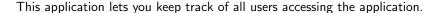
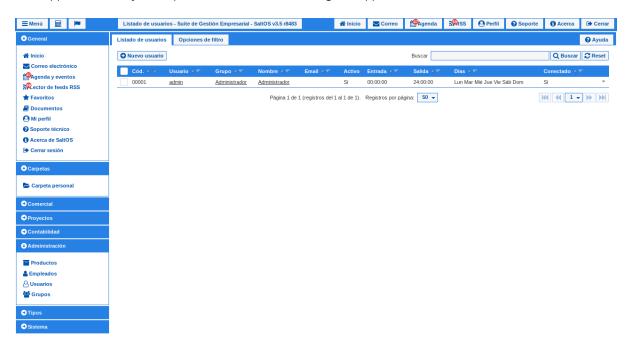
# **Users**





### **User List**

In the list of users you will find the most important pillars of registration:

- Ref.: Numeric code that identifies the user.
- User: Name of access to the application.
- Group: Group to which the user belongs.
- Name: Actual username.
- Email: Mail account user contact.
- Active: Determines the account is locked.
- Check-in: Determines the start of permitted hours to access the application.
- Check out: Determines the end of permitted hours to access the application.
- Days: Determines the days that the user is allowed to enter the application.
- Online: Determines whether the user is currently connected.

### **Listing Options**

On each record. You can perform a series of actions that are represented by the following icons:

• Q 🖋 🛍 Check / Edit / Delete Record.

#### **Filter Options**

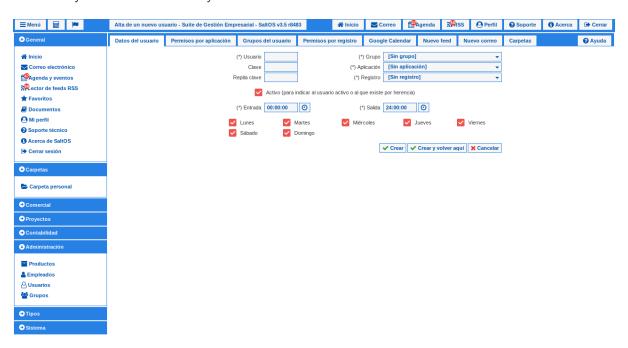
For more information about the filter options listed in the ayuda general.

### **Users Form**

This is the application of users, it may add, modify and view all user data classified in different tabs: main data, application permissions, group user permissions record, Google calendar, subscribed feeds, email accounts, data on the registry modifications and assignments to folders.

#### **Data Tab User**

In this tab you can view and modify the main user data. Here we relate all information fields.

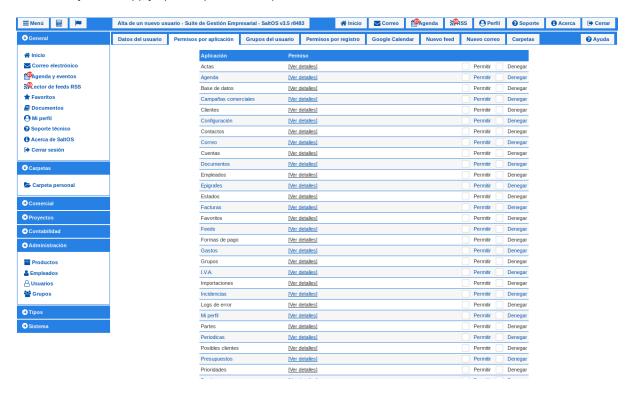


- User (\*): Username.
- **Group** (\*): Group to which the user belongs.
- Key: Access key.
- Repeat password: Repeat the password to rule out typing errors.
- Application (\*): A type of contact that this user belongs.
- Log (\*): A specific contact that pertener this user.
- Active: Serves to block the account momentarily.
- Input (\*): Start Time permission to access the application.
- Output (\*): End time of permit application access.
- Weekly Access: Weekdays access to the application is allowed.

(\*) Required when creating or modifying a user Campos.

