

# Setup Users

Before you begin creating your applications and designing your workflow processes, it is ideal to setup the organization chart first.

The screenshot shows the 'Setup Users' interface. On the left is a sidebar with three items: 'Setup Organization', 'Setup Groups', and 'Setup Users' (which is highlighted). At the top right of the main area is a 'Create New User' button. Below it are 'Filter By Organization' and 'Search' fields. The main content is a table with the following data:

<input type="checkbox"/>	Username	First Name	Last Name	Email	Status
<input type="checkbox"/>	admin	Admin	Admin		Active
<input type="checkbox"/>	cat	Cat	Grant		Active
<input type="checkbox"/>	clark	Clark	Kent		Active
<input type="checkbox"/>	david	David	Cain		Active
<input type="checkbox"/>	etta	Etta	Candy		Active
<input type="checkbox"/>	jack	Jack	Drake		Active
<input type="checkbox"/>	julia	Julia	Kapatelis		Active
<input type="checkbox"/>	roy	Roy	Harper		Active
<input type="checkbox"/>	sasha	Sasha	Bordeaux		Active
<input type="checkbox"/>	tana	Tana	Moon		Active

At the bottom of the table, there is a pagination control showing '10' items per page, 'Page 1 of 2', and 'Displaying 1 to 10 of 12 items'. A 'Delete' button is located below the table.

**Figure 1: Setup Users - Setup Users**

In the default view shown above, you will be able to list and manage all the users.

The **Setup Users** module would still continue to work even when you are using external directory manager such as LDAP. When using such external directory manager, you can only gain read-only view.



Setup Users

- 1 Setup Organization
- 2 Setup Groups
- 3 Setup Users

[Edit User](#)
[Delete User](#)
[Assign Report To](#)
[Assign Groups](#)

User Details

**Username** cat  
**First Name** Cat  
**Last Name** Grant  
**Email**  
**Role(s)** User  
**Time Zone** (GMT 00:00) Casablanca, Dublin, Edinburgh, London, Lisbon, Monrovia  
**Status** Active

Employee Detail

**Employee Code**  
**Job Title**  
**Department** [Product Development](#)  
**Grade** [Executives](#)  
**Organization** [Joget.Org](#)  
**Start Date**  
**End Date**  
**Head of Department (HOD)?** No  
**Report To**

Group List

Search

<input type="checkbox"/>	Group ID	Group Name	Group Description	Organization
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No items

10 | Page 1 of 1 | No items

[Assign Groups](#)
[Unassign Groups](#)

Figure 2: Setup Users - Setup Users - Viewing a User