




Users

Authorized users who have access to the application. Users are associated to a role and given specific permissions. Several users can be associated to one single role. For instance *Loan Officer* role can be used to give limited access to OpenCBS to as many *Loan Officers* as needed.

#	NAME	USERNAME	ROLE	BRANCH	E-MAIL	PHONE NUMBER	ADDRESS
1	 Maker Maker	maker	SHIZUKO WITTING MAKER	DEFAULT BRANCH	weldon.reichel@yahoo.com	+1963852741	London is the capital of Great Britain
2	 Jon Snow	admin	ADMIN	DEFAULT BRANCH			
3	 Checker Checker	checker	JULIUS BECKER CHECKER	DEFAULT BRANCH	sadie.stehr@yahoo.com	+1963852741	London is the capital of Great Britain

Create new User

To create a new user click + **Create** button upper right-hand corner and fill the following fields:

- **First Name**
- **Last Name**
- **Username**
- **Branch**
- **Password**
- **Confirm password**
- **Role**
- **E-mail**
- **Phone number**
- **Address**
- **Id number**
- **Position**

All fields are pretty self-explanatory. **Branch** and **Role** are presented as drop-down lists with predefined values and other fields are free text fields.

Once changes made, click the **Save** button at the upper right-hand corner to save the new entry or **Cancel** to discard your changes.

Edit User

To edit a specific user, click on it to go to the details where you will find the **Edit** button.

Once changes made, click **Save** to save them or **Cancel** if you decided to leave the user untouched.

Change password

Click on the entry you want to edit to go the entry details where you will find the **Edit** button.

Once changes made click **Save** to save them or **Cancel** to discard.