

How to manage users

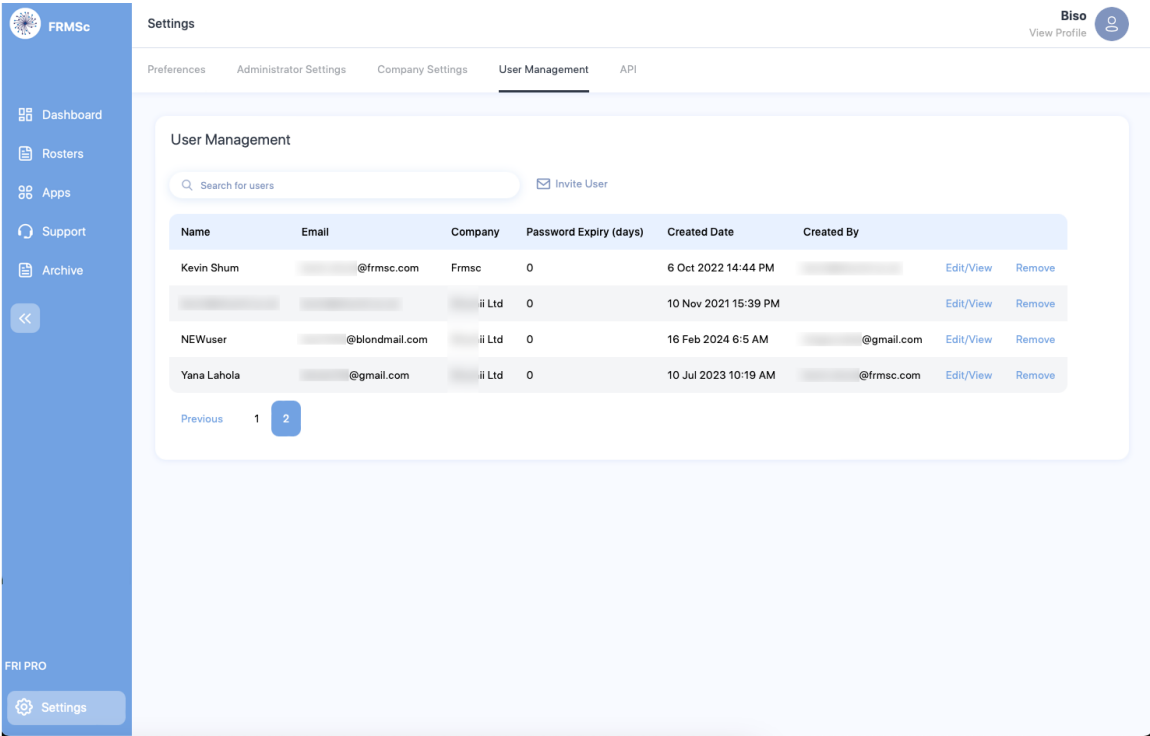


Limited access

Only administrators can see the User Management screen.

To view the User Management screen, click **Settings** from the menu panel and navigate to **User Management** tab.

You can manage your users through the **User Management** screen.

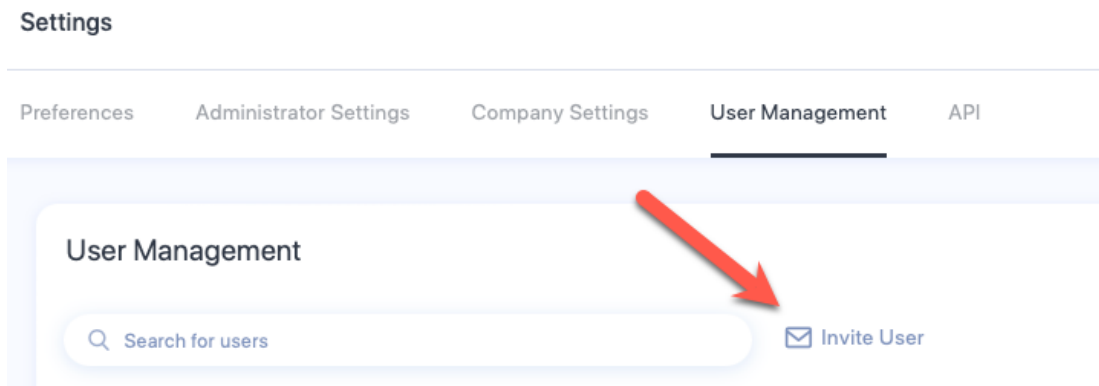


You can perform the following actions through the Airports screen.

Add a user

To add a user:

1. Click the **Invite User** button.



2. The Invite User form will appear. Type the email address of the user you want to invite.

The image shows a modal form titled 'Invite User'. It has a simple layout with a title, a label 'Email:', and a text input field. The input field contains the email 'support@weesholapara.com'. To the right of the input field is a blue icon of a padlock. Below the input field are two buttons: a blue 'Next' button and a light blue 'Cancel' button.

3. Click **Next** to send invitation or **Cancel** to close the form.

View a user

There are multiple ways to view a user. To view the details of user, see [Edit a user](#). For a short overview of the user:

- Type in the email address of the user in the search bar, or
- Use the pagination controls at the bottom of the screen to move between the pages to find the user.

Edit a user

Edit User

Email:

support@weesholapara.com

Name:

Biso

User Validity:

Always valid

Password Validity:

Always valid

External Share Enabled:

User cannot share externally

Permission:

Select permission

☒ Is Enabled:

☐ Change Password Next Login:

☐ Two Factor Enabled:

Save

Cancel

Permissions

Instance Name	Access Level
Test 9	Company Administrator

User Logins

Login Time	Location	Ip Address
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22 Feb 2024 1:7 AM	Sydney, New South Wales (AU)	10.11.32.36,218.214.116.167,218.214.116.167
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To edit the details of a user.

1. Click on the **Edit/View** link in the same row as the user you want to view/edit.
2. The **Edit User** form will appear. View the details or make necessary changes. See the [Table of properties](#) below for more information on each property.
3. Click **Save** to keep your changes or **Cancel** to discard any changes.

Remove a user

To remove a user:

1. Click on the **Remove** link in the same row as the user you want to remove.
2. A confirmation box will appear. Click **Remove** to delete the user from SAFE application.

Table of properties

User detail properties

Property	Description
Email	The email used to register the user
Name	The name of the user
User Validity	The period until which the user details will be valid. If you choose Expires, User Expiry property will appear beneath this property. Use the User Expiry property to specify the date after which the user details will become invalid.
Password Validity	The interval for which the password associated with this user will be valid. If you choose Expires, Password Expiry property will appear beneath this

Property	Description
	property. Use the Password Expiry property to specify the interval as number of days after which the user must change their password.
External Share Enabled	The option that lets you control whether this user can share roster analysis externally. If you choose User can share externally , a share button will be available for this user on top of each roster analysis.
Permission	The dropdown that lets you control the role for this user. Use this property to assign appropriate role to this user. See Permissions in SAFE for more information.
Is Enabled	The option that lets you control whether (or not) this user details can be used to access this application. Uncheck the box to disable this user's access to the SAFE application.
Change Password Next Login	The option that lets you control whether (or not) this user must change their password next time they successfully login to this application. Check the box to force the user to change password on next login.
Two Factor Enabled	The option that lets you control whether (or not) two factor authentication (2FA) should be enabled for this user. If enabled, the user must use the code received in their email to validate their account before accessing the system. Check the box to force two factor authentication for this user.
Permission	A snapshot of this user's permissions/roles across all the instances of SAFE application they are invited to.
User Logins	A history of successful login by this user.