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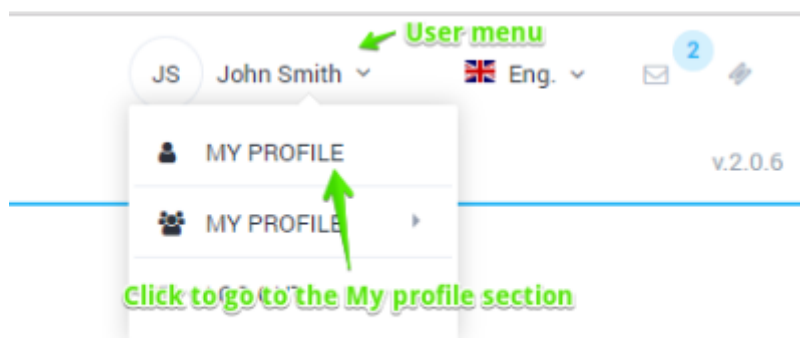
# Users and roles

Section content:

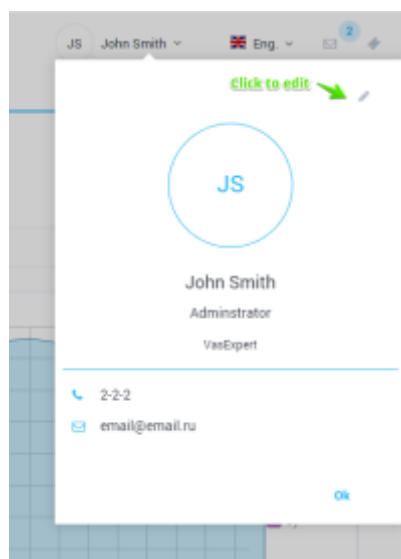
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## My profile

To open My profile, open the user menu and click on "My profile" user menu.



The form looks like the figure below.



## Profile editing

To edit a profile on the My profile form, click edit. The editing form will be opened.

JS John Smith Eng. 2

Edit profile

Username \*

Full name \*

John Smith

Position \*

Administrator

Organization \*

VasExpert

E-mail \*

email@email.ru

Phone \*

2-2-2

Change password

Old password

New password Confirm password

Cancel Save

The form allows to edit following data:

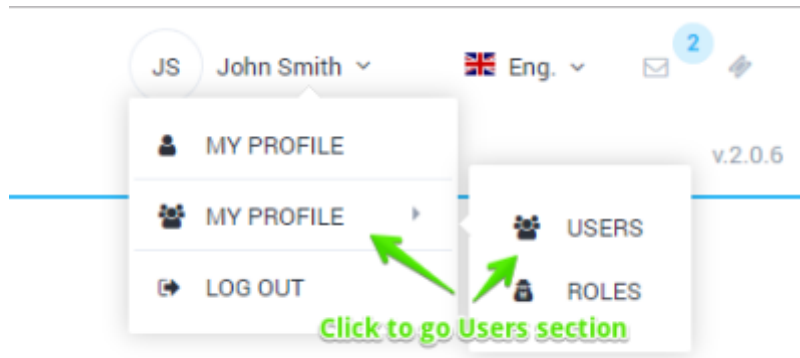
- Username
- Full name
- Position
- Company
- E-mail
- Phone number

To change the password, enter the old password, new password and confirmation.

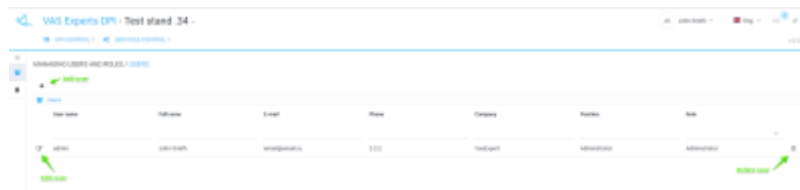
To save the changes, click Save.

## **Users list**

To go to the user management section, open the user menu and click Users.



The section looks like the figure below.



The section implements the following features:

- View a list of users with filtering options
- Add a new user
- Edit properties of existing user
- Delete user

The editing form looks like the figure below.

The screenshot shows a user profile form with the following fields and values:

- User name: admin
- Full name: John Smith
- E-mail: email@email.ru
- Phone: 2-2-2
- Company: VasExpert
- Position: Administrator
- Role: Administrator
- New password: (empty)
- Confirm password: (empty)

Buttons: Save, Cancel

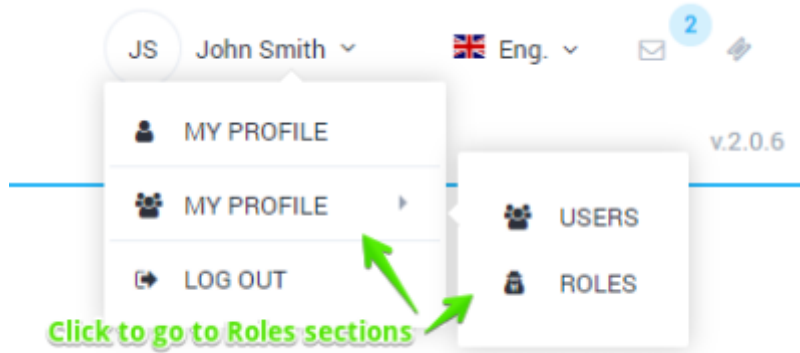
The form allows you to edit the following data:

- User name
- Full name (Last, first and middle names)
- E-mail
- Phone number
- Company
- Position
- Role
- Password

To save the changes, click Save.

## Roles

To go to the user management section, open the user menu and in the Users submenu, click Roles.



The section looks like the figure below.



This section implements the following features:

- Add role
- Delete role
- Edit role name
- Manage the access to the sections depending on the role

To save changes, do not forget to click Save.