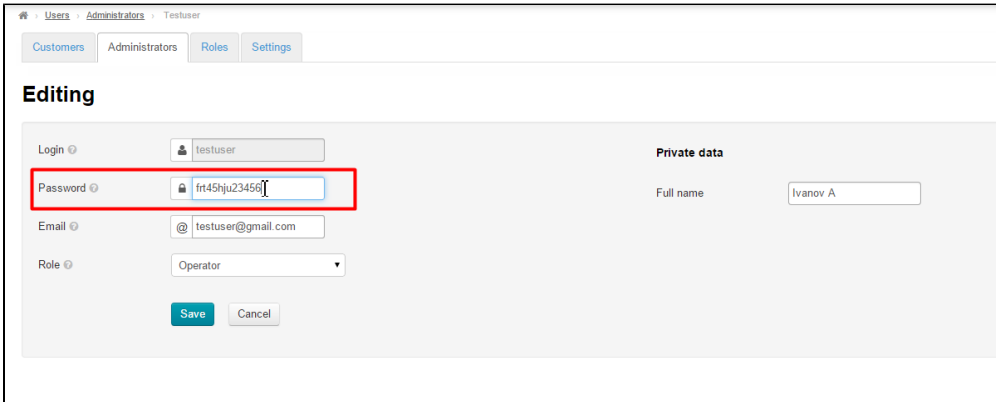
Roles	Login	User name	Action
SuperAdmin	<input type="text" value="testuser"/>	Root	
Operator	testuser	Ivanov A	

Click the Edit button (the pencil icon) in the "Actions" column.



Roles	Login	User name	Action
SuperAdmin		Root	
Operator	testuser	Ivanov A	

This will bring up a form where you can make modifications (for example, one may change a full name, e-mail, role or password):



**Editing**

Login: testuser

Private data

Full name: Ivanov A

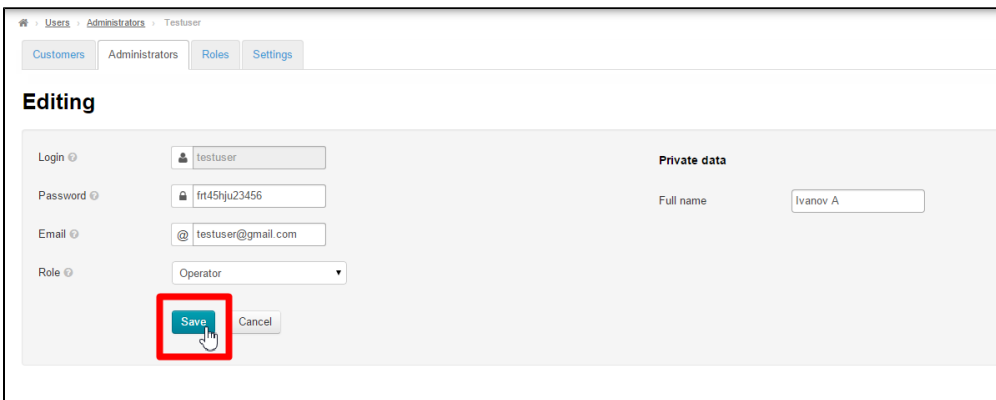
Password: fnt45hju23456

Email: testuser@gmail.com

Role: Operator

Save Cancel

Click the Save button to make modifications valid.



**Editing**

Login: testuser

Private data

Full name: Ivanov A

Password: fnt45hju23456

Email: testuser@gmail.com

Role: Operator

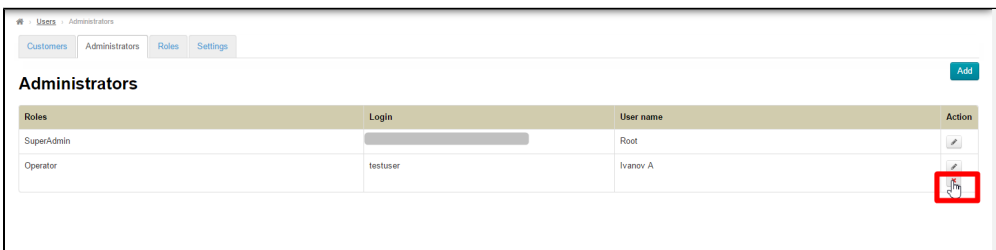
Save Cancel

## Delete

A user who is The Super Administrator cannot be deleted. This is done for safety's sake lest website access be lost.

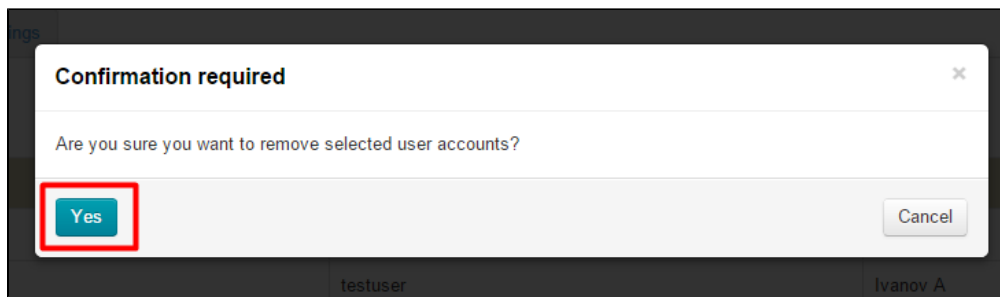
To delete a user from the list of administrators:

Click the Delete button (the X) in the Actions column of the appropriate string.



Roles	Login	User name	Action
SuperAdmin		Root	
Operator	testuser	Ivanov A	

Once you have clicked on the Delete button you should confirm your choice. If you are sure you want to delete a user click "Yes".



Once you click the Yes button a user will be deleted from the list of administrators. To get back a user to the list you need to add him /her once again.