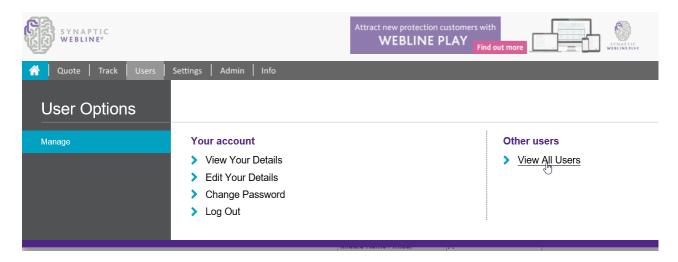
View All Users

Last Modified on 20/05/2020 11:06 am BST

Clicking the "View All Users" link shows a table of all users registered for that firm (including any that may have been set as disabled for any reason).



All Users for Waldling Admin



The first column shows the user name – the administrator may click this and be taken to a new screen with four tabs. The vendor administrator can reset all users' passwords and change their details.

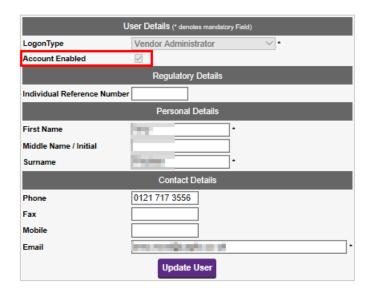


The next screen defaults to **Details**, which gives a basic summary of the user's details.

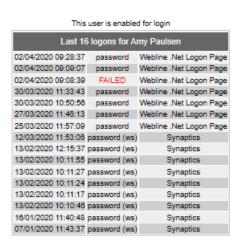
User Details



Edit allows you to disable the user account by un-ticking the 'account enabled' box (or re-enable a user by ticking this option). You can also promote or demote the user's status between vendor administrator and vendor user and update contact details.



The third tab **Logon History** shows a list of the recent logons applicable to the user.



The final tab Reset Password, allows you to reset the user password or generate a random password, and

select to email this directly to the user.

	Reset password		
Reset password for the user below			
	User name		
	Name	Anchine	
	Email address	my more graphs and	
		•••••	
	Password	or	
		Generate random password	
Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special cha			
	Email user password?	Check to email user logon details	
		Reset Password	

As of May 2020 - Users are able to reset their own password through the 'Forgot your password' link on the homepage. See video & Articles 'Password Reset' & 'Email Verification & Password Reset' for further information.