

Managing users

To manage users in the system click on “**Manage**” > “**Users**” on the main menu bar.



From here you can:

- Change Users **Name**.
- Change Users **username** and **email**.
- Reset **Password** for user.
- Change **Role**.
- Change **Timezone**.
- Set **User Alert Preferences**.
- Set **Signature**.
- Set **Site and Department Access**.

