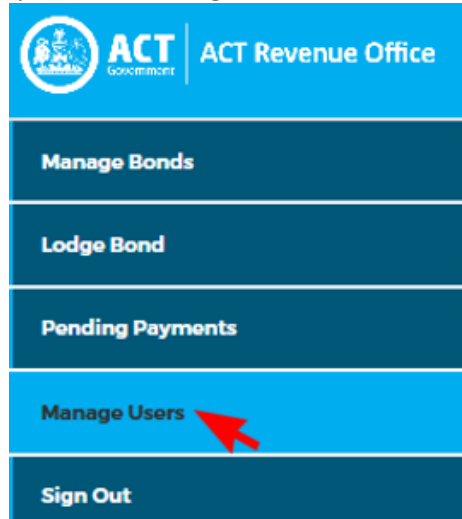


Manage Users

For Agency Administrators to add and edit users for their agency.

To view all users for your agency, click on **Manage Users** from the Main Menu.



A list of existing users for your agency will display.

Manage Users						+ NEW USER
FIRST NAME	LAST NAME	EMAIL ADDRESS	ROLE	CREATED DATE	STATUS	
Monie	Gold	monie@gold.com	Agent Administrator	25-09-2018	Registered	
Flav	Del	flav@del.com	Agent(Property Manager)	25-09-2018	Active	
Chris	Property	systempm@act.gov.au	Agent(Property Manager)	20-09-2018	Active	

Add a User

To add a new user, click on **+ New User** in the top right hand corner of the screen.



A pop up window will display. Select a Role for the new user from the dropdown list.

Agent (Property Manager) = can view and action all the bonds for your agency

Agent Administrator = can view and action all the bonds for your agency, add/edit users for your agency and edit the agency details

Then enter the user's details and click **Save**.

✕

New User

Role *

 ✓

First Name *

 ✓

Last Name *

 ✓

Email Address *

 ✓

Contact Number *

 ✓

A link to activate this user will be sent to the email address provided. For security reasons, the link will expire in 2 days.

An activation email will be sent to the email address entered. The new user will have two days to activate the new account from the email.

The new user will be listed on the Manage Users page in 'Registered' status. Once the account has been activated, the status will change to 'Active'.

Manage Users + NEW USER

SEARCH
RESET

FIRST NAME	LAST NAME	EMAIL ADDRESS	ROLE	CREATED DATE	STATUS
Annie	Agent	annieagent@email.com	Agent(Property Manager)	15-11-2018	Registered
test	Agent	test.agent@email.com	Agent Administrator	13-11-2018	Registered

Resend Activation Email

To resend the activation email for a 'Registered' user, click on the Edit icon on the user account line.

Manage Users + NEW USER

SEARCH
RESET

FIRST NAME	LAST NAME	EMAIL ADDRESS	ROLE	CREATED DATE	STATUS
Annie	Agent	annie@agents.com	Agent(Property Manager)	28-09-2018	Registered
Monie	Gold	monie@gold.com	Agent Administrator	25-09-2018	Registered
Flav	Del	flav@del.com	Agent(Property Manager)	25-09-2018	Active
Chris	Property	systempm@act.gov.au	Agent(Property Manager)	20-09-2018	Active

A pop up window will display. Click on **Resend Activation Email**.

Monie Gold

Role:
Agent Administrator


First Name:
Monie

Last Name:
Gold

Email Address:
monie@gold.com

Contact Number:
93 2405 8230


Status:
Registered

[RESEND ACTIVATION EMAIL](#) 

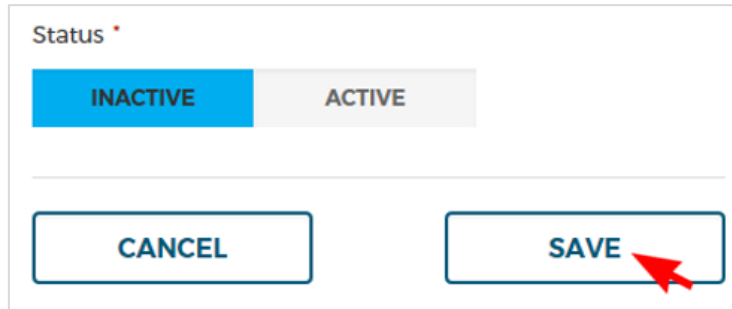
Another activation email will be sent to the email address entered. The user will have another two days to activate the new account from the email.

Deactivate/Re-activate Users

To deactivate a user account, click on the Edit icon on the user account line.

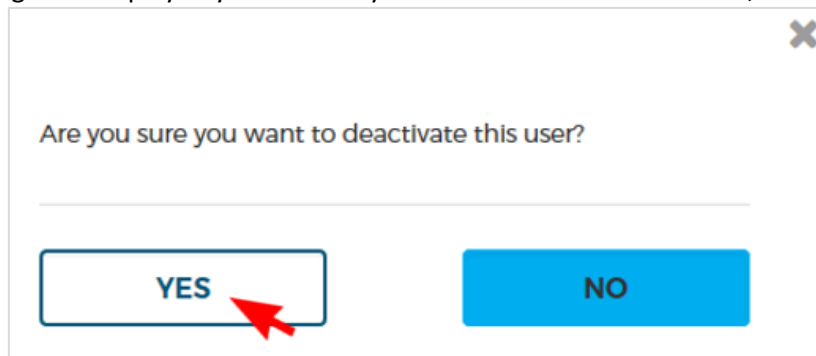
	FIRST NAME	LAST NAME	EMAIL ADDRESS	ROLE
	Annie	Agent	annie@agents.com	Agent(Property Manager)
	Monie	Gold	monie@gold.com	Agent Administrator
	Flav	Del	flav@del.com	Agent(Property Manager)

A pop up window will display. Select **Inactive** on the toggle button so that it becomes blue. Then click **Save**.



A screenshot of a status toggle window. At the top, it says "Status *". Below this are two buttons: "INACTIVE" (highlighted in blue) and "ACTIVE" (grey). At the bottom are two buttons: "CANCEL" and "SAVE" (with a red arrow pointing to it).

A prompt message will display. If you are sure you want to deactivate the user, click **Yes**.



A screenshot of a confirmation dialog box. It has a close button (X) in the top right corner. The text inside says "Are you sure you want to deactivate this user?". At the bottom are two buttons: "YES" (with a red arrow pointing to it) and "NO" (highlighted in blue).

The user account will now be listed in 'Inactive' status.

FIRST NAME	LAST NAME	EMAIL ADDRESS	ROLE	CREATED DATE	STATUS
Annie	Agent	annie@agents.com	Agent(Property Manager)	28-09-2018	Registered
Monie	Gold	monie@gold.com	Agent Administrator	25-09-2018	Registered
Flav	Del	flav@del.com	Agent(Property Manager)	25-09-2018	Inactive