



## HowToUseCubiUser

Cubi user management screenshots

Updated Feb 12, 2012 by [rockys...@gmail.com](#)

Here we have used one simple instance of a serial of operations on user module to show people how easy to using Cubi add or edit or delete a record.

## Introduction

First let's create an new user in user manage window

The screenshot displays the Openbiz Cubi Platform's User Management interface. The top navigation bar includes 'Administration', 'Tickets', and 'Collab'. The breadcrumb trail shows 'Cubi System > Administration > User > User Management'. The left sidebar lists various system components, with 'User' selected. The main area shows a 'User Management' section with a table of users. The 'Add' button is circled in red, indicating the next step in the tutorial.

ID	Username	Email	ID Card	Active	Last Login
1	admin	admin@yourcompany.com		✓	2012-02-01 15:53:29
2	member	member@yourcompany.com		✓	2010-05-01 01:19:57
3	guest	guest@yourcompany.com		✓	
5	zhangjianguo	zhangjianguo@openbiz.me		✓	2012-01-06 19:49:17
6	wanglei	wanglei@openbiz.me		✓	2012-01-29 17:13:42
7	liuna	liuna@openbiz.me		✓	
8	zhaolu	zhaolu@openbiz.me		✓	2012-01-10 16:10:09
9	zhanglei	zhanglei@company.com		✓	2012-01-06 21:48:57
10	zhaolei	zhaolei@company.com		✓	
11	lilei	lilei@company.com		✓	2012-01-12 10:57:23

Second step set up password for the new user account

[Administration](#)
[Tickets](#)
[Collab](#)

[My Account](#)
[Help](#)
[Logout](#)

Cubi System > Administration > User > User Management
Switch to: Jixian, Wang

Cubi Admin
Index

User

User Management

Session Management

Role

Module

Group

System

Backup

Menu

Email

Cronjob

Cache

Help

Security

Theme

Translation

Event Log

Package

Web Services

Master Packages

### New user

Please fill the form below to create a new user account

Username

mike

Password

\*\*\*\*\*

Repeat

\*\*\*\*\*

Input password again for confirmation

Email

mike@openbiz.me

Status

Active

Save

Cancel

Then let's complete the detail for the new user--mike

[Administration](#)
[Tickets](#)
[Collab](#)

[My Account](#)
[Help](#)
[Logout](#)

Cubi System > Administration > User > User Management
Switch to: Jixian, Wang

Cubi Admin
Index

User

User Management

Session Management

Role

Module

Group

System

Backup

Menu

Email

Cronjob

Cache

Help

Security

Theme

Translation

Event Log

Package

Web Services

Master Packages

### Edit Contact Profile

Here you can edit personal contact profile.

#### General Profile

Firstname

mike

Lastname

jordan

Company

Openbiz

Display As

FirstnameLastname

Department

IT

Position

manager

Select Photo

#### Phone

Phone

XXXX

Mobile

XX

Fax

XX

#### Address

Country

USA

Province

NY

City

NY

Street

X

Zipcode

X

#### Online Contact

Email

mike@openbiz.me

Website

XXX

QQ

XX

ICQ

XXX

Skype

XX

Yahoo

XX

#### Miscellaneous

Microbusiness

xxx


Contact Type:

Ordering:

Published: ☒ Public ☐ Private

[Change Comment](#)

Change Comment: \* Please write a comment for this change.

Privacy Statement | Terms of Use | Trademarks | Contact Us  
Copyright 2003-2010 Openbiz LLC All Rights Reserved. 

Now let's see how to change the information we had input for the user

Openbiz Cubi Platform™ Administration Tickets Collab

My Account Help Logout

Cubi System > Administration > User > User Management

Switch to: Jixian, Wang











Cubi Admin Index

- User
  - User Management
  - Session Management
- Role
- Module
- Group
- System
- Backup
- Menu
- Email
- Cronjob
- Cache
- Help
- Security
- Theme
- Translation
- Event Log
- Package
- Web Services
- Master Packages


Help Help Center

### User Management

Manage user accounts in the application

ID	Username	Email	ID Card	Active	Last Login
12	wangqi	wangqi@companyB.com		<input checked="" type="checkbox"/>	2012-01-11 10:40:26
13	zhouwei	zhouwei@companyC.com		<input checked="" type="checkbox"/>	2012-01-11 10:50:24
14	litao	litao@abccompany.com		<input checked="" type="checkbox"/>	
15	zhangtao	zhangtao@kcompany.com		<input checked="" type="checkbox"/>	
16	wujianguo	wujianguo@company.com		<input checked="" type="checkbox"/>	
20	jack	jack@openbiz.me		<input checked="" type="checkbox"/>	2012-01-16 18:54:03
18	pengbo	pengbo@openbiz.me		<input checked="" type="checkbox"/>	2012-01-11 22:01:24
19	chitwa	chitwamie@gmail.com		<input checked="" type="checkbox"/>	2012-01-29 15:15:38
21	wangchao			<input checked="" type="checkbox"/>	2012-01-17 14:01:30
23	mike	mike@openbiz.me		<input checked="" type="checkbox"/>	

Go to Page: 2 Show Rows: 10 14 2 of 2

Privacy Statement | Terms of Use | Trademarks | Contact Us  
Copyright 2003-2010 Openbiz LLC All Rights Reserved. 

