

# User Administration

Users can be administered on the administration page accessible through the **Users** menu.

Existing users can be deleted using the actions column on the far right side. In addition users can be promoted to administrators by activating the corresponding “**Admin**” checkbox. It is possible to set a user “**inactive**” by toggling the corresponding checkbox.

Create user >

Name

E-mail

Password

☐ Admin

Create

Show

25

entries

Avatar	Name	E-mail	Admin	Inactive?	Creation date	Actions
	Leroy Jennings	leroy@kromit.at	<input type="checkbox"/>	<input type="checkbox"/>	31.01.2023 (10:40)	
	Rick Tangle	rick@kromit.at	<input type="checkbox"/>	<input type="checkbox"/>	31.01.2023 (10:40)	
	Franz Muster	franz@kromit.at	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.01.2023 (09:19)	
	Heinz Mustermann	heinz@kromit.at	<input type="checkbox"/>	<input type="checkbox"/>	31.01.2023 (09:19)	
	Mari Hati	marion@kromit.at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30.01.2023 (15:19)	

On this page it is also possible to **create new users** by expanding the “**Create user**” section:



It is necessary to provide the **name**, **E-mail address** and a **password** for the new user. We recommend to use the random password generator next to the password field to always generate unique new passwords for every new user. By activating the “Admin” checkbox, a new user can instantly be promoted to the administrator role.

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