Edit User Settings/Reset Password/Deactivate User

Navigate To [Administration>User Settings]

To Edit an existing users' settings:
- Select **[Edit]** next to the user you wish to edit.
  - **Note:** Highlighted user will appear in **Green, [green links]** are still clickable.

User Administration

Active Users

Add New
Show Deactivated

Login	Name	Employee Info	Default Role	Default Location	Phone	E-mail	
annie	annie slo		efish Support	Wired Wine Bar North	555-555-5555	efish@email.com	Edit	Reset Password	Deactivate
CRS	Employee		OD (Operations Director)	Wired Wine Bar North	555-444-6666	Employee1@email.com	Edit	Reset Password	Deactivate
geoffrey	Employee		OD (Operations Director)	Wired Wine Bar North	555-444-6666	Employee1@email.com	Edit	Reset Password	Deactivate
jimfassett	Employee		efish Support	Wired Wine Bar North	555-444-6666	Employee1@email.com	Edit	Reset Password	Deactivate
Mark	Employee		efish Support	Prison Rock Pizzaria	555-444-6666	Employee1@email.com	Edit	Reset Password	Deactivate
matt	Employee		OD (Operations Director)	BKB	555-444-6666	Employee1@email.com	Edit	Reset Password	Deactivate
aim	AIM IT Services	Reconciliation@Fractured	efish Support	Wired Wine Bar North	6028089552	support@efish.biz	Edit	Reset Password	Deactivate

This takes you to the users **[General Tab]** where you can make changes as shown:

annie slo

| General | Locations | Companies |

Username: annie ← How the user sign into efish. We Recommend a consistent protocol. (first initial, last name; same as email; etc...).

First Name: annie ← First Name

Last Name: slo ← Last Name

Email: ← Email Adress

Cell: 602 ← Phone #

Cell Text: ← Texting #

Next: you may make changes to the user's locations settings/permissions by selecting the ==[Locations Tab.]==
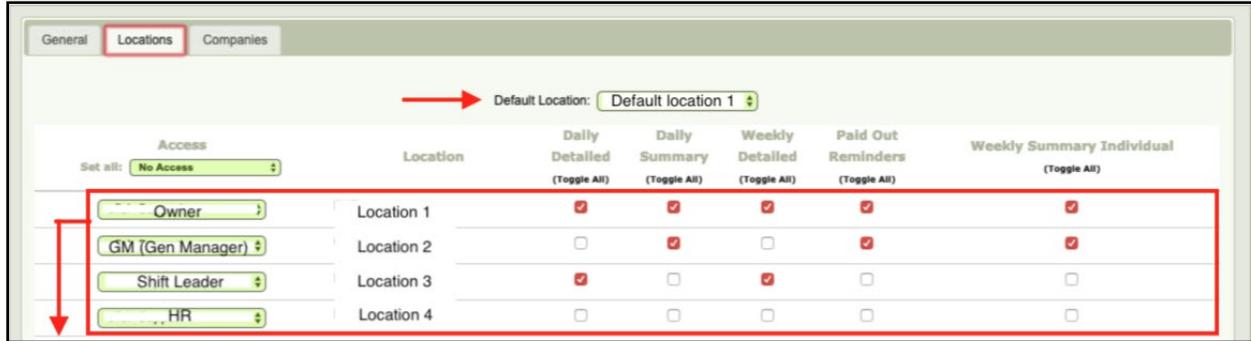
● Set the roles the user will have per location as well as control which emails/reports they will have access to.

