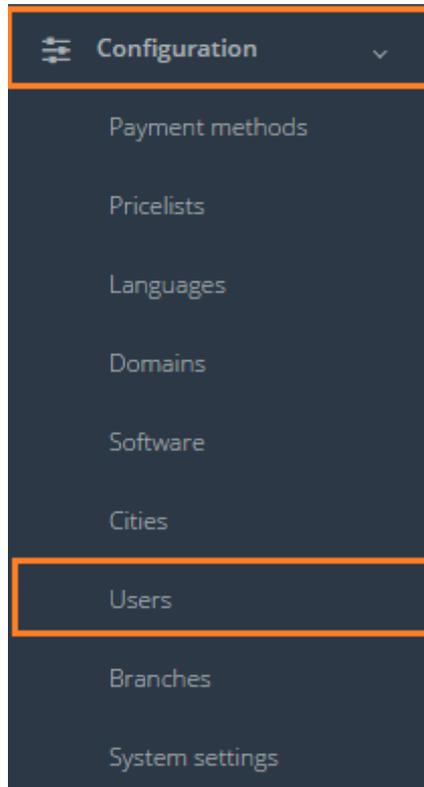


### 3.5. User management

To open system configuration click “Configuration” -> “Users” on the Navigation pane.



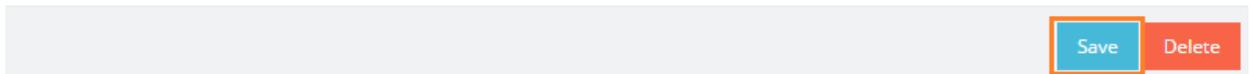
In the table below you will see the description of each field in users' data.

| Field   | Description   |
|---|---|
| <b>Login</b>                                  | Set username for the manager  |
| <b>Name</b>                                   | Name of the manager   |
| <b>Surname</b>                                | Surname of the manager  |
| <b>Patronymic name</b>                        | Patronymic name of the manager  |
| <b>E-mail</b>                                 | E-mail address of the manager   |
| <b>Position</b>                               | Position of the manager   |
| <b>Password</b>                               | Password  |
| <b>Repeat password</b>                        | Repeat password   |
| <b>Branches</b>                               | By marking branch you assign this manager to be able to work with the Customers belonging to a particular branch              |
| <b>Rights</b>                                 | Grant rights for particular actions   |
| <b>Administration rights</b>                  | Administrator rights grant full privileges in the system (access to all system sections and all three rights described below) |
| <b>Signature authority</b>                    | Manager is authorized to sign system documents  |
| <b>Rights to add a client manager</b>         | User is allowed to add a manager taking care of the Customer (in Client data)   |
| <b>Right to delete financial transactions</b> | Manager is allowed to delete the records in Payments and Income sections  |

|               |   |
|---------------|---|
| <b>Access</b> | Administrator is able to grant access to any of the system sections. Leave particular "Access" field empty to prevent the user from access to the system section. |
|---------------|---|

After all needed fields are filled, click "Save".

- Access to "Programs" section
- Access to "Branches" section
- Access to "Statistics" section
- Access to "System configuration" section
- Access to "Settlements with Customers" section



In general view of Users you can see all user accounts. The column "Active" shows which user accounts are active, which means that the user is able to log in into OCLanguage and proceed with actions.

Users

Main > Users

Delete Add user

| <input type="checkbox"/> | Login        | Type           | Name  | Surname     | Patronymic name | Position            | Authority for signing | Active |
|--------------------------|--------------|----------------|-------|-------------|-----------------|---------------------|-----------------------|--------|
| <input type="checkbox"/> | OCLanguage   | Administration | Olegs | Jedorovs    |                 | Главный разработчик | Yes                   | Yes    |
| <input type="checkbox"/> | admin        | Administration | Admin | Admin       |                 | Admin               | Yes                   | Yes    |
| <input type="checkbox"/> | oclanguage_1 | Administration | Ilya  | Ponomarenko | Vladimirovitsch | Director            | No                    | Yes    |

Click any place on the text to browse User data.

