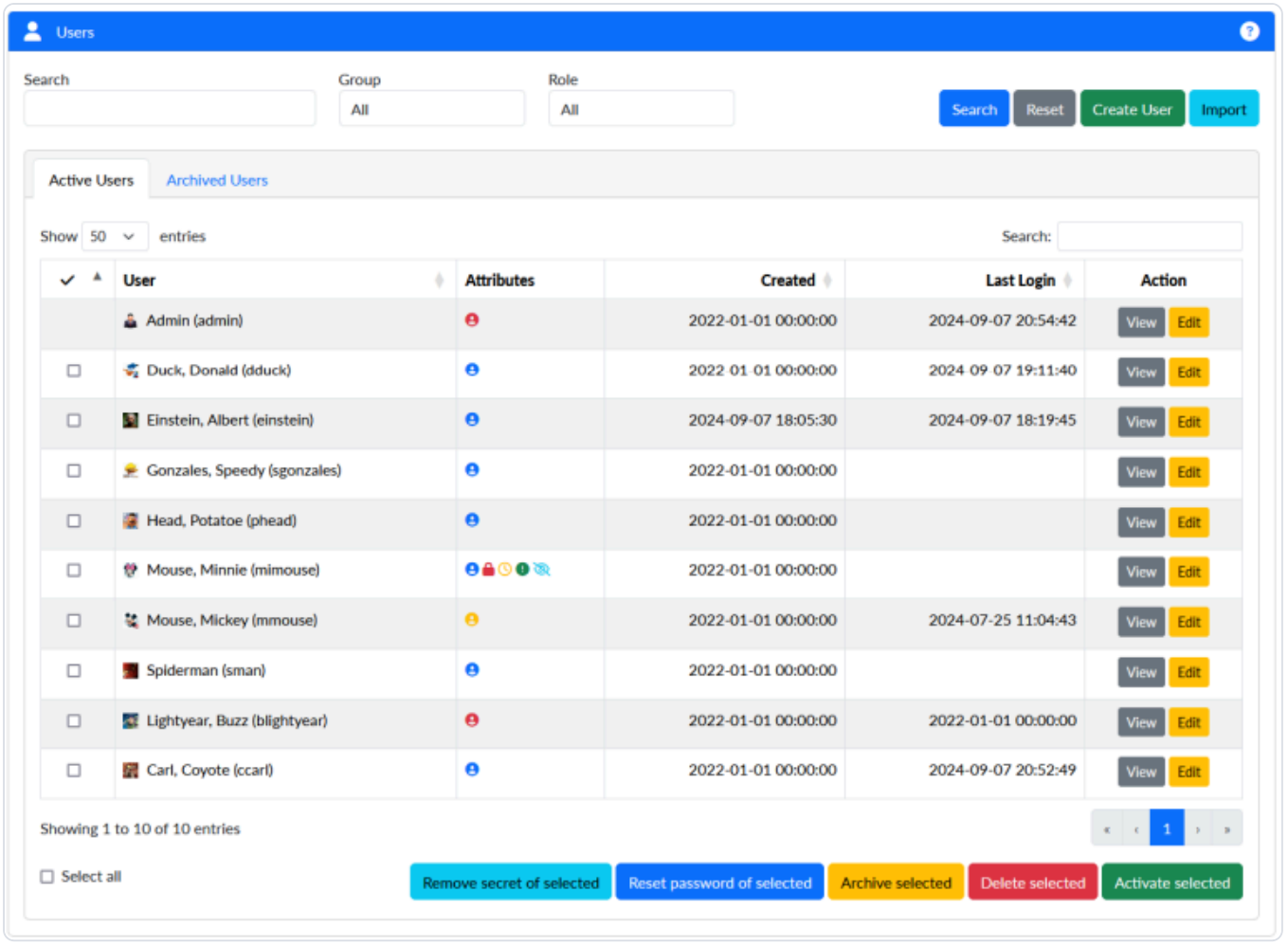
Users



Active Users

This tab lists all currently active users.

Archived Users

This tab lists all archived users. Archived users are stored in a separate table in the database. Archiving a user offers the option to put a user “on hold” for a while, e.g. during a maternity leave. The user will not be shown in the calendar until you activate it again.

Filters

Filter	Function
Search	Search the user list by text (any appearance in first or last name will be found)
Group	Filter by group
Role	Filter by role

Top Menu Buttons

Button	Function
Search	Submits the search term in the Search field
Reset	Resets the list to all users (unfiltered)
Create User	Opens a dialog to create a new user account
Import	Opens the User Import page

List Entry Buttons

Button	Function
View	View user information
Edit	Edit user profile

Bottom Menu Buttons

Button	Function
Reset Password of Selected	Opens a dialog to reset the password for all selected users
Archive Selected	Archives all selected users
Delete Selected	Deletes all selected users
Activate Selected	Activates all selected users

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Last updated: 2024-09-08 18:25