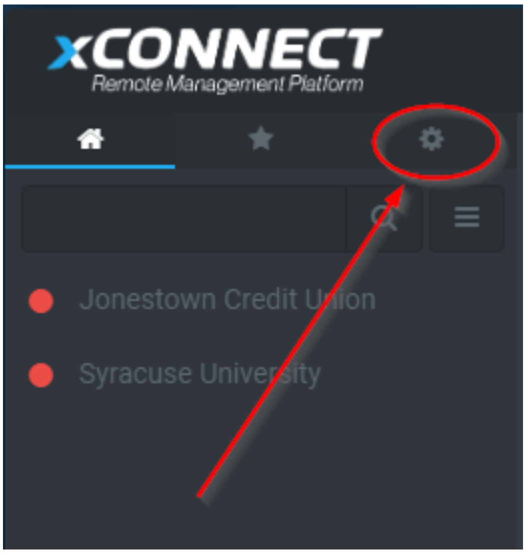
Manage Users

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

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

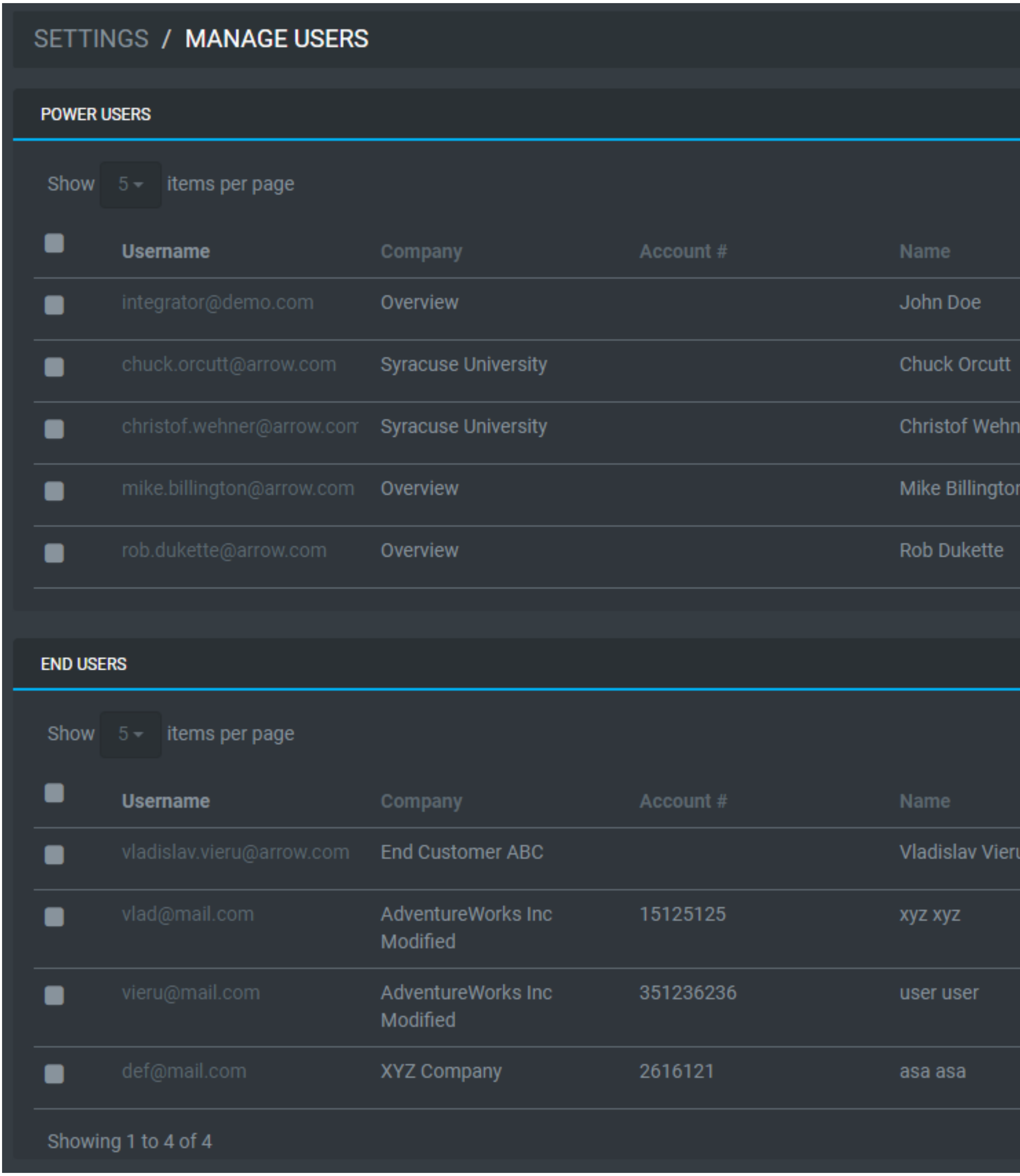
1. Log in as a power user

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:



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

For more information on the differences between Power and End users, please visit User Types

