Accounts (User and Access)

Overview

The **Users and Access** section is used to manage all users associated with the application. Administrators can add new users, assign roles, monitor account status, and control access permissions.

User Management

This page displays a list of all registered users along with their account information and access details.

Available Information

Field	Description
Email	Email address used to sign in to the application.
Name	Full name of the user.
Role	Assigned user role (e.g., Admin, Editor, Viewer).
Expiry	Date until which the user's account remains active.
Status	Current account status (e.g., Active, Inactive, Pending Verification).
Action	Available actions such as Edit, Delete, or Manage User.

User List

The following table represents a sample user list.

Email	Name	Role	Expiry	Status
xyz.user@example.com	XYZ User	Admin	DD MMM YYYY	Active

Email	Name	Role	Expiry	Status
abc.user@example.com	ABC User	Editor	DD MMM YYYY	Active

> **Note:** The number of displayed entries can be adjusted using the **Show Entries** option, while the **Search** bar allows administrators to quickly locate users.

Available Actions

Administrators can perform the following actions from the **Users and Access** page:

- **Add User** – Invite a new user to the application.
- **Edit User** – Update user details and assigned roles.
- **Delete User** – Remove a user from the application.
- **Assign Role** – Change the user's permission level.
- **Activate** / **Deactivate** – Enable or disable user access.

User Roles

Depending on the application configuration, users may be assigned different roles.

Role	Description
Admin	Full access to all application features and settings.
Editor	Can manage content and application data but has limited administrative access.
Viewer	Read-only access to application data and reports.

Best Practices

- Assign the **Admin** role only to trusted users.
- Review user accounts regularly and remove inactive users.
- Set appropriate account expiry dates for temporary users.
- Ensure users verify their email address before granting full access.
- Periodically audit user roles to maintain application security.

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