

Setup Users

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

Setup Users

1 Setup Organization

2 Setup Groups

3 Setup Users

Create New User

Filter By Organization Search

	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

10

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Displaying 1 to 10 of 12 items


Delete

Figure 1: Setup Users - Setup Users

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

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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.

JOGET WORKFLOW ENTERPRISE

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Edit UserDelete UserAssign Report ToAssign Groups

User Details

Usernamecat

First NameCat

Last NameGrant

Email

Role(s)User

Time Zone(GMT 00:00) Casablanca, Dublin, Edinburgh, London, Lisbon, Monrovia

StatusActive

Employee Detail

Employee Code

Job Title

DepartmentProduct Development

GradeExecutives

OrganizationJoget.Org

Start Date

End Date

Head of Department (HOD)?No

Report To

Group List

Search

☐

Group ID

Group Name

Group Description

Organization

No items

10

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No items

Assign Groups

Unassign Groups

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