Administrators



- Description
- Actions
 - ° Add
 - Edit (configuration of an operator)
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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.

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Contents	Roles SuperAdmin	Login	User name Root	Action
Catalog				
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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.

1					
	Administrators			Add	
	Roles	Login	User name	Action	
	SuperAdmin		Root	/	
				_	

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.

Customers Administrators Roles Settings				
Adding				
Login 🛛 🗕	testuser	Private data		
Password 🕼		Full name		
Email 😡	@			
Role 😡	SuperAdmin			
	Save			

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.)

● <u>Users</u> → <u>Administrators</u>	> Adding	
Customers Adminis	trators Roles Settings	
Adding		
Login 😡	Lestuser	Private data
Password 🕢 🗕	■ frt45hjul I	Full name
Email 😡	@	
Role 😡	SuperAdmin	
	Save Cancel	

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

Customers Administrators Roles Settings Adding	
Adding	
Login 🛛 🔹 testuser Private data	
Password 🛛 🔒 frt45hju Full name	
Email O @ testuser@gmail.com	
Role 🛛 SuperAdmin	
Save	

Type the full name of a new user.

	istrators Adding Administrators Roles Settings	
Adding		
Login 😡	Lestuser	Private data
Password 😡	frt45hju	Full name Vanov A Ţ
Email 📀	@ testuser@gmail.com	
Role 😡	SuperAdmin •	
	Save Cancel	

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 > Administrator	rs > Testuser	
Customers Admin	histrators Roles Settings	
اماما		
Add		
Login 📀	Lestuser	Private data
Password 😡	🔒 frt45hju	Full name Ivanov A
Email @	@ testuser@gmail.com	
Role Ø	SuperAdmin SuperAdmin SuperAdmin Save Cancel	
	Save	

Save the new settings by clicking the Save button.

중 · <u>Users</u> · <u>Administrator</u>	# シ <u>Users</u> > <u>Administrators</u> > Testuser					
Customers Admin	Customers Administrators Roles Settings					
Add	Add					
Login ©	Lestuser	Private data				
Password ©	🔒 frt45hju	Full name Ivanov A				
Email 📀	@ testuser@gmail.com					
Role 🕢	Operator •					
	Cancel					

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

1	Users Administrators Customers Administrators Roles Settings			
	Administrators			
	Roles	Login	User name	Action
	SuperAdmin		Root	1
	Operator	testuser	Ivanov A	1
				×

Edit (configuration of an operator)

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

Image: Section of the sectio			
Administrators			Add
Roles	Login	User name	Action
SuperAdmin		Root	1
Operator	testuser	Ivanov A	1
			×

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

• Lata: - Amendment values Coatomers Administrators Roles Settings			
Administrators			Add
Roles	Login	User name	Action
SuperAdmin		Root	
Operator	testuser	Ivanov A	Į.

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

Administrator	s > Testuser		
Customers Admini	istrators Roles Settings		
Editing			
Login 😡	Lestuser	Private data	
Password ©	frt45hju23456	Full name	Ivanov A
Email 📀	@ testuser@gmail.com		
Role 😡	Operator •		
	Save		

Click the Save button to make modifications valid.

₩ > <u>Users</u> > <u>Administrators</u> > Testuser					
Customers Adminis	strators Roles Settings				
Editing					
Login 🕢	Lestuser	Private data			
Password ©	frt45hju23456	Full name	Ivanov A		
Email 🕢	@ testuser@gmail.com				
Role 😡	Operator •				
	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.

er e Vassa - Administrators Customers Administrators Roles Settings						
Administrators						
Roles	Login	User name	Action			
SuperAdmin		Root	1			
Operator	testuser	Ivanov A	í.			
			0			

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.