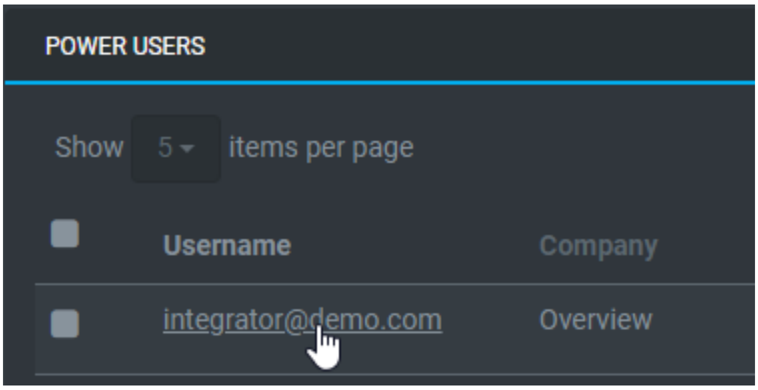
Add a user

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.

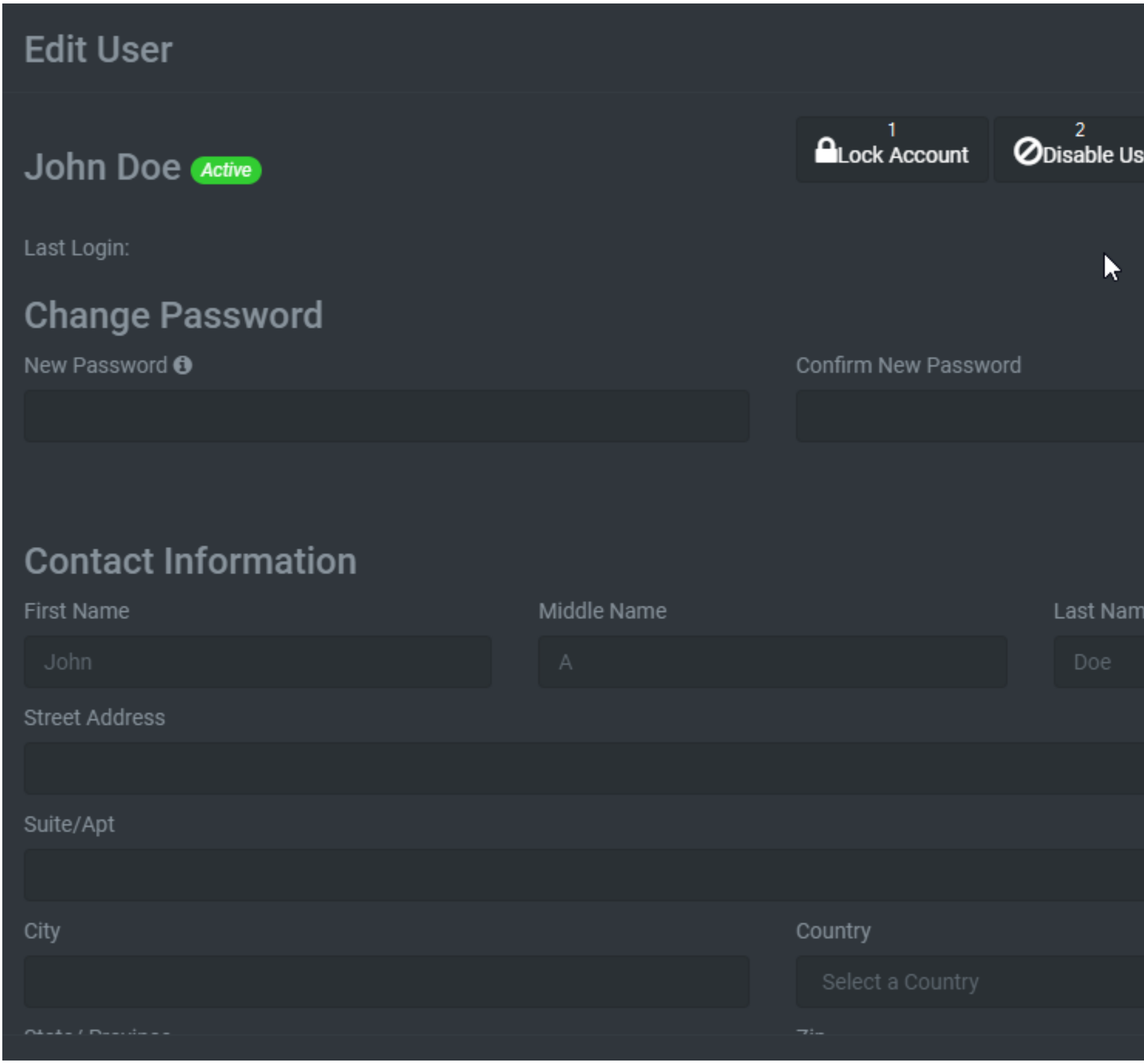
The user will be created and sent an activation e-mail. Once they have confirmed their account, they will be able to access th

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.



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 th
2. Disable User: Marks the account as disabled. User will not be able to access their account until they are activated.