Add, View and Delete a User

User manual regarding how to add, view and delete users.

1 If you would like to add a new user, you could either click "+" button on the user list page or click "Add User" button on the left navigation bar.

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Search   S

User List 🛒⁺

↓⁢ Name	↓⁢ Email	↓⁢ Role	
Tom	Tom@nottingham.edu.cn	Warehouse Manager	
Beta	Beta@nottingham.edu.cn	Sales Personnel	
Ella	Ella@nottingham.edu.cn	Purchase Manager	
Tommy	Tommy@nottingham.edu.cn	Warehouse Manager	
Sally		Manager	

👤 Users ⌄

User List

Add User

Change User Permission

SETTINGS
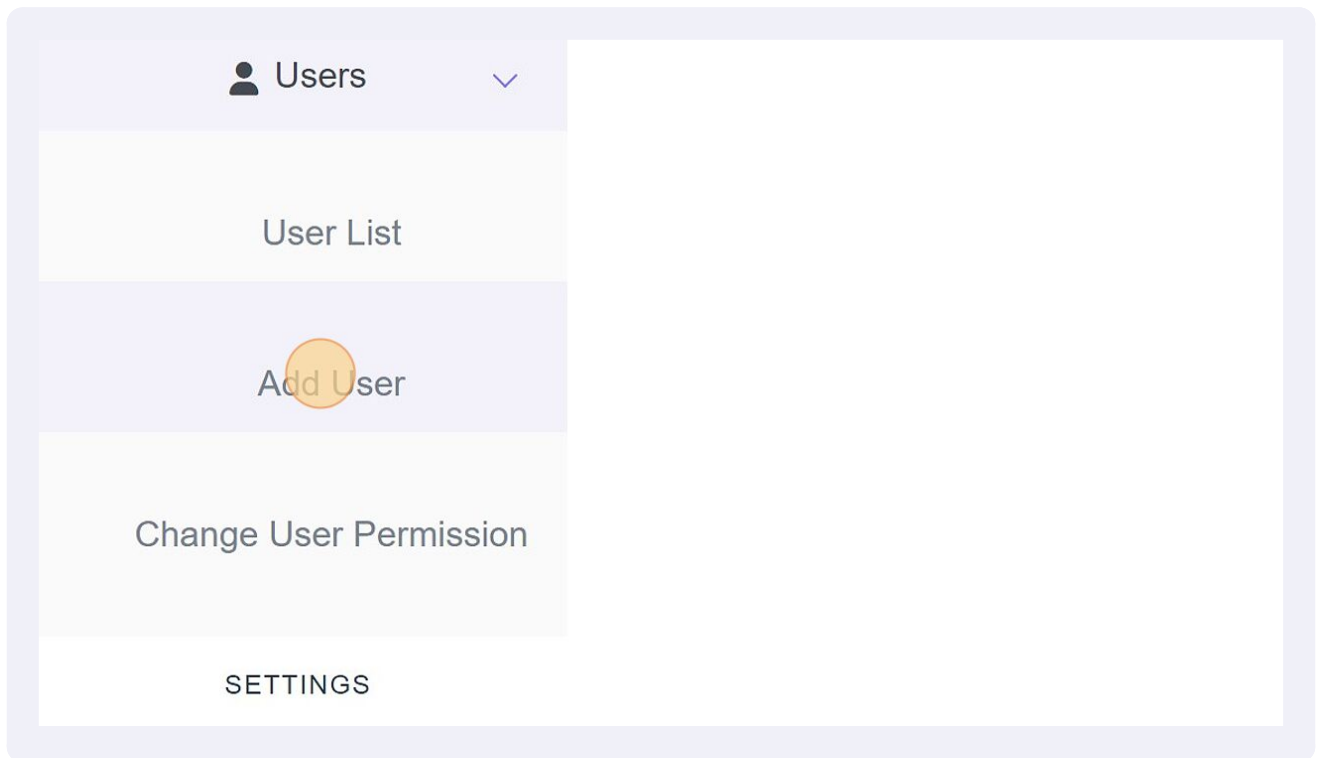
2 After filling in the form, click "Add User" to add a new user in your user table. You will see a message showing "The user is added successfully", which means you have added a new user successfully.