For example we change department into HR from IT

Openbiz Cubi Platform™ Administration Tickets Collab

Cubi System > Administration > User > User Management > User Detail

Switch to Jixian, Wang

Cubi Admin Index

User

User Management

Session Management

Role

Module

Group

System

Backup

Menu

Email

Cronjob

Cache

Help

Security

Theme

Translation

Event Log

Package

Web Services

Master Packages

Help Help Center

Go

### Edit Contact Profile

Here you can edit personal contact profile.

#### General Profile

Firstname: mike

Lastname: jordon

Company: Openbiz

Display As: Firstname, Lastname

Department: HR

Position: manager

Select Photo

#### Phone

Phone: XXXX Mobile: XX

Fax: XX

#### Address

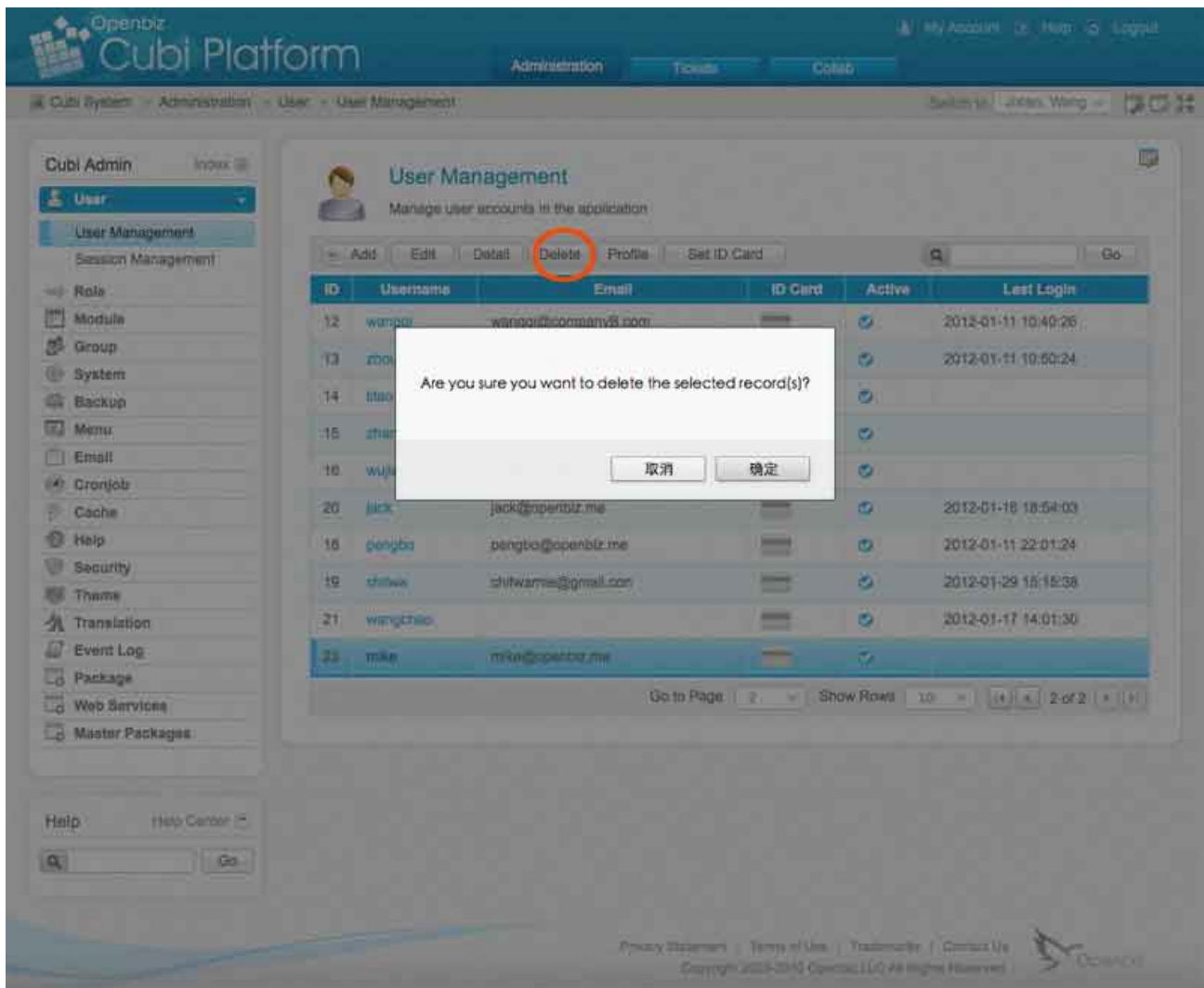
Country: USA Province: NY

City: NY Street: x

Zipcode: x

#### Online Contact

At last let's see how to delete a record from user module



## Details

Add your content here. Format your content with:

- Text in **bold** or *italic*
- Headings, paragraphs, and lists
- Automatic links to other wiki pages

► [Sign in](#) to add a comment

[Terms](#) - [Privacy](#) - [Project Hosting Help](#)

Powered by [Google Project Hosting](#)