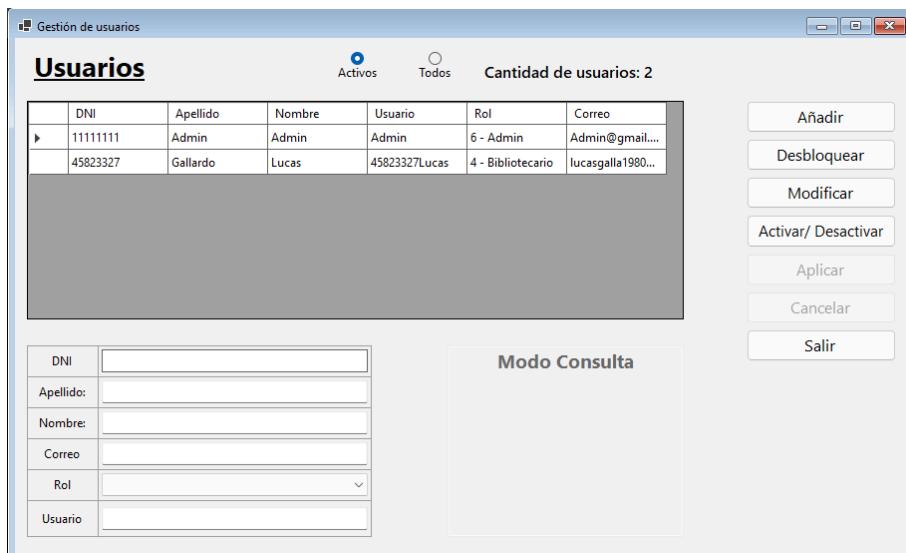


# User Management:



Upon opening the option, we will find the user management form, which will allow us to perform operations on the different users already loaded, load new ones, or deactivate existing ones.

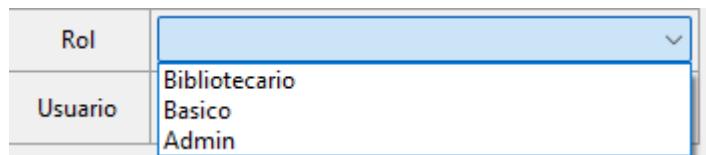
In the upper controls, we can click "**Active**" to see the users active as of today's date in the grid, and if we press "**All**", it will update the grid with active and deactivated users. The latter will be highlighted in gray.

## Add:

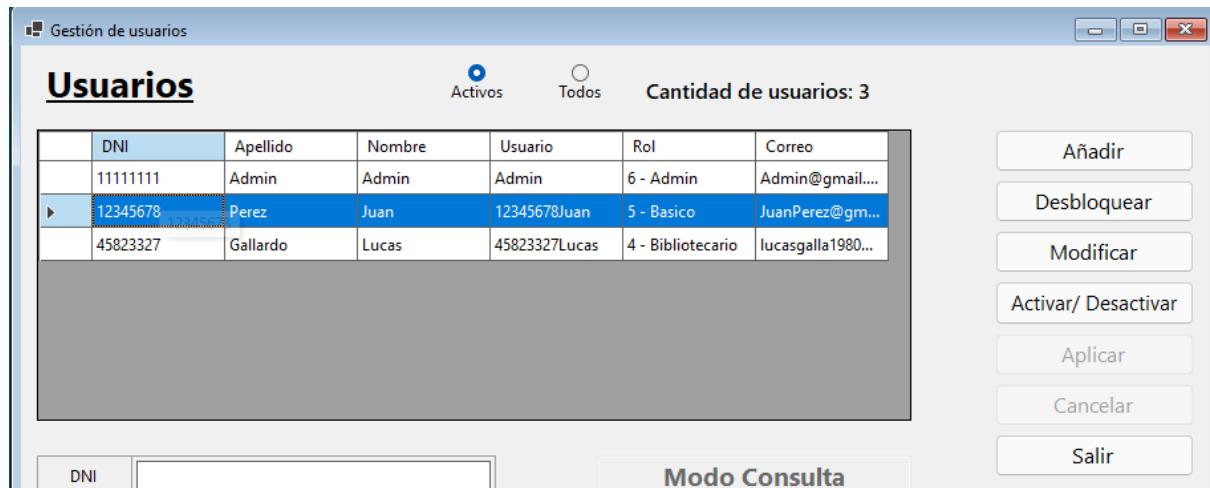
The **Add** button will change the mode to "Add". In this mode, we can fill the control with the data of the user we want to add to the system.

