Users overview

Phillip Hansen - 2025-11-04 - Comments (0) - Brugere

Users overview

This overview shows all users created in Stella Care's a Administration System. From here, you can search for users, edit their information, or delete them.

What you see on the screen

- **Search field at the top**

  Use the search field to quickly find a user by typing their name, email, or username.

- **Columns in the table**

  The table displays all users along with their main details:

  - **Username:** The unique name the user logs in with.
  - **Name / Surname:** The user's first and last name.
  - **Email:** The email address linked to the user.
  - **Phone:** The user's phone number, if available.
  - **Login type:** Shows which login method the user uses, for example username and password.
  - **Roles:** Displays the user's role in the system, such as Administrator, Accounting, Relatives, or Employee. The role determines which features the user has access to.
  - **Created:** The date and time when the user was created.
  - **Organization:** Shows which organization the user belongs to (typically Stella Care).
  - **Actions:** Contains two icons:

    1. Edit the user's information (opens the edit window)
    2. Delete the user permanently from the system

How to use the overview

- Use the search field to quickly find a specific user.

- Click the pencil icon (□) to edit information or reset a password.
- Click the trash can icon (□) to delete the user.
- Use the pagination arrows at the bottom to move between pages if there are many users.

Tips

- Always make sure you are editing or deleting the correct user.
- Administrators have permission to create, edit, and delete users.
- Use the search field to quickly filter users by role or email.

Related Content

- Download user overview
- Delete a user
- Edit a user
- Create a new user