

Users

09/03/2025 1:17 pm EDT

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The **Settings -> Users** It displays the list of all users, including all roles: Training managers, teachers, and students.

This section provides an overview of the total number of users created, divided by role.

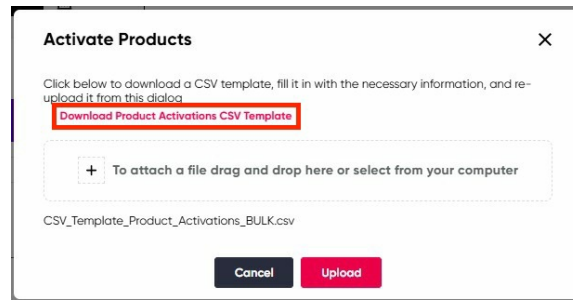
From this option, you can delete and create new users.

| <input type="checkbox"/> | USER NAME | ROLE | CREATED | LAST LOGIN | |
|--------------------------|---|---------|----------|------------|--|
| <input type="checkbox"/> | David Velazquez david.velazquez.182 | Student | 28/10/24 | 02/12/24 | |
| <input type="checkbox"/> | DEMO TCHQA qa_teacher_demo@richmondelt.com | Teacher | 06/09/24 | 21/07/25 | |
| <input type="checkbox"/> | DEMO STQATIS qa_student_demo@richmondelt.com | Student | 09/12/24 | 09/12/24 | |
| <input type="checkbox"/> | DEMO STQAT6 qa_student_demo@richmondelt.com | Student | 10/12/24 | 10/12/24 | |

Bulk operations

1. Click on <Bulk Operations -> Activate Products>

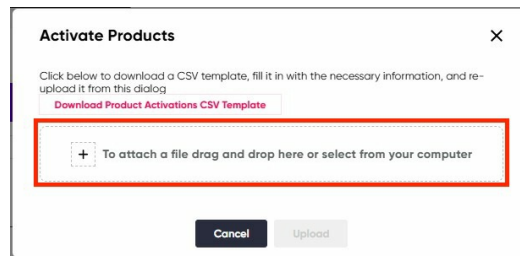
2. Click on <Download Product Activations CSV Template>



3. The template will be Downloaded in Comma Separated Values (CSV) format, enter the corresponding information:

- Nombre de usuario
- Token

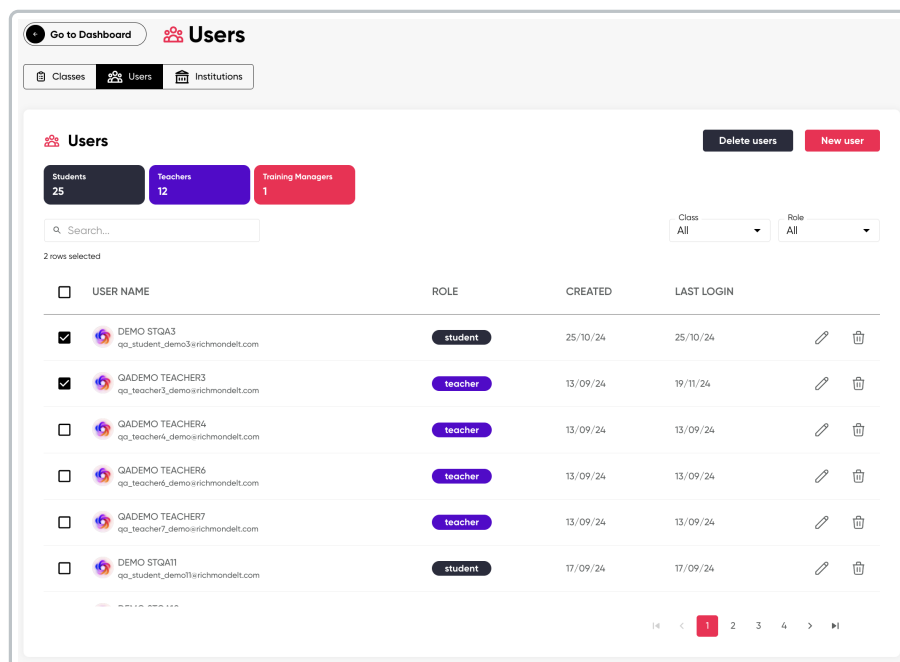
4. Once you have saved the file, upload it to the platform using the option <To attach a file drag and drop here or select from your computer>



