Learn how to add and manage users who can access the staff interface.

Overview

The Users screen allows you to add and manage users who can access the staff interface. To access the Users screen from the Staff Console, click Users.

- By default, 50 users are shown. Select a number from the Show entries drop-down list to change the number of users you see per page.
- Use the Search text field to search by email, first name, last name, or access level.
- You can sort users by email, first name, last name, or access level.

Access levels

If you are logged in as a user with Admin access level, you will have full access to all areas of the staff interface, including:

- Adding new users
- Editing existing users
- Changing passwords
- Removing users

If you are logged in as a user with User access level, you will:

- Only be able to edit your own information (name, email, and password)
- Not have access to view or modify the following screens:
  - Library
  - Museum
  - Things

Note: If a library has multiple branches, a staff user account can be limited to only view museum/things and reservations assigned to a specific branch. Once a staff user account is limited to a single branch, only another staff user account with access to all branches will be able to change this permission setting.

Add a user

To add a user, from the Staff Console:
1. Click Users > Add.
2. For the user you want to add, enter their:
   ◦ First Name
   ◦ Last Name
   ◦ Email
3. Create and confirm a password for the user.
4. Select an Access Level.
   ◦ Admin
   ◦ User
5. Click Register New User.

Edit a user

To add a user, from the Staff Console:

1. Click Users.
2. Click Edit for the user for which you want to update information.
3. Edit the relevant fields.
4. Click Edit User.

Change a user password

To change a user password, from the Staff Console:

1. Click Users.
2. Click Password for the user for which you want to update information.
3. Enter the user's current password.
4. Create and confirm a new password for the user.
5. Click Edit Password.

Remove a user

To remove a user, from the Staff Console:

1. Click Users.
2. Click Remove for the user you want to remove.
3. Click Yes in the Remove User dialog. The user is automatically removed.