

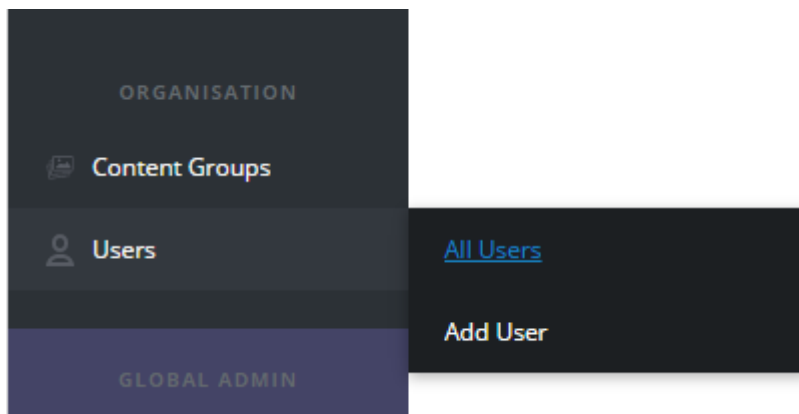
Edit or Delete a User

Editing an existing user

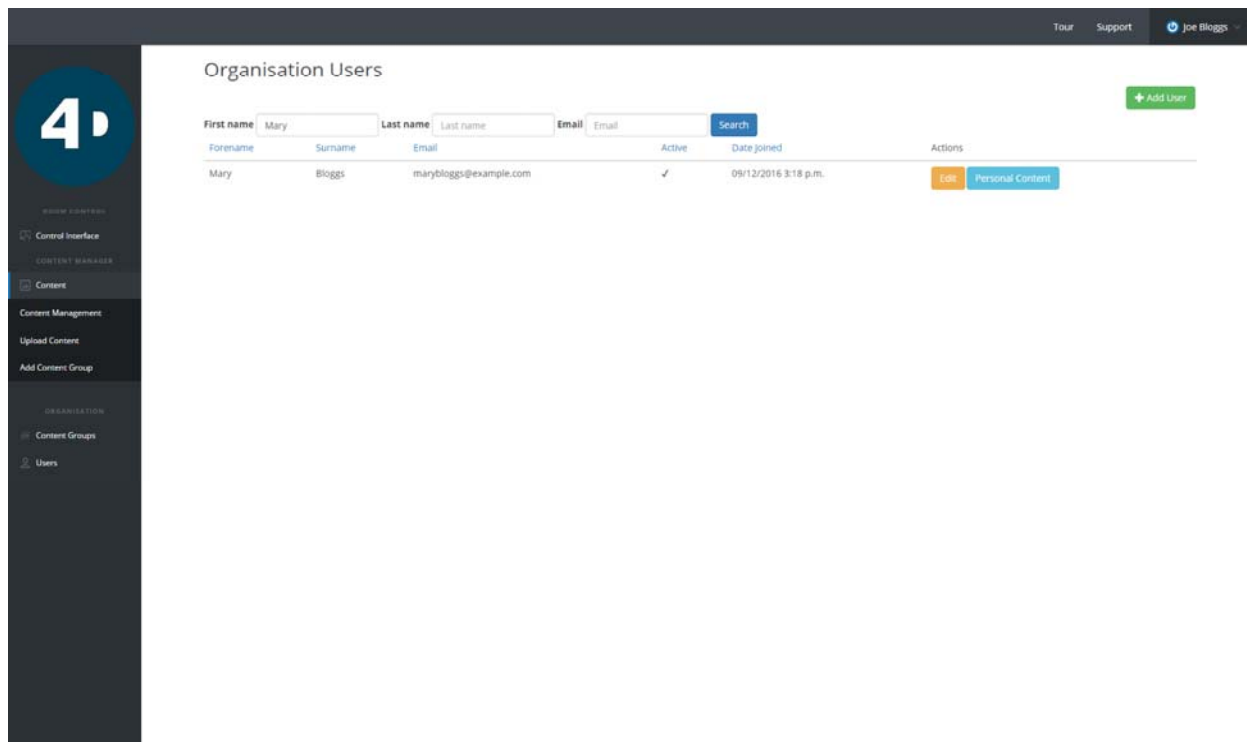
Step 1: Navigate to the list of users

If you are looking for a user in **your organisation** select *Organisation* ⇒ *Users* ⇒ *All Users* and you will be presented with the list.

If you are looking for a user in **another organisation** select *Global Admin* ⇒ *Users* ⇒ *All Users* and you will be presented with the list.