This screenshot shows a vertical stack of input fields for adding a new user. The fields are labeled from top to bottom: "DNI", "Apellido:", "Nombre:", "Correo", "Rol", and "Usuario". Each label is followed by a text input field. The "Rol" field includes a dropdown arrow indicating it is a selection field.

- **DNI:** 8 digits without periods or commas.
- **Last Name:** User's last name in text.
- **First Name:** User's first name in text.
- **Email:** User's email address in the format: "<nombreApellido@ejemplo.com>"
- **Role:** we will select one of the profiles registered in the system.

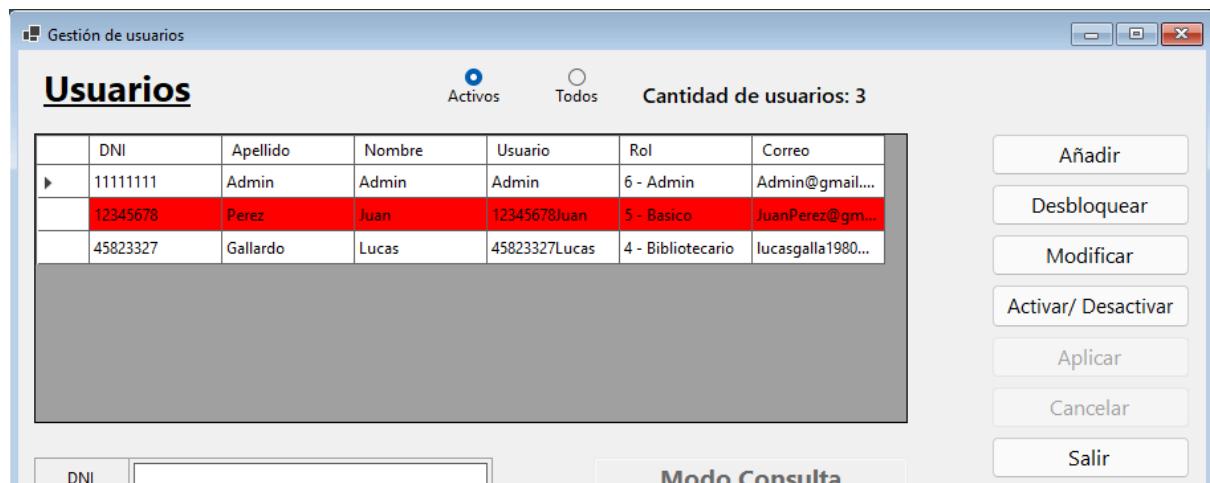


Once we complete all the data correctly, we press "**apply**" and the grid will update with the new data.



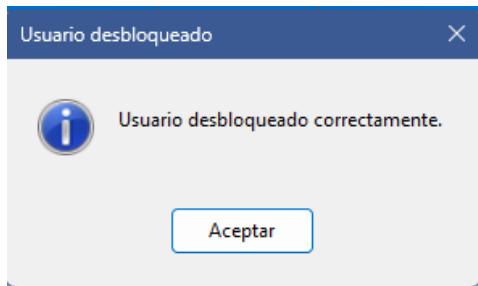
### Unlock:

A user can block their account by incorrectly entering the password too many times. In that case, the grid will show the blocked user highlighted in red:



