

Add User


Home -> Users

Under the "Administration" tab, find and click on "Users".




Add New User

From this page you can search users, import new users, import banned users, and manually add new users. Click on Add New User.



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[Home](#)
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Manage User

Search Users:



Users ▼

Search Users

Add New User

Import New Users

Import Banned Users

Export to:  

	FIRSTNAME	LASTNAME	EMAIL	ROLE	LAST LOGIN	
	Luke	Harmon	luke@profits4purpose.com	Admin	01/15/2014 14:08:36	
2	Conoco	Conoco	luke@profits4purpose.com	Admin	11/19/2013 01:22:56	
3	P4P Demo	Luke	Harmon	luke@profits4purpose.com	User	11/04/2013 13:34:46
4	Emily Demo	Emily	Sukman	jason@profits4purpose.com	Admin	08/02/2013 16:12:42
5	Daniel P4P		daniel@profits4purpose.com	Admin	07/15/2013 21:32:21	
6	ShannonBade		shannon@profits4purpose.com	Admin	04/25/2013 00:02:34	
7	lukeh@profits4purpose.com	Luke	Harmon	lukeh@profits4purpose.com	Admin	04/22/2013 10:50:02
8	lharmon100@gmail.com	Luke	Harmon	lharmon100@gmail.com	User	04/22/2013 10:46:18
9	Jon	Jonathan	Blakemore	jon@profits4purpose.com	Admin	03/06/2013 17:42:25

New User Information

At the bottom of your list of users you will find the form for a new user. You will need to fill out the first two fields with the user's:

- Username
- Email Address
- Role
- First Name
- Last Name

Additional fields can be filled out or left for the user to setup when filling out their profile.

By leaving the password field blank, the system will generate a temporary password for the user.

Close

EMAIL:

EMAIL:

ROLE:

LOCATION:

User

Destination Resorts

Inn and Spa at Lorett

Vail Cascade

Corporate

User Info

First Name:

Last Name:

User Password

New Password:

Confirm Password:

Dimensions

1.Location

Select

2.Department

Select

✓ Add User

✕ Cancel

Go to: 1

Show rows: 10

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