

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.

Go to I	s 😤 Users 💼 Institutions				
Student	Sers	212		Delete use	rs New user
Q Ser	arch	-		Cioss All -	Role All -
	USER NAME	ROLE	CREATED	LAST LOGIN	
	DEMO STQA3 qa_student_demo3@richmondelt.com	student	25/10/24	25/10/24	2 🖞
	GADEMO TEACHER3 ga_teacher3_demoisrichmondelt.com	teacher	13/09/24	19/11/24	∅ ¹ ¹
	GADEMO TEACHER4 ga_teacher4_demoi@richmondelt.com	teacher	13/09/24	13/09/24	∥ ⊡
	GADEMO TEACHER6 ga_teacher6_demo@richmondelt.com	teacher	13/09/24	13/09/24	∅ ¹
	QADEMO TEACHER7 qa_teacher7_demo@richmondelt.com	teacher	13/09/24	13/09/24	2 Ū
	DEMO STQA11 ga_student_demo11grichmondelt.com	student	17/09/24	17/09/24	1 1
	-			⊲ < 1 2 3	4 > ▶

Delete user

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

Go to Dashboard 😤 Users				
Classes 25 costs III Institutions			Delete use	New user
Students 25 12 Taining Managers 1				
Q. Search			All 👻	All
USER NAME	ROLE	CREATED	LAST LOGIN	
DEMO STQA3 qa_student_demo3@richmondelt.com	student	25/10/24	25/10/24	1 1
GADEMO TEACHER3	teacher	13/09/24	19/11/24	∂ ⊡
GADEMO TEACHER4	teacher	13/09/24	13/09/24	1 1
GADEMO TEACHER6 qa_teacher6_demosrichmondelt.com	teacher	13/09/24	13/09/24	1 1
GADEMO TEACHER7	teacher	13/09/24	13/09/24	2 🖞
OEMO STQA11 qq_student_demo11@richmondelt.com	student	17/09/24	17/09/24	1 🖞
			_	

- 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.

First name * Guadalupe	9 Search
Last name * Sánchez	GROUP
Role *	Compass H4VJ69WA
	Fly High Primary
	Flv hiah Secondarv

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

i

• By role

Q Search	Class All 🗸	Role

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