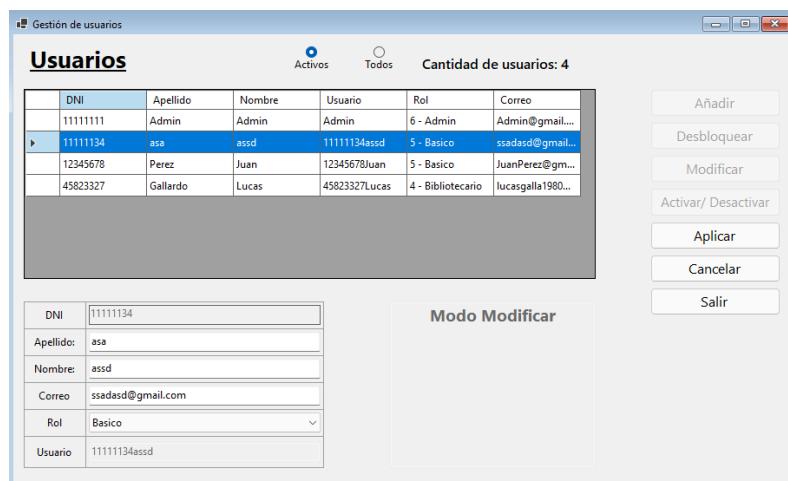
The **Unlock** button will change the mode to unlock and will ask us to select a blocked user. Once selected in the grid, we will press the "**apply**" button to unlock the user and restore their password to the DNI + last name format.

If everything worked correctly, we will see the following message:

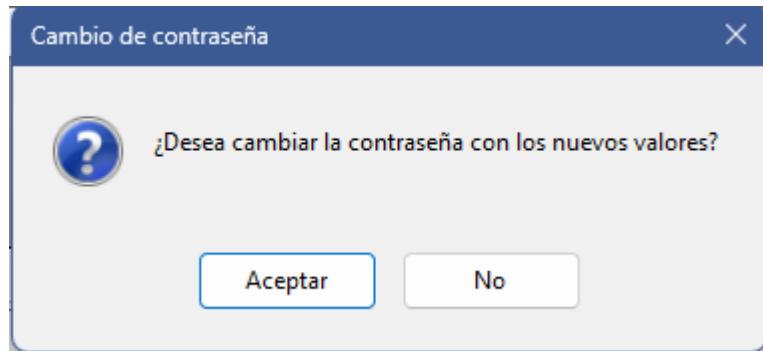


## Modify:

Modify allows changing the data of an entered user if necessary. By pressing the **Modify** button, it will ask us to select a user from the grid. Once done, the content of the controls will be replaced by that of the selected user.



We can modify the content of the Last Name, First Name, Email, and Role controls of the user and press **Apply** once we finish. When we do this, we will see the following message:



By pressing "**Accept**", the password will return to the DNI + Last Name format with the data we changed in this operation.

By pressing "**No**", we will keep the current password.

Once we finish, the changes will be reflected in the grid.

Gestión de usuarios						
<b>Usuarios</b>						
	DNI	Apellido	Nombre	Usuario	Rol	Correo
	11111111	Admin	Admin	Admin	6 - Admin	Admin@gmail....
▶	11111134	Ana	Martinez	11111134Martin...	5 - Basico	ssadasd@gmail...
	12345678	Perez	Juan	12345678Juan	5 - Basico	JuanPerez@gm...
	45823327	Gallardo	Lucas	45823327Lucas	4 - Bibliotecario	lucasgalla1980...

**note: It is not possible to modify the username in any way.**

### Activate/Deactivate:

If we want to deactivate a user so they cannot enter the system with their account, we must switch to the "**Activate/Deactivate**" mode. In it, it will ask us to select which user we want to perform the action on. We select it in the grid and press "**Apply**".

- If the selected user is activated, it deactivates them and they will not be able to log into their account.
- If the selected user is deactivated, it will activate them and allow them to log in again with their credentials.