Next: you may make changes to the users Company settings/permissions by selecting the ==[Companies Tab.]==
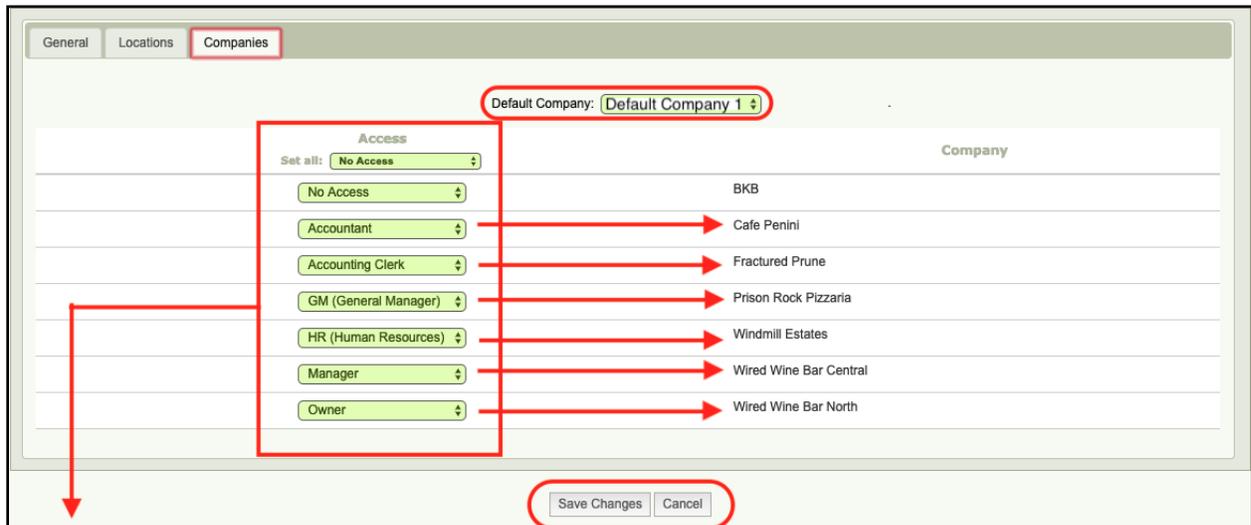
● Set the roles for the user at each individual location.
● You can make changes to the default company at the top of the tab.
● Don't forget to hit ==[Save Changes]== at the bottom.

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To Reset a user's Password: select the **[Reset Password]** next to the desired user.

| user1 | User1 Name | employee Info | efish Support | Location 1 | 555-555-555 | user1@email.com | Edit | Reset Password | Deactivate |
| user2 | User2 Name | | OD (Operations Director) | Location 2 | 555-555-555 | user2@email.com | Edit | Reset Password | Deactivate |

● You will be notified via a pop up that the password reset instructions were sent to the users email on file.

Reset Password Alert   ✖

An email containing a new temporary password and login instructions has been sent to a User1 @email.com

                                                                          Ok
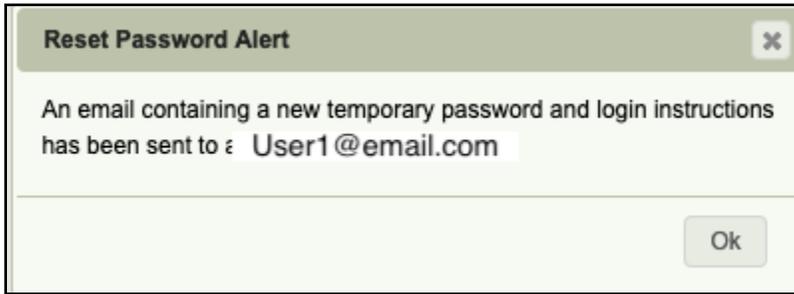
● The user will receive an email with a temporary password, once they log in they will be prompted to enter their new password.

To Deactivate a User: Select **[Deactivate]** next to the user you wish to disable. The user will no longer have access to efish.

To View Deactivated Users: The pages default setting is to show you only active users. To see deactivated users as well click on the **[Show Deactivated]** option above the table to the right.

User Administration
Active Users

                                                                  Add New
                                                                  Show Deactivated

| Login | Name | Employee Info | Default Role | Default Location | Phone | E-mail | | |

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