User & Access

Overview

The **Users and Access** section allows you to manage users who have access to the project. You can add users by entering their email address, define the access expiry date, and manage their assigned roles and permissions.

Access Path:

Left Side Bar → Settings → Users and Access

Add User

To provide access to another user, enter the user's **Email** address and specify the **Expiry Date** for their access.

Email

Enter the email address of the user who should be given access.

Example:

`user@example.com`

Expiry Date

Set the date until which the user will have access to the project.

Example:

`31-Dec-2026`

Users

The **Users** section displays the list of users who have been granted access to the project.

Show Entries:

10 | 25 | 50 | 100

#	Email	Name	Roles	Expiry	Status	Action
1	—	—	—	—	—	—

The user list contains the following information:

- **Email** – Displays the email address of the user.
- **Name** – Displays the user's name.
- **Roles** – Shows the roles or permissions assigned to the user.
- **Expiry** – Displays the access expiry date.
- **Status** – Shows the current access status.
- **Action** – Provides available actions for managing the user's access.

> **Note:** The **Users and Access** section is used to provide and manage access for other users. Configure the appropriate role and expiry date according to the required level and duration of access.

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