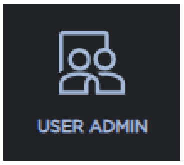
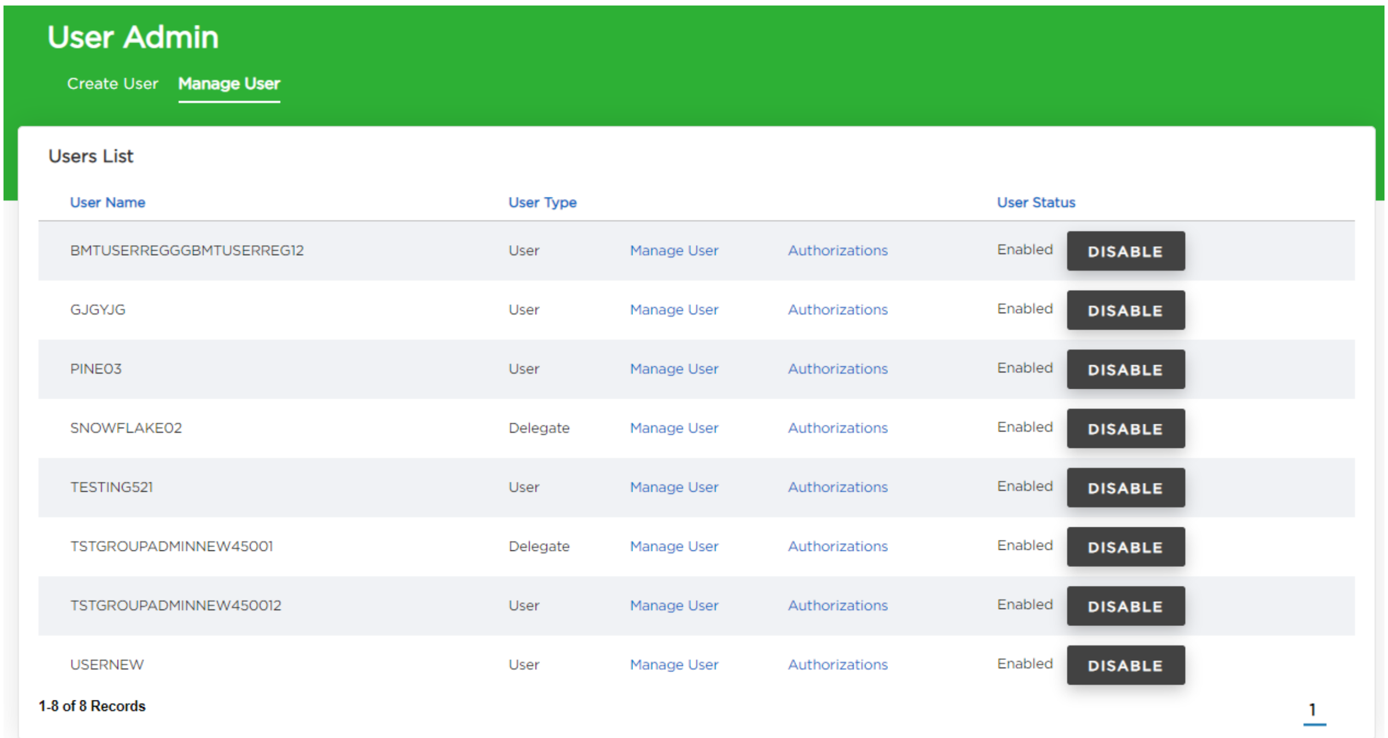
In order to manage existing users, the Admin or Delegate logs in and then navigates to the ‘User Admin’ icon in the left hand navigation:



Once on this page, they can switch to the ‘Manage User’ tab to start the workflow where they will see the list of their users:

*Please note that if the User Type = Delegate, those users can ONLY be seen and managed by the Admin


