ByteXpress

Register User

Step 1 – Click on the "Users" nav item (1) then, click on the "Register New User" (2) button

Step 2 – Fill in the required details:

- o   Select the appropriate user role from the options in the dropdown (1)
- o   Provide the first name (2)
- o   Provide the surname (3)
- o   Provide a phone number (4)
- o   Provide an email address (5)
- o   Provide a street address (6)
- o   Select a country from the dropdown (7)
- o   Select a province from the dropdown (8)
- o   Select a city from the dropdown (9)
- o   Select a suburb from the dropdown (10)

Step 3 – Click on the "Create" button to add the User (11) or the Cancel button (12) to return to the All User screen

Search for User

Step 1 – Enter your search query in the search bar (1)

Update User

Step 1 – Click on the "Update" button (1)

Step 2 – Update the required details:

- o Update the first name (1)
- o Update the surname (2)
- o Update the phone number (3)
- o Update the street address (4)
- o Select a country from the dropdown (5)
- o Select a province from the dropdown (6)
- o Select a city from the dropdown (7)

- Select a suburb from the dropdown (8)
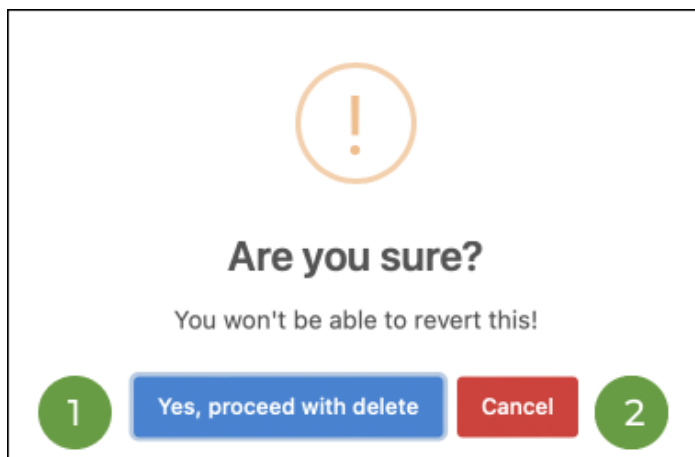- Select an appropriate account status (9)

Step 3 – Click on the "Update" button (10) to update the User details or "Cancel" button (11) to return to the All User screen

Delete User

Step 1 – Click on the "Delete" button (1)

Step 2 – Click on the "Yes, proceed with delete " button to delete the User (1) or the "Cancel" button (2) to return to the All User screen