Jump to   🔍

Create New User

User Name

e.g. Sally

Role

Please choose a role ⌄

Add User   View User

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User Name

Nancy

Role

Sales Personnel

Add User   View User

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Create New User

The user is added successfully! The initial password is the same as the user name by default.

User Name

Nancy

Role

Please choose a role

⚠ Note that the default password for the new user is the same as his/her user name.

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3 Click "View User" or click "User List" in the navigation bar to see the updated user table.

User Name

Nancy

Role

Please choose a role ⌄

[Add User]   [View User]

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Customers List

Add Customer

USERS

☐ Users ⌄

User List

Add User

SETTINGS

☰ Settings ›

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4   You could edit the user info by clicking the edit button.

User List 🛒

e	↓↑ Email	↓↑ Role	Edit
	Tom@nottingham.edu.cn	Warehouse Manager	🗑 ✏
	Beta@nottingham.edu.cn	Sales Personnel	🗑 ✏
	Ella@nottingham.edu.cn	Purchase Manager	🗑 ✏
	Tommy@nottingham.edu.cn	Warehouse Manager	🗑 ✏
		Manager	🗑 ✏
	ZZ@nottingham.edu.cn	Warehouse Manager	🗑 ✏
	Nancy@nottingham.edu.cn	Sales Personnel	🗑 ✏

↓↑ User ID		
2		Wa
3		S
4		Pu
6		Wa
14		
15		Wa
16		S

Name:

Tom

Email:

Tom@nottingham.edu.cn

Role:

Warehouse Manager ⌄

Close Send

PDF XLSX

Total Pages: 2

Email:

Tom@nottingham.edu.cn

Role:

Manager

	Sales Personnel
	Purchase Manager
	Warehouse Manager
	Manager
	Warehouse Manager
	Sales Personnel

Close   Send

PDF   XLSX

Previous   1

🔍   ?

Search

User List 🛒

The user is edited successfully!

⇅ Name	⇅ Email	⇅ Role
Tom	Tom@nottingham.edu.cn	Manager
Beta	Beta@nottingham.edu.cn	Sales Personnel
Ella	Ella@nottingham.edu.cn	Purchase Manager

5   You could also delete a user after confirming it.

	Tom@nottingham.edu.cn	Manager	🗑 ✎
	Beta@nottingham.edu.cn	Sales Personnel	🗑 ✎
	Ella@nottingham.edu.cn	Purchase Manager	🗑 ✎
	Tommy@nottingham.edu.cn	Warehouse Manager	🗑 ✎
		Manager	🗑 ✎
	ZZ@nottingham.edu.cn	Warehouse Manager	🗑 ✎
	Nancy@nottingham.edu.cn	Sales Personnel	🗑 ✎

Total users: 7

PDF XLSX

Previous 1 Next

ONFIRM ✕

Are you sure to delete the user?

No Yes

Search

↓↑ Name	↓↑ Email	↓↑ Role
Tom	Tom@nottingham.edu.cn	Manager
Beta	Beta@nottingham.edu.cn	Sales Personnel
Ella	Ella@nottingham.edu.cn	Purchase Manager
Tommy	Tommy@nottingham.edu.cn	Warehouse Manager

6 Click PDF or XLSX icon if you want to download a PDF or XLSX format of the user table.

ID	Name	Email	Role
	Tom	Tom@nottingham.edu.cn	Manager
	Beta	Beta@nottingham.edu.cn	Sales Personnel
	Ella	Ella@nottingham.edu.cn	Purchase Manage
	Tommy	Tommy@nottingham.edu.cn	Warehouse Manag
	Sally		Manager
	ZZ	ZZ@nottingham.edu.cn	Warehouse Manag

Total users: 6

2

Name	Email	Role
Tom	Tom@nottingham.edu.cn	Manager
Beta	Beta@nottingham.edu.cn	Sales Personnel
Ella	Ella@nottingham.edu.cn	Purchase Manager
Tommy	Tommy@nottingham.edu.cn	Warehouse Manager
Sally		Manager
ZZ	ZZ@nottingham.edu.cn	Warehouse Manager

Total users: 6

Previous

7 Click "Users Per Page" if you would like to set the number of users shown in this page.

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Users Per Page ▾

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Users Per Page ▾

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