**Users**

This section allows users to create and edit user details and change their status from active to disabled or vice versa. To access this section, users can select the Users tab from the Projects menu, which will display the Users List.

**Navigation**:

**Home icon > Projects Menu > Users**

**User Privilege Instructions:**

1. **Super Admin:** There are two Super Admins assigned to each license subscription. The first user to register under the license becomes the primary Super Admin, who can then assign the secondary Super Admin. When the primary Super Admin assigns a user, admin, or secondary Super Admin to the project, an activation mail is sent. The activation mail must be used for the registration of the user to the project. A super-admin has complete control over the license or licenses that may have been created.
2. **Admins and Users:** The number of admins and users allowed in a project depends on the license agreement between FireFlink and the customer. Users are required to register using their correct email ID only once, as editing or duplicating the email ID will be disabled after registration. Therefore, users must be cautious when entering their email IDs. Admins have similar privileges to super-admins, except they are not authorized to upgrade or degrade licenses. The privileges of users can be customized as per the requirements of the automation project.

**Add User to License Pop-Up**

**+User button:** The button located at the top right corner of the screen can be used to add a new User.

The "Add User to License" pop-up will be displayed. The pop-up will contain four fields:

1. **Email**: The email field is mandatory and cannot be edited in the Edit User pop-up. It is important for each user to register only once using their correct email ID, as duplications or editing of the email ID after registration will not be possible. Therefore, users should be careful when entering their email IDs.
2. **Privilege:** The field for selecting privileges is mandatory and includes three options: Super Admin, Admin, and Users.
3. **Name**: This field requires the name of the user and is mandatory.
4. **Phone number**: For Super Admin, this field is mandatory while it is optional for Admin and Users. To add an alternative number, Users can click on the +phone button and a text field will appear for entering the number.

**Steps to Add a User**

* Click on the "+ User” button
* Simply add the user to the license in the pop-up displayed.
* All the required fields, such as Name, email ID, and Privilege, must be completed.
* Click on Create Button.
* Created User will be displayed in the User list.
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