User Admin

Create User Manage User

Users List

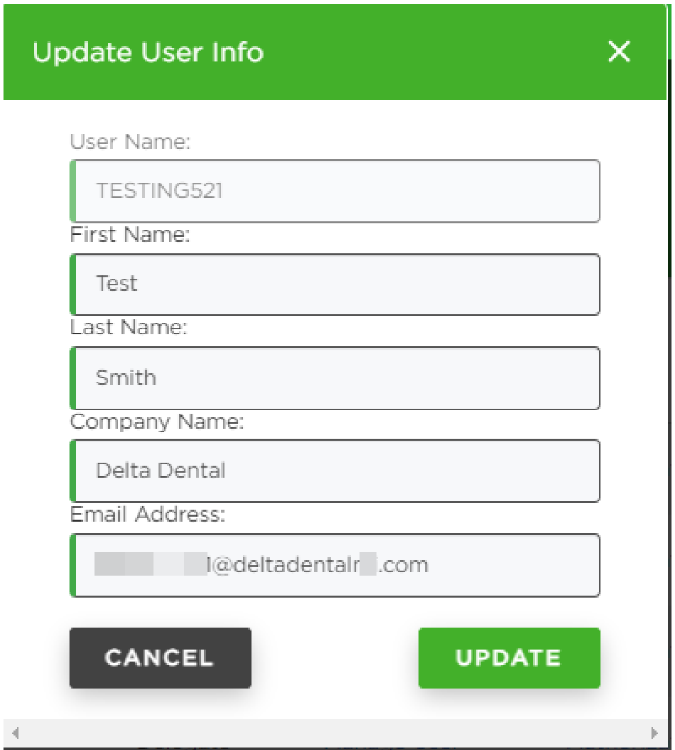
User Name	User Type			User Status	
BMTUSERREGGGBMTUSERREG12	User	Manage User	Authorizations	Enabled	DISABLE
GJGYJG	User	Manage User	Authorizations	Enabled	DISABLE
PINE03	User	Manage User	Authorizations	Enabled	DISABLE
SNOWFLAKE02	Delegate	Manage User	Authorizations	Enabled	DISABLE
TESTING521	User	Manage User	Authorizations	Enabled	DISABLE
TSTGROUPADMINNEW45001	Delegate	Manage User	Authorizations	Enabled	DISABLE
TSTGROUPADMINNEW450012	User	Manage User	Authorizations	Enabled	DISABLE
USERNEW	User	Manage User	Authorizations	Enabled	DISABLE

1-8 of 8 Records

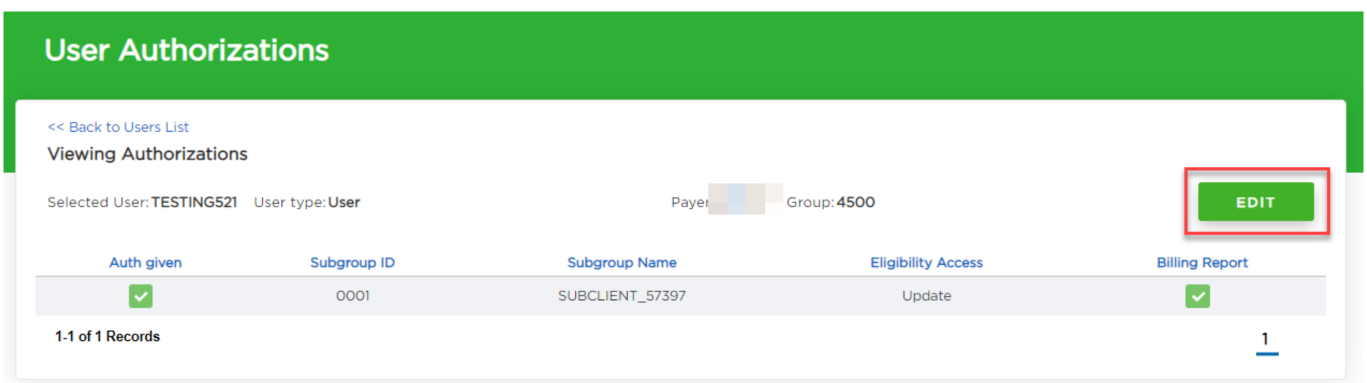
1

From this list, the user could select ‘Manage User’ to update details about the user:

