Adding and removing users

Adding users

- Go to Staff under Setup*
- Go to new
- Select 'Db storage' (default) (or 'Radius storage' if this is configured* *)
- Enter username, first middle and last name and e-mailaddres
- Select the organisation in which this user is active
- Select the gender of the user
- Select the primary function ()
- Check the box 'can login'
- Select the default language for this user
- Press '**Save**'

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

'Radius storage' (using an external account) can 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. ====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 Staff under Setup* * Press 'Edit**' in the row of the user you want to block * Remove the Check of 'can loggin' * press '**Save**' * You can only see this tab if you have the right to access it == Permanetly removing users == * Go to Staff under Setup* * Select the user by clicking on it * Press '**delete****'**

- confirm the deletion by pressing YES

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