Add users

Add User

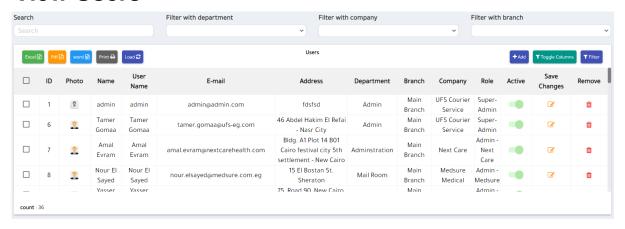|	
Photo	Choose File · No file chosen
Name *	
User Name *	
Password *	
Address *	
Cellphone *	
E-mail *	
Company *	⌄
Branch *	⌄
Department *	⌄
Role	⌄
Notes	
Active	🟢

Close   Add

1. A picture for each user is added (optional)
2. Username - User Address - Phone Number
3. Write your email and password
4. Selecting the company - the branch - the department to which the user belongs (as each user has his own company and a private branch)
5. The user's effectiveness is determined, whether active or not, to determine whether or not he accesses the program

View Users

	ID	Photo	Name	User Name	E-mail	Address	Department	Branch	Company	Role	Active	Save Changes	Remove
☐	1		admin	admin	admin@admin.com	fdsfsd	Admin	Main Branch	UFS Courier Service	Super-Admin			
☐	6		Tamer Gomaa	Tamer Gomaa	tamer.gomaa@ufs-eg.com	46 Abdel Hakim El Refai - Nasr City	Admin	Main Branch	UFS Courier Service	Super-Admin			
☐	7		Amal Evram	Amal Evram	amal.evram@nextcarehealth.com	Bldg. A1 Plot 14 B01 Cairo festival city 5th settlement - New Cairo	Adminstration	Main Branch	Next Care	Admin - Next Care			
☐	8		Nour El Sayed	Nour El Sayed	nour.elsayed@medsure.com.eg	15 El Bostan St. Sheraton	Mail Room	Main Branch	Medsure Medical	Admin - Medsure			
			Yasser	Yasser		75. Road 90. New Cairo		Main		Admin -			

count : 36

1. The data for each user is displayed
2. Can be filtered by
   - ❖ Name the company affiliated with the users for the visibility of users of this company only
   - ❖ It is also possible to choose a specific branch of a company and choose a specific section also for the visibility of users of this section only
3. Columns of data can be hidden and shown to make exporting data easier
4. The data can be exported to excel, pdf or word as needed
5. More than one item can be selected and deleted
6. You can choose a specific user and modify his data
7. The total number of users can be shown

Add user permissions

Roles

Search

#	ID	Name English	Display Name	Company	Remove	Permissions
☐	1	admin	admin	UFS Courier Service ⌄	🗑	☰
☐	2	Super-Admin	Super Admin	UFS Courier Service ⌄	🗑	☰
☐	3	Admin - Next Care	Amal Evram	Next Care ⌄	🗑	☰
☐	4	Admin - Medsure	Nour El Sayed	Medsure Medical ⌄	🗑	☰
☐	5	Admin - Metlife	Yasser Heikal	Metlife ⌄	🗑	☰
☐	6	Main Branch	Coordinator - Chubb	Chubb ⌄	🗑	☰
☐	8	Mail Room Chubb	Mail Room Chubb	Chubb ⌄	🗑	☰
☐	9	dtc	dtc	UFS Courier Service ⌄	🗑	☰
☐	10	Admin - Metlico	Mahmoud Shehata	Misr Emirates Takaful life Insurance ⌄	🗑	☰
☐	11	Chubb CS	Chubb CS	Chubb - C.S ⌄	🗑	☰

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1. The role of the user is written (what is meant by the user's function, that is, the role and the permissions available to him in the program)
2. Choose the company for this job or role
3. You choose multiple permissions for this role that is assigned to a specific company

Permissions ‹ admin

	Awb		Pickup		Courier Sheet
🟢	Read Awb	⚪	Read pickup	🟢	Read Courier Sheet
🟢	Add Awd	⚪	Add Pickup	🟢	Add Courier Sheet
🟢	Edit Awb	⚪	Edit Pickup	🟢	Edit Courier Sheet
🟢	Remove Awb	⚪	Remove Pickup	🟢	Remove Courier Sheet
🟢	Awb Id	⚪	Change Pickup Status	🟢	Transfer Courier Sheet To Another
🟢	Track Awb	⚪	Remove Pickup Status	🟢	Transfer Awb From Sheet To Another Sheet
🟢	Change Awb Ok Status	⚪	Track Pickup		
🟢	View Trash of Awb				

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❖ Permissions are divided into groups for easy selection
❖ Add all the required powers to be given to the company and click on the word Add
❖ After completion, the company has only the powers that have been granted only