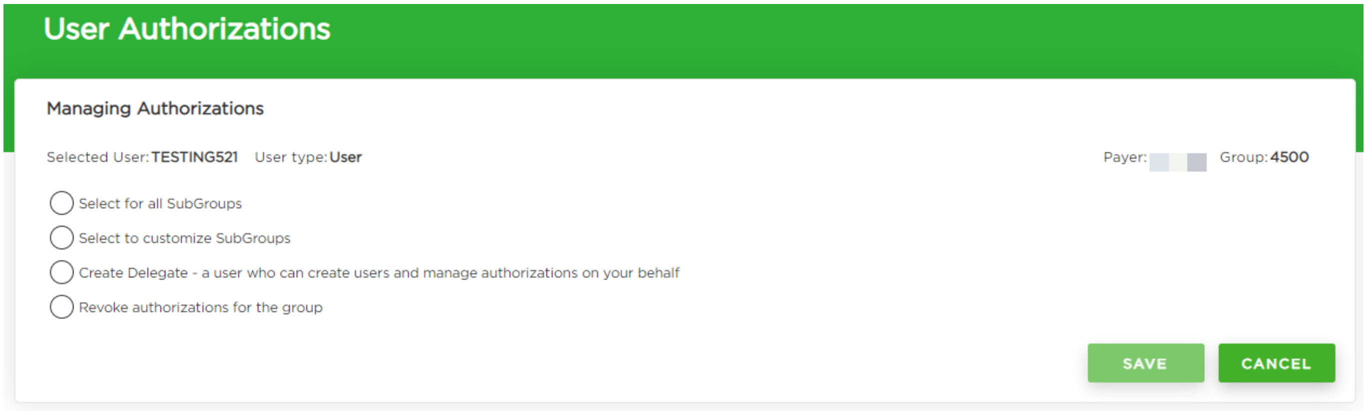
*Please note that User Name is not a field that can be updated



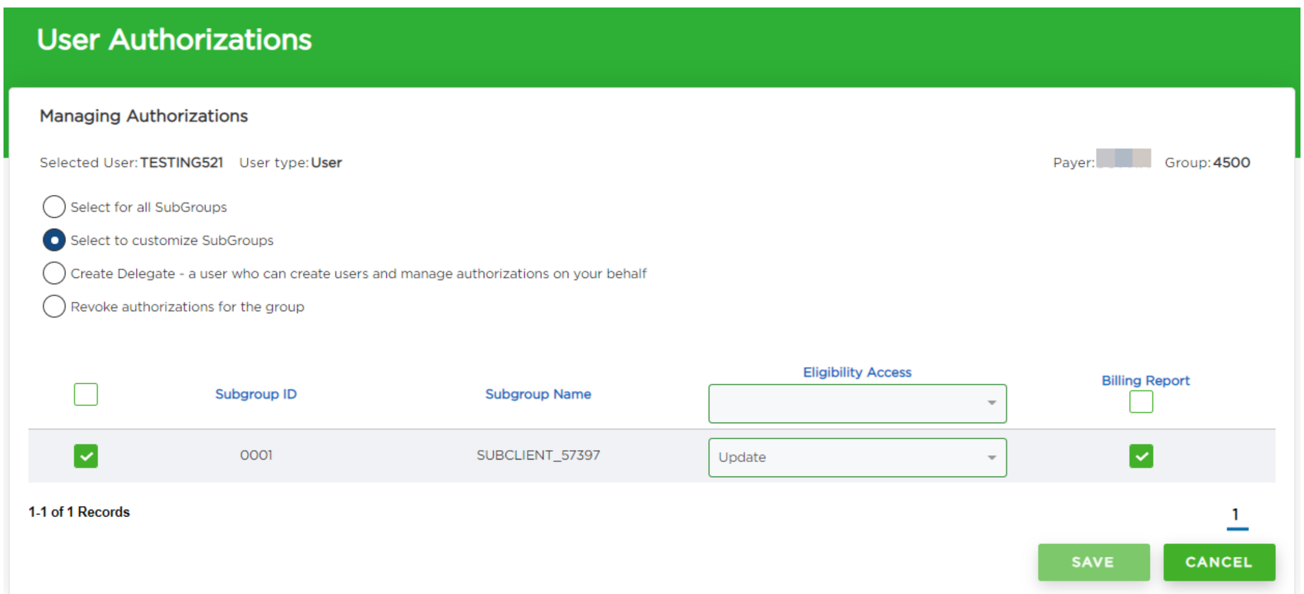
A user could also select ‘Authorizations’ in order to view that user’s authorizations or to start the workflow to Edit their authorizations:



