

Manage Users

(Dashboard >> Users >> Manage Users)

Overview

This interface allows you to manage users and their privileges. When you create additional Manage2 user accounts, you can specify the account's privileges. For example, a user account for an accounts payable department would need the ability to view and pay invoices.

The Manage Users interface

The *Manage Users* interface displays the following information for each account:

Setting	Description
<i>ID</i>	The account's ID number.
<i>Name</i>	The user's name.
<i>Username</i>	The account's username.
<i>Email</i>	The user's email address.
<i>Company</i>	The user's company.
<i>Type</i>	The account type.
<i>Admin lvl</i>	The assigned admin level for the user. <ul style="list-style-type: none">• By default, this value is 0 for your primary account and -10 for all additional accounts.• Higher numbers correlate with greater access privileges.
<i>Last login</i>	The date and time of the account's last login.
<i>Actions</i>	See the Actions section below.

Notes:

- To sort the *Manage Users* table by a column, click the arrow icon next to that column's label.
 - By default, the interface sorts users by their *ID* number.
- To display information for a specific user, enter all or part of that user's *ID*, *Name*, or *Username* in the *Search* text box and click *Search*.
- To clear the search and view all accounts, click the X icon (



) in the *Search* text box.

Actions

You can perform the actions described below when you click on the appropriate link in the *Actions* column for a user.

Action	Description
<i>Delete</i>	Remove a user from your account. A confirmation interface will appear. Click <i>Delete</i> to confirm.

In This Document

Related Documentation

- [Account History Tracker](#)
- [API Pickup Passphrases](#)
- [Change Password](#)
- [Search for a Group or Direct Account](#)
- [Security Setup](#)

For Developers

Content by label

There is no content with the specified labels

<i>Edit</i>	<p>An interface that allows you to modify a user's information and account privileges.</p> <div data-bbox="615 212 1045 329" style="border: 1px solid #f0e68c; padding: 5px;"><p>Note: For more information, read our Edit User documentation.</p></div>
<i>Reset Security</i>	<p>Reset a user's security questions. A confirmation interface will appear. Click <i>Go</i> to confirm.</p> <div data-bbox="615 472 1045 665" style="border: 1px solid #f0e68c; padding: 5px;"><p>Note: When you reset a user's security questions, Manage2 requires the user to enter four new security questions and answers at their next login.</p></div>