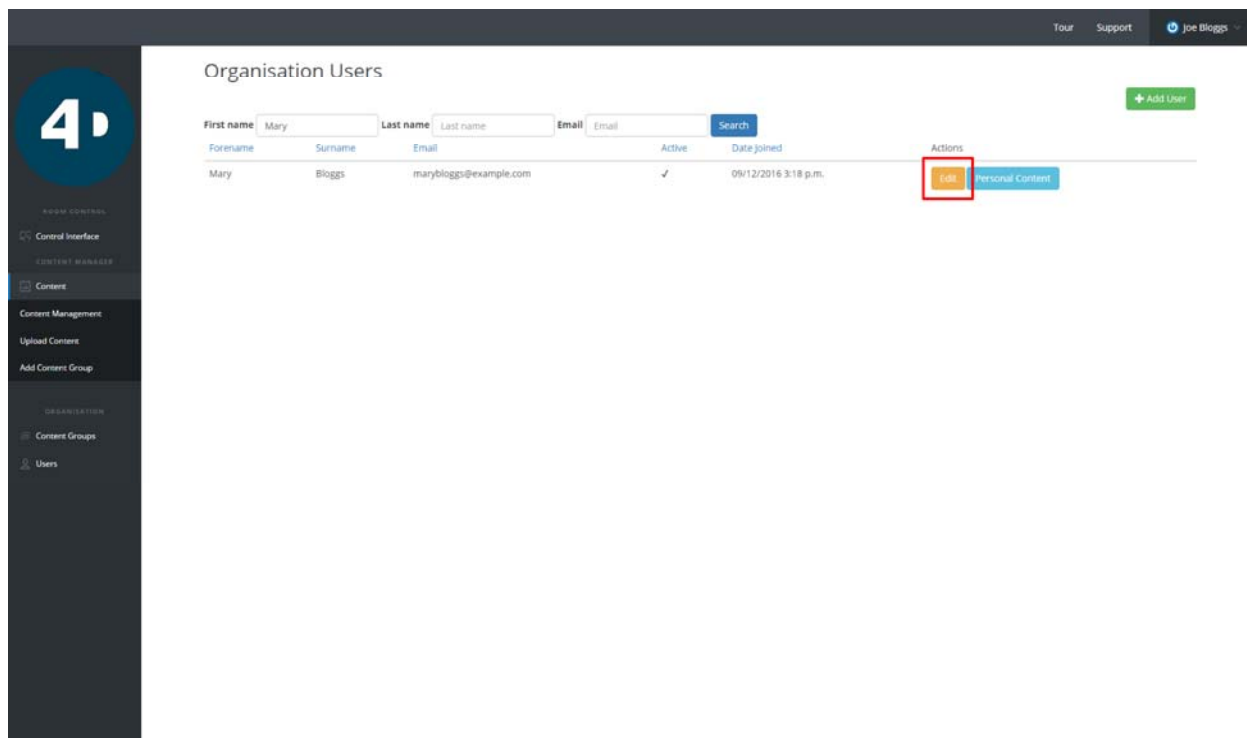
TIP: If you want to restrict this list to **Admin Users** only (i.e. those with access to everything in the system) then select *Global Admin* ⇒ *Users* ⇒ *Admin Users*.



Step 2: Find the user and select 'Edit'

In the list of users, find 'Mary Bloggs', and then press the **Edit** button.

TIP: Use the search filters at the top to find users faster.



Step 3: Modify user account details

Now in the edit user form, you may alter details such as their name, whether they are active, and the amount of access to the system they have. In this example, we change the forename from Mary to Marianne.

TIP: To delete the user, press the **Delete** button in the top right. Deleting a user cannot be undone. It will delete every piece of content in that personal content, but their content groups can be assigned to another user by an **Organisation Admin** following the user's deletion.

The following fields mean:

- **Forename:** The users first name.
- **Surname:** The users family name.
- **Email Address:** The users email address, this will also be used to log into the system.
- **Password:** The initial password for the user.
- **Password (again):** Confirm the user's initial password.
- **Permission Level:** The users permission level:
 - **Content User:** A standard user (i.e. School Teacher), allowed to create, edit their own content and content groups as well as access the room controller.
 - **Organisation Admin:** A user allowed to add users, edit content, and content groups within their own organisation (i.e. School ICT Admin) .
 - **Super Admin:** A user allowed to add users to any organisation, edit content and content groups in any organisation, create and edit organisations and spaces, view content and projector statistics (i.e. 4D Staff).
- **Organisation:** The organisation that the user belongs to. **Note:** Changing organisation will remove that user's access to their personal and group content in the previous organisation. Changing it back will restore their access.

Once you have amended the user details, press **Update User** on the bottom right.



ROOM CONTROL

Control Interface

CONTENT MANAGER

Content

Content Management

Upload Content

Add Content Group

ORGANISATION

Content Groups

Users

Edit User: Mary Bloggs

[Delete](#)

Forename:

Marianne

Surname:

Bloggs

Active:



Current Permission Level: Content User

Permission Level:

Content User

Organisation:

F Shared

[Update User](#)