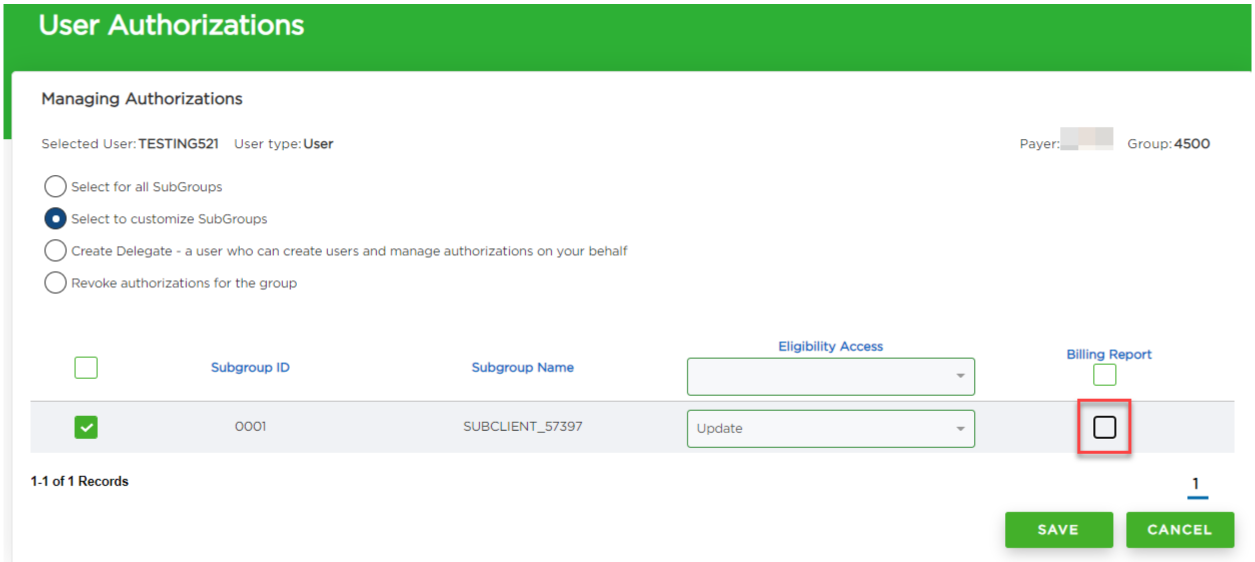
After clicking ‘Edit’ the user is given options in how they wish to modify their authorizations.



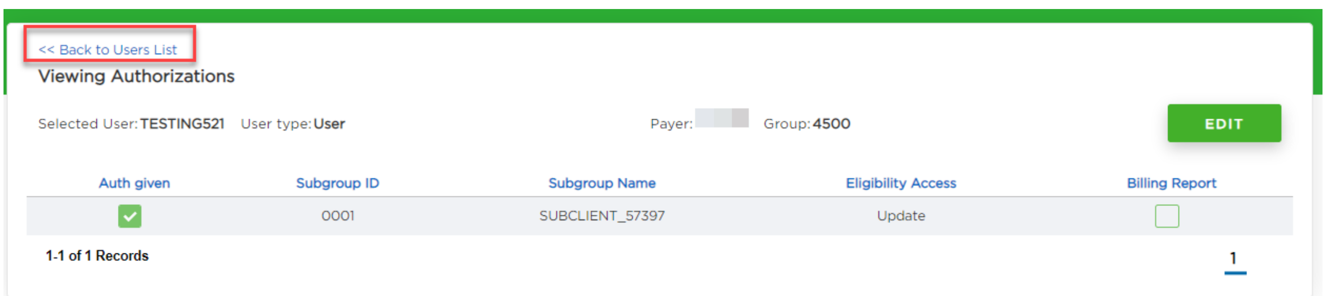
After clicking the radio button for 'Select for all Subgroups' the page expands and the user can make the necessary changes:



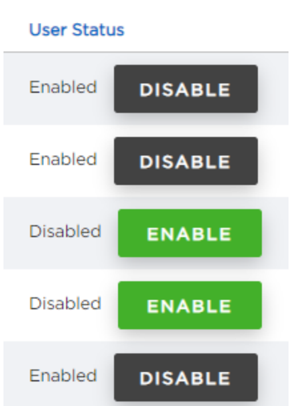
In this instance their ability to view Billing Reports was removed:



After saving, the use can view the new authorizations and then use the ‘Back to Users List’ to manage more users:



The last thing that can be done on behalf of a user is to ‘Enable’ or ‘Disable’ them:



You would disable a user if they have moved departments or parted ways with the company or for any other reason that they should no longer have the ability to log into the toolkit.