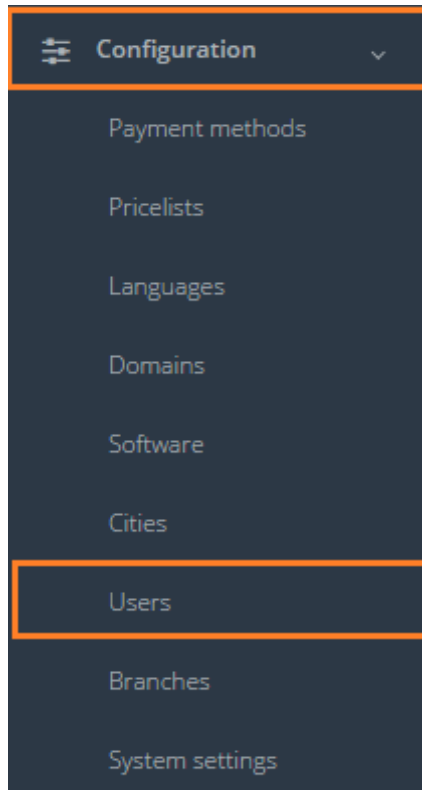


### 3.5. User management

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



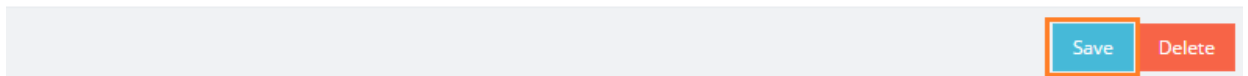
In the table below you will see the description of each field in users' data.

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.
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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	Jegorovs		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	Jegorovs		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

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

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