

## 1 User

The users tab displays the list of all the users that are set up for the account.

### What's inside it for me

The users tab contains all the users created on different roles such as Mobile Workers, Super Users, Company Administrators, and Operations with their Last Name, First Name, Username, Unique PIN, Group users belong to, User Role and the associated device number for mobile workers.

	Last Name	First Name	Username	Pin	Group	Role	Device	Products
<input type="checkbox"/>	Berney	Tim	tberney	38663	Default	Mobile Worker	9731966555	Field Force Manager Pro
<input type="checkbox"/>	Grant	Richard	superuser1	76160	Default	Super User		
<input type="checkbox"/>	Meshak	Patrick	pmeshak	75586	Default	Mobile Worker	9731966556	Field Force Manager Pro
<input type="checkbox"/>	Miller	Austin	amiller	94891	Default	Mobile Worker	9731966553	Field Force Manager Pro
<input type="checkbox"/>	Moore	Solomon	smoore	67727	Default	Mobile Worker	9731966552	Field Force Manager Pro
<input type="checkbox"/>	User	Super	superuser	15229	Default	Super User		

**Note:** As a default setting, maximum of 50 users are displayed in a page. Please 'Click Next' at the bottom of the page to see more users.

### How to create user?

- Navigate to **Administration > Users**
- Click on **Create User**.
- Enter the user details in the fields.
- A profile picture can be added for a user by clicking on **Browse** (Supported picture formats are PNG, TIFF, BMP, JPEG).
- Select the Group to which user needs to be assigned.
- Select the Security Role such as Mobile worker, Super User, Company Administrator etc.
- Select the Time Zone for the user.
- The PIN is unique and automatically generated for all the users.
- Please enter the unique Username and Password.
- Contact Information can be filled for the employer's record purposes.
- Notification Information is used to receive the notifications of alerts, scheduled reports, system maintenance, what's new, and forms.
- Click **Save & Close**.

### Create User

User Details	Contact Information
First Name: <input type="text" value="Jason"/>	Street: <input type="text" value="520 Pilot Knob Rd"/> Phone Number: <input type="text"/>
Middle name: <input type="text"/>	Apartment/Suite/Building: <input type="text"/> Mobile Number: <input type="text"/>
Last Name: <input type="text" value="Beall"/>	City: <input type="text" value="Mendota Heights"/> Fax Number: <input type="text"/>
Preferred Name: <input type="text" value="Jason"/>	State/Region: <input type="text" value="MN"/>
Profile Picture: <input type="button" value="Browse..."/> DSC_2340.JPG	Postal Code: <input type="text" value="55120"/>
Group: <input type="text" value="Default"/>	Country: <input type="text"/>
Security Role: <input type="text" value="Mobile Worker"/>	
Time Zone: <input type="text" value="UTC-05:00 Eastern Time (US&amp;C)"/>	
Language: <input type="text" value="English"/>	
PIN: <input type="text" value="27936"/> *	
Username: <input type="text" value="Jason"/> *	
Password: <input type="password" value="••••"/> *	
Confirm Password: <input type="password" value="••••"/> *	

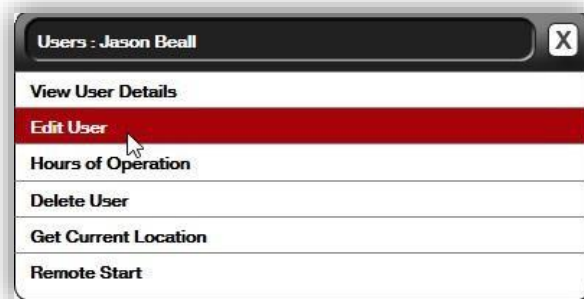
  

Notification Information
<input checked="" type="checkbox"/> <b>Email:</b> <input type="text" value="Jason.beall@clicksoftware.com"/>
<input type="checkbox"/> <b>SMS:</b> <input type="text"/>
<input type="checkbox"/> <b>Message</b>
<b>Notify me of System Maintenance:</b> <input checked="" type="checkbox"/>
<b>Send me What is New:</b> <input checked="" type="checkbox"/>

\* Required

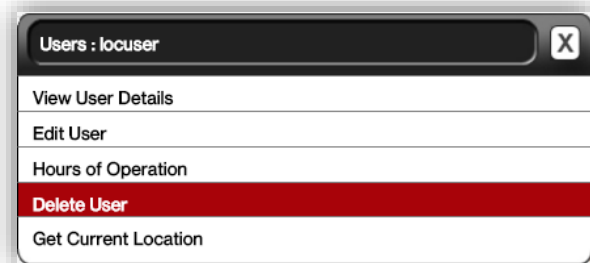
### How to edit User?

- Click on the respective user from the Users page.
- Select **Edit User** from the pop-up menu.
- Change the necessary information and click **Save & Close**.



### How to delete user?

- Click on the respective user from the user page.
- Click **Delete User** from the pop-up menu.
- Click **OK** to confirm the deletion.



**Note:** Deleting the User will delete the User's/worker's data from the account such Jobs, Forms, Alerts, Reports and all the data associated to the user.

### How to view user details?

- Click on the user from the user page.
- Click **View User Details** from the pop-up menu.
- The new screen will display the details of the selected user.

