



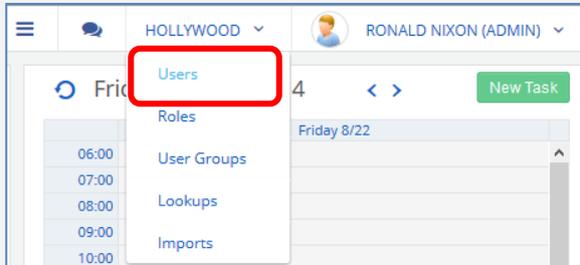
Administrator: Users



Administrator: Users

The Administrator is responsible for the management of users. The administrator can create, edit, de-activate a user and much more.

You can access the users from the system administrator menu on the top bar. Click on the “Users” option.



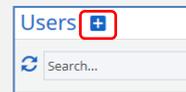
Here is the list with all users of Comidor

Most recent	Username	Name	User-Level	Syste...	Data...	Data ...	Developer?
20	<input type="checkbox"/>	BLE	Bruce Leman (SUP)	User	✓		✓
276	<input type="checkbox"/>	RNU	Rudolf Nukata (mkt)	User	✓	✓	✓
2	<input type="checkbox"/>	MDI	Marlene Di Mateo (Fi)	User			
11	<input type="checkbox"/>	HER	Halit Erdogan (t)	User			
1	<input type="checkbox"/>	CEA	Clint Eagles (LEG)	User			
262	<input type="checkbox"/>	MCA	Michael Caiser (Exec)	User			
	<input type="checkbox"/>	NKI	Nicole Kinderman (REP)	User			



Create a user

Click on the “New” button (+) to create a new user in Comidor.



Fill in the user’s details

Users

Title*

First Name*

Last Name*

Username*

Password*

Confirm Password*

System Administrator?* ?

Data Manager?* ?

Guest

Write Access

Access rights

Locale

Valid from

Valid to

Fields with an asterisk () are required*

Title: Set the honorific of user (e.g. Mr)

First/Last Name: The first and last name of user

Username: The username that the user enters in Comidor

Password: The password for the user to enter in Comidor

System Administrator: Give access to the System Menu

Data Manager: Give access to all Data, regardless of their Access Code

Guest: Mark this if you want to create a guest user (limited access)

Write Access: Choose the default level of the records that user creates (private, public, protected)

Access rights: Define the Services group for the user (group with specific applications)

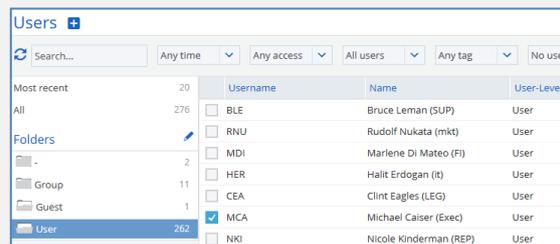
Locale: Select the language of Comidor

Valid from/to: Select the date range for the user to be active

Click the “**Save**” button to create the user.

B Add more details

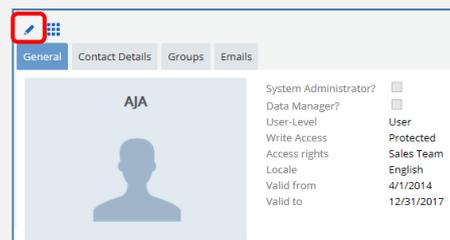
Open the user from the list of users simply by clicking on the name to add more or edit details



Most recent	20	Username	Name	User-Level
All	276	<input type="checkbox"/> BLE	Bruce Leman (SUP)	User
		<input type="checkbox"/> RNU	Rudolf Nukata (mkt)	User
Folders		<input type="checkbox"/> MDI	Marlene Di Mateo (FI)	User
-	2	<input type="checkbox"/> HER	Halit Erdogan (it)	User
Group	11	<input type="checkbox"/> CEA	Clint Eagles (LEG)	User
Guest	1	<input checked="" type="checkbox"/> MCA	Michael Caizer (Exec)	User
User	262	<input type="checkbox"/> NKI	Nicole Kinderman (REP)	User

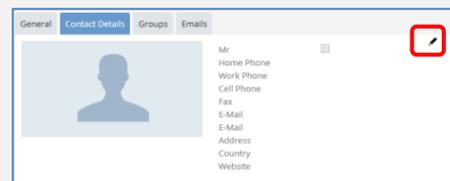
The user has 4 different tabs:

General: Edit the details of the user. Click the edit button.



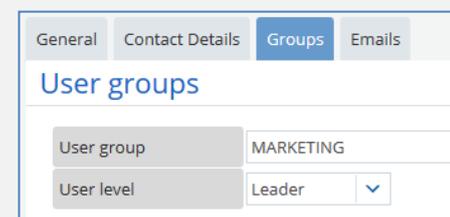
System Administrator?
Data Manager?
User-Level User
Write Access Protected
Access rights Sales Team
Locale English
Valid from 4/1/2014
Valid to 12/31/2017

Contact Details: Add the **contact details** of the user. Click the edit button to add the contact details (phone, address etc). This tab is available for the user from his profile in Comidor.



Mr. Home Phone
Work Phone
Cell Phone
Fax
E-Mail
E-Mail
Address
Country
Website

Groups: **Add the user to a user group** and give a user level from the list. You can do the same from the application “Users & Groups”.

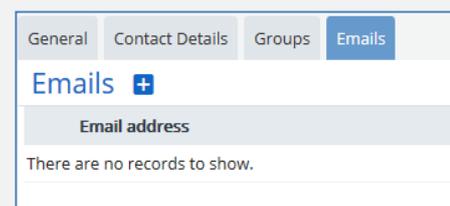


User groups

User group

User level

Emails: Connect the **email accounts** of the user. Click the “New” (+) button to add an account. The user can also connect the email accounts from his profile.



Emails +

Email address

There are no records to show.



Comidor is an easy-to-learn business software,
offering plenty integrated solutions that help
enterprises to run more efficiently!

 facebook.com/Comidor

 google.com/+Comidor

 twitter.com/ComidorCloud

Info@comidor.com

www.comidor.com