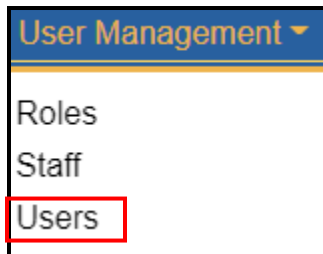


## Users



In user we can add, view, update, deleting of a user details.

The screenshot shows the 'Managing Users' form. It has a header 'Managing Users' and a link 'Add User'. Below the header are three input fields: 'Location' with a dropdown menu showing '--Select--', 'Section' with a dropdown menu showing '--None--', and 'Login ID' with a text input field. To the right of these fields is an orange 'Go' button.

### a) View users

- Click on users under User management Module.
- Managing Users page displays.
- Select Location , Section from drop down menu and enter Login ID(optional) .
- Click on Go Option.

The screenshot shows the 'Managing Users' page with the search filters filled in: Location 'TKD/ELS', Section '--All--', and Login ID empty. The 'Go' button is highlighted. Below the filters is a table of users. The table has 10 columns: S.No, Login ID, Role, Location, Section, Designation, Employee Name, Reset Password, User Status, and Delete. There are 5 rows of data.

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	adee	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	adee1	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	adee2	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	
4	adeshg	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	
5	alokk	RECORD-HEAD	ELS/TKD	RECORD	SR.TECH	Alok Kumar Upadhyay	<a href="#">Reset Password</a>	<a href="#">Block</a>	

Showing 20 Records Out of 160

### b) Add User

- Click on Users under User management Module.
- Managing users page displays.

**Managing Users**  
[Add User](#)

Location:  \*      Section:       Login ID:

- Click on [Add User](#) Link to add New user Details.

**Add Users**

Section:  ▼

Employee:  ▼

Role:  \* ▼

Login ID:

Password:

- Enter all the required and mandatory fields .
- Click on Save option.

### c) Update Users

- Click on Users under User management Module.
- Managing users page displays
- Click on Login ID Link to update the User.

**Managing Users**  
[Add User](#)

Location:       Section:       Login ID:

Showing 20 Records Out of 160

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">adee</a>	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	<input type="button" value="✖"/>
2	<a href="#">adee1</a>	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	<input type="button" value="✖"/>
3	<a href="#">adee2</a>	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	<input type="button" value="✖"/>
4	<a href="#">adeshg</a>	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	<input type="button" value="✖"/>

- Enter all the mandatory fields (role, password).
- Click on Save option.

### i) Reset Password

- Click on Users under User management Module.
- Managing users page displays

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	adee	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	Block	
2	adee1	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	Block	
3	adee2	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	Block	
4	adeshg	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	Block	

- Click On [Reset Password](#) link to re-set the password if we have forgot.
- On clicking on Reset Password we will get a new password of user in bold letters.

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	arunk	M1HR	ELS/TKD	M1HR	JE	Arun Kumar Sahoo	<a href="#">Reset Password</a>	Block	
2	asverma	M1HR-HEAD	ELS/TKD	M1HR	SSE	Amar Singh Verma	<a href="#">Reset Password</a>	Active	

- Again login with the new password code given in the above.

### Please Login

Please enter your credentials to access the system

Login ID

 \*

Password

 \*

Login

- Click on Change password under Administration .
- Enter the new password and confirm the new password.
- Click on Save Option.

### Change Password

Employee Name	asverma
Login Name	asverma
Current Password	...
New Password	...
Confirm New Password	...

Save

## ii) Block user

- Click on Users under User management Module.
- Managing users page displays

Managing Users  
[Add User](#)


Location: TKD/ELS    Section: --All--    Login ID:    

Showing 20 Records Out of 160

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">adee</a>	admin	ELS/TKD	TKDAdmin	DEE	Gaurav Sarivastava	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">adee1</a>	admin	ELS/TKD	TKDAdmin	ADEE	PUNEET JEPH	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">adee2</a>	admin	ELS/TKD	TKDAdmin	ADEE	Rinku Meena	<a href="#">Reset Password</a>	<a href="#">Block</a>	
4	<a href="#">adesbg</a>	M2HR	ELS/TKD	M2HR	SSE	Adesh Gupta	<a href="#">Reset Password</a>	<a href="#">Block</a>	

- Click On [Block](#) link to block the user .
- On clicking block or active the user status will be changed.

### d) Delete Users

- Click on  button in "Managing Users" page to delete the records.
- Confirmation message is displayed, click on  button to delete the record.

Managing Users  
[Add User](#)

Location: TKD/ELS    Section: M1HR    Login ID:    

Showing 11 Records Out of 11

S.No	Login ID	Role	Location	Section	Designation	Employee Name	Reset Password	User Status	Delete
1	<a href="#">arunk</a>	M1HR	ELS/TKD	M1HR	JE	Arun Kumar Sahoo	<a href="#">Reset Password</a>	<a href="#">Block</a>	
2	<a href="#">asverma</a>	M1HR-HEAD	ELS/TKD	M1HR	SSE	Amar Singh Verma	<a href="#">Reset Password</a>	<a href="#">Block</a>	
3	<a href="#">etieu</a>	M1HR	ELS/TKD	M1HR	JE	Etie Upadhyay	<a href="#">Reset Password</a>	<a href="#">Active</a>	
4	<a href="#">kcsharma</a>	M8HR	ELS/TKD	M1HR	JE-II	K C Sharma	<a href="#">Reset Password</a>	<a href="#">Block</a>	
5	<a href="#">LalitKumarSingh</a>	M1HR-HEAD	ELS/TKD	M1HR	APP. TECH	Lalit Kumar Singh	<a href="#">Reset Password</a>	<a href="#">Active</a>	