

USERS


The user section of allows administrators to:

- Add Users
- Search for Users
- Edit User Criteria
- Import Users
- Send Welcome Emails

1.1 Add Users

























































Click the “Add User” button to add users.

Users
Groups
Catalog
Surveys
Resources
Requests
Help
System
Role: Admin


Users
Below is the list of users in this organization. To create a new user, click the Add User button. To edit a user, click Edit next to their name.

Add User
Search For User
Edit User Criteria
Import Users
Send Welcome Emails

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Show all

	Last Name	First Name	Email	M	I	R	A									
	Ahmed	Abdel	phoenix@ssl64													
	Alexander	Curtis	cvalex8@aol.com													
	Amaya	Nicasio	phoenix@ss50													
	Anderson	Richard	phoenix@ssl74													
	Anderson	Robert	phoenix@ss96													
	Anderson	Ryan	phoenix@ssl45													
	Anderson	Sean	phoenix@ssl09													
	Anderson	Weldon	phoenix@ssl14													

The “Edit User” screen displays. Enter the fields for the new user. The required fields are set by default. Other required fields, such as location shown in the following image, are set in the “Edit Criteria” section.