## **QUICK GUIDE**

## **MANAGE USERS**



## MANAGE USERS IN THE SYSTEM

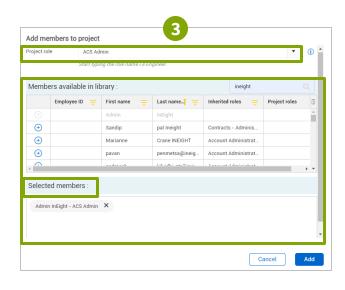
- 1. To access user information, go to the Main menu and click Suite administration > User Management.
- 2. To add users, select the  $\bigcirc$  Add users button; select the **Edit icon**  $\bigcirc$  to edit user details and roles; select the **Delete icon**  $\bigcirc$  to delete users; and to view user details select **Show information details icon**  $\bigcirc$  .



3. You can quickly import multiple roles for your organization by using a spreadsheet. In the upper right-hand corner of the **User Management** register, click the **Import icon** to upload the spreadsheet.

## ADD USERS AND MEMBERS TO PROJECTS

- Select the Show information details icon i and scroll down to Members and select Add members to this project or Add users to this project.



- 4. In the Members available library section, select the Add icon to add a member into the Selected members. Select Add to submit.
- 6. Fill in necessary user information and click Save.

