

User Management – User Search

Video Training Manual 2016 - [Click Here](#)

The user management menu allows you to create, inactivate or edit a user profile

Systems Configuration Module> General> User Setup

The screenshot displays the 'User Management - User Search' interface. On the left, a sidebar under 'System Configuration' shows 'Administration' and 'General' sections. 'User Setup' is highlighted under 'General'. The main area features search filters: 'Login ID', 'Employee Name', 'Time Log Group', 'Session Status' (set to 'All'), 'Active' (checked), and 'No Of Active Users'. Below these filters are four buttons: 'Staff' (6), 'Consultant' (1), 'Subcontractor' (1), and 'External' (2). At the bottom, a table with columns: '#', 'Att', 'Incid', 'Status', 'Status', 'Date + Time', 'Train Level', 'Login ID', 'Employee Code', and 'Fir' is visible.

You can search for a user using the following criteria:

- Login Id
- Employee Name
- Time Log Group
- Session Status
- Or by active or inactive

User management - User search buttons explained

User Leave	Shows the leave allocated to that specific User.
Log User Off	Logs the currently selected Employee out.

Lock User	Locks the currently selected Employee.
Unlock User	Unlocks the currently selected Employee.
Lock All Users	Locks all Employees.
Unlock All Users	Unlocks all Employees.

Leave User

Huge ERP has a basic leave approval and tracking system

Staff can request leave and then email managers

Managers can then approve or deny the request

Leave is then tracked and can also be printed out if needed

User Management - User Search

Search | Add | Edit | Delete | Clone User | **User Leave** | Lock Users | Print

Basic Search | Custom Field Search

Login ID: Session Status: All

Employee Name: Active: ☒

Time Log Group: No Of Active Users: 1

Staff 6 | Consultant 1 | Subcontractor 1 | External 2

Page 1 of 1 | Remove Paging: ☐

Lock Users

Lock users allows you to lock and unlock a user from the system

User Management - User Search

Search

Add

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Basic Search

Custom Field Search

Login ID:

Session Status:

All

Employee Name:

Active:

☒

Time Log Group:

No Of Active Users:

1

Staff6

Consultant1

Subcontractor1

External2

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Remove Paging:

#	Att	Incid	Status	Status	Date + Time	Train Level	Login ID	Employee Code	First Name
9				All			test8	test User	test User
10				All	2023-03-13 14:40:46		Test12345	test User	Test
11				All	2022-03-09 13:44:10		TEST100	TEST100	TEST100

Log User Off	This allows the admin user to log out users who logged off abnormally or who forgot to log off
Lock User	This allows the admin user to lock out a user from entering the system
Unlock User	This allows the admin user to unlock users locked out of the system or lock themselves from the system Sometimes users try to log onto the system multiple times and receive error code 7 Once a user has error code 7 this is where the admin user can unlock the user
Lock All Users	In case it is month end and staff is busy with stock counts or there is a major system update the users are not allowed to sign or log into the system we can lock all users here
Unlock All Users	Once done with the maintenance or stock takes you can unlock all users by clicking inlock all users