5. Click on <Upload>

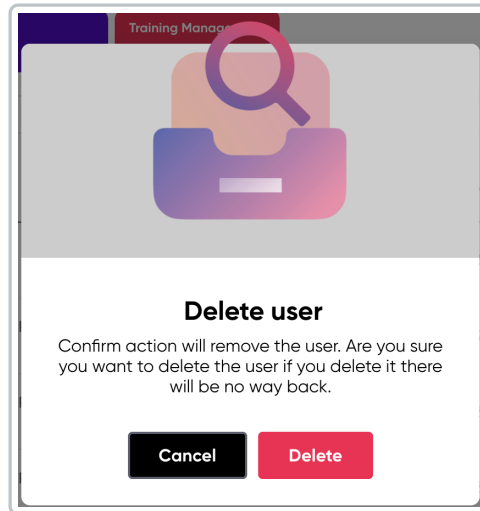
Delete user

1. Select the user or users you want to delete.



2. Click on **Delete User**.

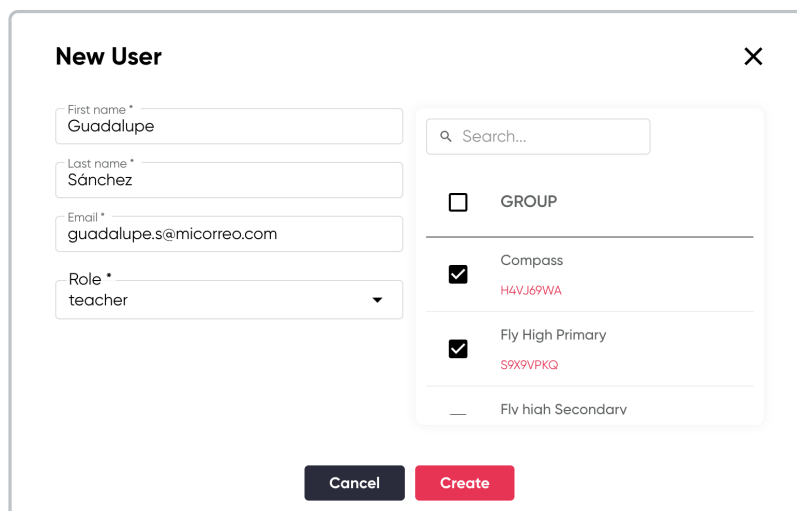
3. Confirm this decision.



The action of Deleting is irreversible, so you must be sure that it is the correct user and decision.

New user

- Click on **New User**.
- Fill in the required information:
 - First Name
 - Last Name
 - Email
 - Role
 - Group
- Click on **Create**.

A "New User" form with a close button (X) in the top right. It contains input fields for "First name *" (Guadalupe), "Last name *" (Sánchez), "Email *" (guadalupe.s@micorreo.com), and a "Role *" dropdown menu (teacher). To the right is a search bar and a list of groups: "GROUP" (unchecked), "Compass" (checked, H4VJ69WA), "Fly High Primary" (checked, S9X9VPKQ), and "Fly high Secondary" (unchecked). At the bottom are "Cancel" and "Create" buttons.

| Group | Selected | ID |
|--------------------|-------------------------------------|----------|
| GROUP | <input type="checkbox"/> | |
| Compass | <input checked="" type="checkbox"/> | H4VJ69WA |
| Fly High Primary | <input checked="" type="checkbox"/> | S9X9VPKQ |
| Fly high Secondary | <input type="checkbox"/> | |



The new user is added to the general list, sorted in alphabetical order.

For quicker and more efficient user location, use the search bar or the available filters:

- By name (search bar)
- By class
- By role

Class
All ▼

Role
All ▼



Use the pagination bar it allows you to navigate through different pages by clicking on the page numbers or the Next and Previous buttons.

◀ < 1 2 3 4 > ▶