## Users

In order to create or edit users you must access the Users screen by clicking the Users menu in the left side menu bar. You can view a listing of the users in the screen as shown below.

[Screenshot of Users screen with arrow pointing to add button]

The listing contains information on the users divided into columns (headings) and rows with each column and row displaying one specific detail and about a specific user. An explanation of these different headings is given below.

[Explanation of the columns in the listing]

### Adding a user

To add a user to the list, you must click the Add button [pic of add button] as shown in the figure above. Upon clicking, the add form opens up and appears as shown below.

[Screenshot of user’s add form]

This is where you can fill various details of the user. An explanation of the details to be filled is given below.

[Explanation of the fields in the add form]

After entering the details, click the Submit button at the bottom of the add form to save the details. If there are no data-entry errors, the system responds with the success message. However, if there are data-entry errors, it shows the errors. You need to correct the errors and click the Submit button again. You can also click the Close button at any point during the data-entry to close the form without adding the user.

### Searching out a specific user’s details

Many times there will be a need to see a specific user’s details. This need could arise for just gathering information or editing the details. This is where the search feature will come to your aid. To search for a specific user, you must enter the text that you want to search for in the search box located just above the listing of users in the Users screen as shown below.

[Screenshot of Users screen with arrow pointing to search box with some text]

Without any search text, the listing shows all the users. But, since the number of users can be large (with or without the search text), the listing is divided into “pages”. You can use the pagination controls just below the listing to browse through these pages. To browse through successive pages by clicking Next and the previous pages by clicking Previous. You can browse to a specific page, you can click on the page number. Since the number of pages can also be large, only a few page numbers are displayed.

As you type in the search text, the system filters the list – keeping only those users that contain any detail matching the search text. The list of users is still grouped into pages as before. To further aid your ability to search out a user from the list, the system provides sort functionality on the columns of the list. By default the list is sorted in ascending order on one of the columns. If you click any of the column headings, the entire list will get sorted in ascending or descending order on that specific column.

### Editing a user

To edit the details of a user you must search it out first as described in the previous section. Once you have located the specific row displaying the details of that user, click the edit icon [pic of edit icon]. The edit form opens up with the details of the user prefilled as shown in the figure below. You can change the details as necessary and click the Submit button to save the changes. You can also click the Close button at any point during the data-entry to close the form without saving the changes.

[Screenshot of user’s add form]

[Explanation of extra fields in the edit form (if any)]