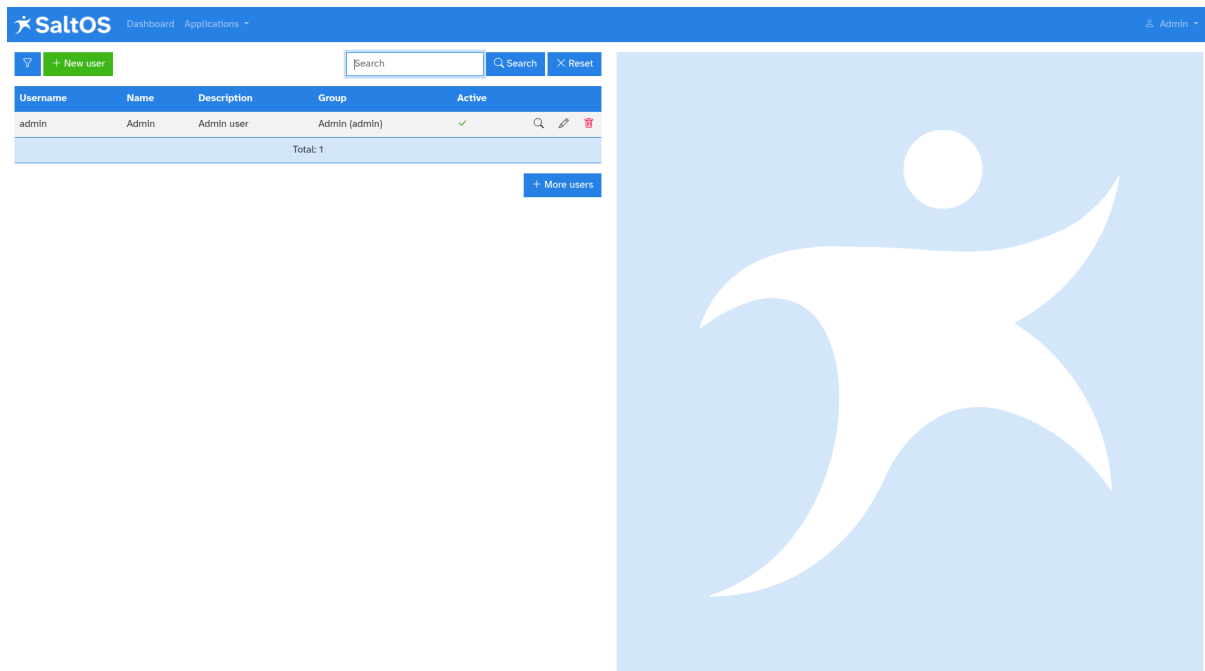# Users

Description

The Users application is used to manage the accounts that have access to the SaltOS4 system. Each user is assigned credentials, roles, and permissions, and can optionally be linked to an employee profile. This module is essential for access control, personalization, and audit tracking.

List view

The following fields are displayed in the list view:

- Username: Unique login name used to access the system.
- Name: Full name of the user, used for display and identification.
- Description: Internal comments or notes about the user profile.
- Group: User group or role assigned for permission control.
- Active: Indicates whether the user account is currently enabled.

Form view

This view is used to create, view or edit user accounts.

In **create** mode, the form is used to register a new user with login credentials.

In **view** mode, the account details are shown without edit capability.

In **edit** mode, you can update user information or reset credentials.

SaltOS Dashboard Applications ▾   👤 Admin ▾

▽ + New user | Search | 🔍 Search | ✕ Reset   ⬤ Active

Username	Name	Description	Group	Active			
admin	Admin	Admin user	Admin (admin)	✓	🔍	✎	🗑

Total: 1

+ More users

Username: admin   Group: Admin (admin)
Name: Admin   New password: [____] 👁   Retype new password: [____] 👁
Description: Admin user

Start time: 12:00:00 AM 🕐   End time: 11:59:59 PM 🕐

Days: Groups: Admin (admin)
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Applications and permissions

	main	menu	create	widget	action	config	help	
login	Allow							
dashboard	Allow					Allow	Allow	
tester	Allow	Allow						
users	Allow	Allow	Allow	Allow	Allow	Allow	Allow	Allow
groups	Allow	Allow	Allow	Allow	Allow	Allow	Allow	Allow
dashboard_widgets	Allow					Allow	Allow	
widgets				Allow				
emails	Allow	Allow	Allow	Allow	Allow	Allow	Allow	
emails_accounts	Allow		Allow	Allow	Allow	Allow	Allow	Allow
pushlog	Allow	Allow					Allow	

The form includes the following fields:

- Active: Indicates whether the user account is currently enabled.
- Username: Unique login name used to access the system.
- Group: User group or role assigned for permission control.
- Name: Full name of the user, used for display and identification.
- New password: New password to assign to the user (for resets or changes).
- Retype password: Confirmation of the new password to avoid typos.
- Description: Internal comments or notes about the user profile.
- Start: Start date from which the user account is valid.
- End: Expiration date after which the user cannot log in.
- Days: Days of the week on which the user is allowed to access the system.
- Groups: Additional groups or roles associated with this user.
- Applications and permissions: Detailed matrix of app access and specific actions allowed for the user.
- Passwords history: List of previously used passwords for audit and reuse prevention.

Delete

User accounts can be deleted if they have not logged in or are not linked to any activity log.

Otherwise, it is recommended to disable them instead of deletion for audit purposes.