Users

Main > Users

Delete Add user

| <input type="checkbox"/> | Login        | Type           | Name  | Surname     | Patronymic name | Position            | Authority for signing | Active |
|--------------------------|--------------|----------------|-------|-------------|-----------------|---------------------|-----------------------|--------|
| <input type="checkbox"/> | OCLanguage   | Administration | Olegs | Jedorovs    |                 | Главный разработчик | Yes                   | Yes    |
| <input type="checkbox"/> | admin        | Administration | Admin | Admin       |                 | Admin               | Yes                   | Yes    |
| <input type="checkbox"/> | oclanguage_1 | Administration | Ilya  | Ponomarenko | Vladimirovitsch | Director            | No                    | Yes    |

In order to delete a particular User, check the box next to the configuration that you want to delete and click "Delete".

Users

Main > Users

Delete Add user

Search

| Login  | Type           | Name  | Surname     | Patronymic name | Position            | Authority for signing | Active |
|--|----------------|-------|-------------|-----------------|---------------------|-----------------------|--------|
| <input type="checkbox"/> OCLanguage              | Administration | Olegs | Jegorovs    |                 | Главный разработчик | Yes                   | Yes    |
| <input type="checkbox"/> admin                   | Administration | Admin | Admin       |                 | Admin               | Yes                   | Yes    |
| <input checked="" type="checkbox"/> oclanguage_1 | Administration | Ilya  | Ponomarenko | Vladimirovitsch | Director            | No                    | Yes    |

Click "Add new user" to add a new system user account.

Users

Main > Users

Delete Add user

Search

| Login                               | Type           | Name  | Surname  | Patronymic name | Position            | Authority for signing | Active |
|-------------------------------------|----------------|-------|----------|-----------------|---------------------|-----------------------|--------|
| <input type="checkbox"/> OCLanguage | Administration | Olegs | Jegorovs |                 | Главный разработчик | Yes                   | Yes    |

User can filter data in the System users database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter"

Users

Main > Users

Delete Add user

Search Director

| Login                                  | Type           | Name  | Surname     | Patronymic name | Position | Authority for signing | Active |
|--|----------------|-------|-------------|-----------------|----------|-----------------------|--------|
| <input type="checkbox"/> oclanguage_1  | Administration | Ilya  | Ponomarenko | Vladimirovitsch | Director | No                    | Yes    |
| <input type="checkbox"/> oclanguage_10 | Administration | Игорь |             | Валерьевич      | Director | No                    | Yes    |

Below you will see a list of parameters (column names) the system searches data for:

- Login
- Name
- Surname
- Patronymic name
- Position.

! Please note that data filter can be removed by deleting the text in "Search" field and clicking "Enter".

2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.

Users

Main > Users

Delete Add user

Search

| Login          | Type           | Name  | Surname  | Patronymic name | Position | Authority for signing | Active |
|----------------|----------------|-------|----------|-----------------|----------|-----------------------|--------|
| DARK-ADMIN     | Administration | Олег  | Еропов   | Владимирович    | Support  | Yes                   | Yes    |
| oclanguage_10  | Administration | Игорь |          | Валерьевич      | Director | No                    | Yes    |
| oclanguage_102 | Administration | Maria | Veretina | Yurevna         | CFO      | Yes                   | Yes    |

3. Review the columns that you want to see in the System users table. To add or remove a particular column from the table, simply click  and select the columns that you want (or do not want) to view in the users database. This feature is especially relevant if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

Users

Main > Users

Delete Add user

Search

| Login        | Type           | Name  | Surname     | Position            | Authority for signing | Active |
|--------------|----------------|-------|-------------|---------------------|-----------------------|--------|
| OCLanguage   | Administration | Olegs | Jegorovs    | Главный разработчик | Yes                   | Yes    |
| admin        | Administration | Admin | Admin       | Admin               | Yes                   | Yes    |
| oclanguage_1 | Administration | Ilya  | Ponomarenko | Director            | No                    | Yes    |
| oclanguage_2 | Administration |       |             | CEO                 | Yes                   | Yes    |

Search

- Login
- Type
- Name
- Surname
- Patronymic name
- Position
- Authority for signing
- Active

! Please note that the system will save these settings for upcoming user sessions.