

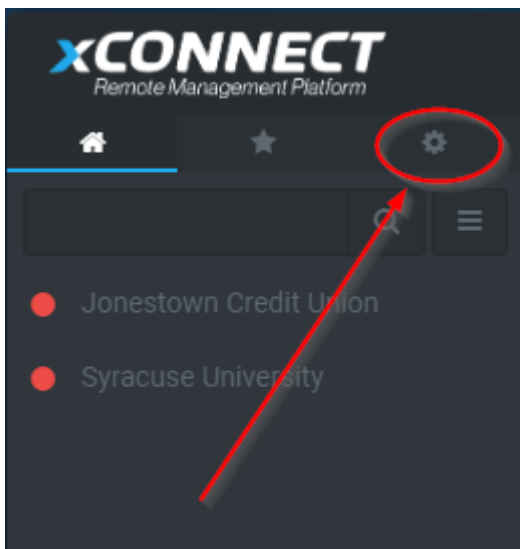


## Manage Users

Power users have the ability to add, remove or modify existing users on their xConnect instance. End users can be a

You can access the manage users by going to the settings tab, and clicking "Manage Users". Once there you can

1. Log in as a power user
2. Click on the settings tab on the left-side menu



3. Click on "Manage Users".

Once there you will see the primary management interface:

SETTINGS / MANAGE USERS				
POWER USERS				
Show	5 ▾	items per page		
<input type="checkbox"/>	Username	Company	Account #	Name
<input type="checkbox"/>	integrator@demo.com	Overview		John
<input type="checkbox"/>	chuck.orcutt@arrow.com	Syracuse University		Chuo
<input type="checkbox"/>	christof.wehner@arrow.com	Syracuse University		Chris
<input type="checkbox"/>	mike.billington@arrow.com	Overview		Mike
<input type="checkbox"/>	rob.dukette@arrow.com	Overview		Rob
END USERS				
Show	5 ▾	items per page		
<input type="checkbox"/>	Username	Company	Account #	Name
<input type="checkbox"/>	vladislav.vieru@arrow.com	End Customer ABC		Vladi
<input type="checkbox"/>	vlad@mail.com	AdventureWorks Inc Modified	15125125	xyz x
<input type="checkbox"/>	vieru@mail.com	AdventureWorks Inc Modified	351236236	user
<input type="checkbox"/>	def@mail.com	XYZ Company	2616121	asa a
Showing 1 to 4 of 4				

All power users will be listed on the Power Users table, any end users will be listed on the End Users section. You can

For more information on the differences between Power and End users, please visit [User Types](#)

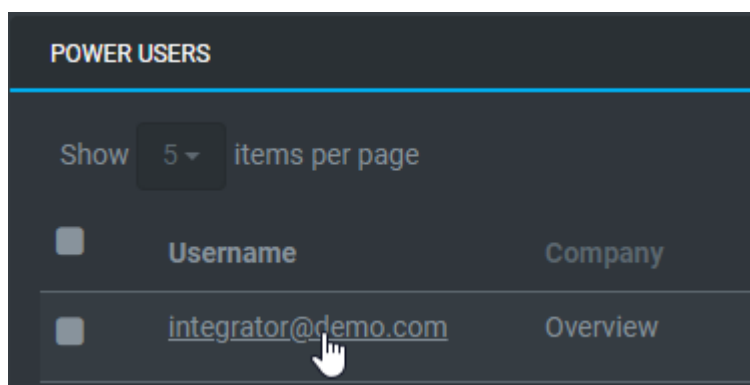
## Add a user

1. Click on the "New User" button (both buttons will take you to the correct page)
2. Once the User entry modal appears, Enter the following information for your user:
  - User's e-mail (used for login)
  - Password
  - User type (either Power user or End user)
3. Click save.

The user will be created and sent an activation e-mail. Once they have confirmed their account, they will be able to access the system.

## Update an existing user

1. Click on the user's name via the grid on the main manage users page:



2. The update modal will appear and allow you to make any changes that you require.

## Edit User

John Doe

Active

1

Lock Account

Last Login:

## Change Password

New Password ⓘ

Confirm New Password

## Contact Information

First Name

Middle Name

John

A

Street Address

Suite/Apt

City

Country

Select a Country

State / Province

1. Lock Account: This will lock the user's account so they can no longer login until you unlock it. Note: a user can unlock their account.
2. Disable User: Marks the account as disabled. User will not be able to access their account until they are activated.