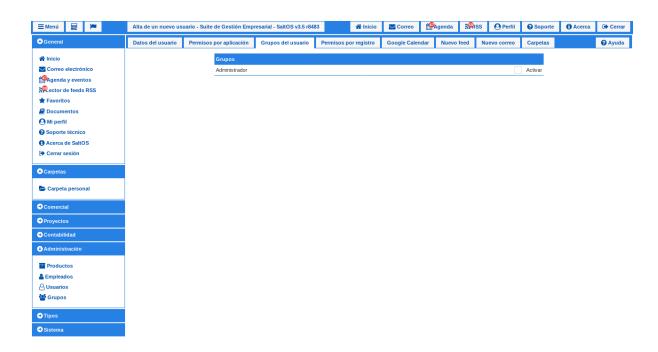
## **Application permissions tab**

In this tab you can apply specific permissions per user.



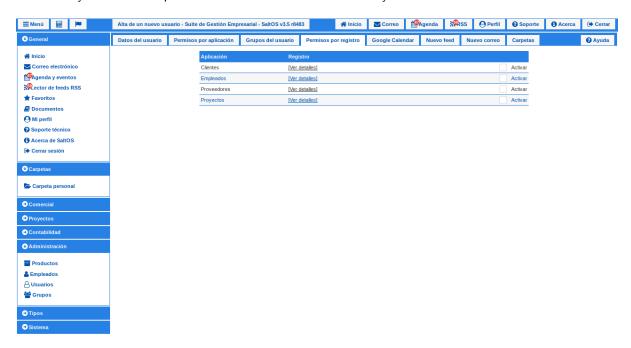
## **User Groups tab**

In this tab you can assign specific user groups.



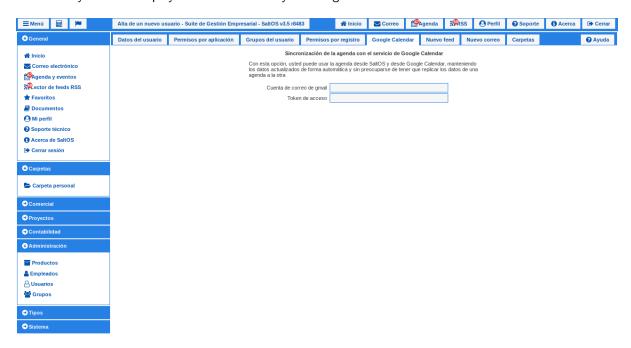
### Permissions tab for registration

In this tab you can block specific records relevant to confidentiality.



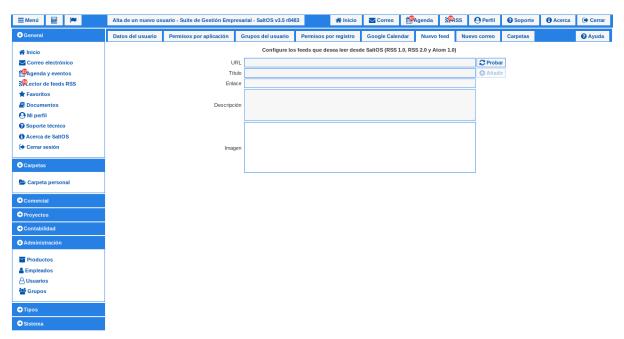
### Google calendar tab

In this tab you can set up synchronization with your Google calendars



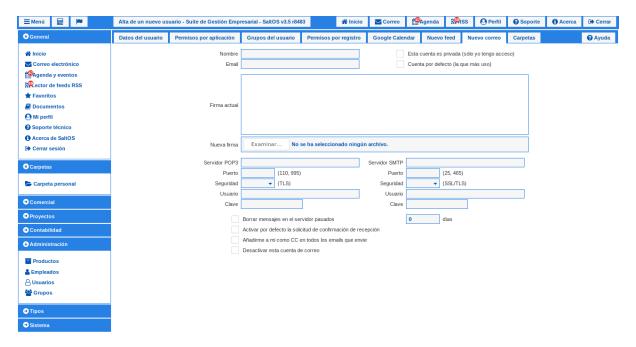
## Feeds tab configured

In this tab you can configure all the feeds needed for that user.



#### Mail Accounts tab

With this tab you can add all email accounts have to manage the user.



## **Registry Data Tab**

For more information about the filter options listed in the ayuda general.

#### **Tab Folders**

For more information on Folder Options ayuda general.