

# Users

Users complete the puzzle. They represent each unique account that can sign on to Joget and participate in the applications that have been built.

A typical user profile is broken into:

## User Details

User Details is your typical user profile containing information about the user, such as username, password, email address, etc. It is important to note that:

1. **User role** defines a user's level of access to Joget. By default, there are 2 levels available, namely, **User** and **Administrator**. Users can launch processes or applications that they're assigned to, but they cannot create or manage any new applications. They cannot build processes or define forms or create userviews. Administrators, on the other hand, have full access to Joget.
2. **Timezone** records individual localization settings. This is an important factor to take note of if your team spans multiple time zones and you need to ensure that date and time elements make correct sense to different users.

### Timezone

Make sure that you set the timezone accordingly. By default, it will be the server's timezone.

3. **Status** defines if a user account is active or inactive. Sometimes, for the purpose of archive and informational backup, you won't want to completely remove user accounts that are no longer applicable. Instead of a full deletion, choose to set those accounts as inactive. Inactive accounts cannot login to Joget.

## Employee Details

Employee Details deals with organization specific data pertaining to the user. Everything from departmental and grade information to reporting structure is set in this block.

### Employee Detail

|                          |   |
|--------------------------|---|
| Employee Code            | <input type="text"/>                                |
| Job Title                | <input type="text"/>                                |
| Organization             | Joget.Org <input type="button" value="v"/>          |
| Department               | Support & Services <input type="button" value="v"/> |
| Head of Department(HOD)? | Yes <input type="button" value="v"/>                |
| Grade                    | Managers <input type="button" value="v"/>           |
| Start Date               | <input type="text"/>                                |
| End Date                 | <input type="text"/>                                |

## User Group Memberships

For more details about Groups and their functions, refer to [Groups](#). That part allows you to set group memberships for a specific user. Assign/Unassign a user to/from a group(s) by clicking on the 2 buttons below the group listing.