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# 3 Users and roles

### Section content:

- My profile
- Users list
- Roles

## My profile

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

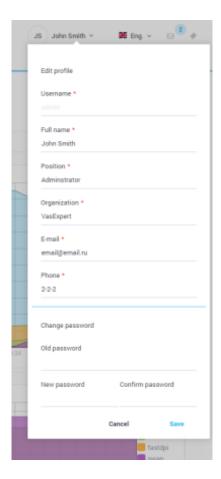


The form looks like the figure below.



## **Profile editing**

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



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.



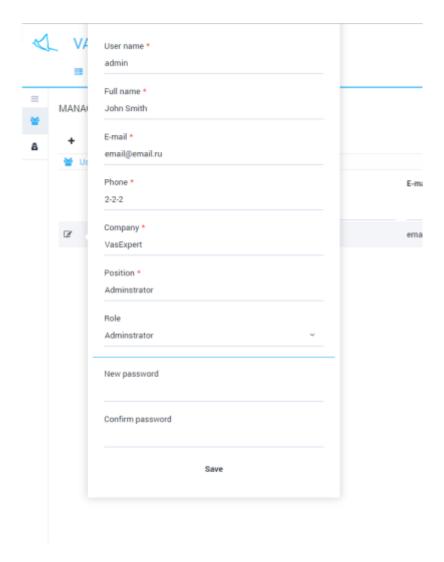
The section looks like the figure below.



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.



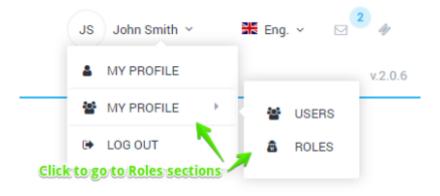
The form allows you to edit the following data:

- 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.