

# Adding and removing users

## Adding users

- Go to Setup - Access - Staff <sup>1</sup>
- Press New
- Select 'Db storage' (default) (or 'Radius storage' if this is configured <sup>2</sup>)
- Enter username, first middle and last name and e-mail address
- Select the organization in which this user is active <sup>3</sup>
- Select the gender of the user
- Select the primary function (most used: staff)
- Check the box 'Can login'
- Select the default language for this user
- Press '**Save**'

<sup>1</sup> You can only see this tab if you have the right to access it

<sup>2</sup> 'Radius storage' (using an external account) can only be configured for an organization that has a Radius authentication server. The most common (default) situation is to store user information in the project database.

<sup>3</sup> By default a user will only be able to access respondents of this organization

## Removing users

There are 2 ways a user can be 'removed'. The user can be blocked from the site, but remain in the database for later use, or the user is deleted from the database thus permanently removing it.

### Temporarily removing users

- Go to Setup - Access - Staff\*
- Press '**Edit**' in the row of the user you want to block
- Remove the Check of 'Can login'
- Press '**Save**'

\* You can only see this tab if you have the right to access it

### Permanently removing users

- Go to Setup - Access - Staff\*
- Select the user by clicking on the record
- Press '**delete**'
- Confirm the deletion by pressing YES

\* You can only see this tab if you have the right to access it

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