

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

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Page 1 of 2

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.

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[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 ListSearch

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

10 [Page 1](#) of 1 [No items](#)[Assign Groups](#)[Unassign Groups](#)

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