

# Users - Benutzer

## Synopsis

The users of a company account are administered in the "Benutzer" module. Users with administrative rights can add, edit or delete other users here. It is also possible to activate/de-activate users as well as assigning administrative rights to other users.

### Overview of users with administrator rights

Surname, First name	Phone	E-mail	Account state	Action
Schmidt, Klaus		service@cosinex.de	✓	
Page: 1 of 1 - Total amount of entries: 1				<a href="#">Add administrator</a>

### Overview of users without administrator rights

Surname, First name	Phone	E-mail	Account state	Action
Mustermann, Max		mustermann@demo.cosinex.de	✓	
Page: 1 of 1 - Total amount of entries: 1				<a href="#">Add user</a>

Screenshot: Übersicht Modul "Benutzer"

## Actions

- [Create administrator account](#)
- [Create user account](#)
- [Edit user account](#)
- [Delete user account](#)
- [Lock user account](#)
- [Unlock user account](#)

## Create administrator account

menu:	Verwaltung › Benutzer
Rights/Roles needed:	Administrator

1. Click the "Administrator hinzufügen" button to create a new user account with administrative rights (see number 2 in [screenshot "Übersicht Modul Benutzer"](#)).
2. Enter the user data (see number 1 in [screenshot "Benutzer mit Administrationsrechten anlegen"](#)) and make sure the "Administrator" box is ticked in the "Rechtevergabe" space (see number 2 in [screenshot "Benutzer mit Administrationsrechten anlegen"](#)).  
*An asterisk indicates mandatory fields. As login information will be automatically send to the user after finishing the process, please make sure that the e-mail address is spelled correctly. Each e-mail address can only be used once per system. Each company account needs at least one administrator. The role can be added/deleted at any time using the edit user functionality. It is possible to give administrative rights to every user of a company account.*
3. Click the "Speichern" button to save the data and create the new user account (see number 3 in [screenshot "Benutzer mit Administrationsrechten anlegen"](#)).  
*New users are kindly advised to change their password after the first login.*

## Edit user data

**User data**

Salutation:

Ms. ▾

Title:

First name: \*


Surname: \*

Phone:

Fax:

E-mail: \*

\* This is mandatory field. Please make an entry.




**Assignment of permissions**


Additional rights of your account can be specified here.

☒ User

☒ Administrator



SAVE



[Back to Overview](#)

Screenshot: Benutzer mit Administrationsrechten anlegen

## Create user account

menu:	Verwaltung › Benutzer
Rights/Roles needed:	Administrator

1. Click the "Benutzer hinzufügen" button to create a new user account (see number 5 in screenshot "[Übersicht Modul Benutzer](#)").
2. Enter the user data (see number 1 in screenshot "[Benutzer ohne Administratorrechte anlegen](#)").  
*An asterisk indicates mandatory fields. As login information will be automatically send to the user after finishing the process, please make sure that the e-mail address is spelled correctly. Each e-mail address can only be used once per system.*
3. Click the "Speichern" button to save the data and create the new user account (see number 3 in screenshot "[Benutzer mit Administrationsrechten anlegen](#)").  
*New users are kindly advised to change their password after the first login.*

## Edit user data

**User data**

Salutation:

Ms. ▾

Title:


First name: \*

Surname: \*

Phone:

Fax:

E-mail: \*




**1**

\* This is mandatory field. Please make an entry.

**Assignment of permissions**


Additional rights of your account can be specified here.

☒ User

☐ Administrator 

**2**

SAVE



**3**

[Back to Overview](#)

Screenshot: Benutzer ohne Administratorrechte anlegen

## Edit user account

menu:	Verwaltung › Benutzer
Rights/Roles needed:	Administrator


1. Choose the user account to be edited and click the "Benutzer bearbeiten" button (see number 1 [in screenshot "Übersicht Modul Benutzer"](#)).
2. Edit the user data (see number 1 and 2 [in screenshot "Benutzer bearbeiten"](#)).  
An asterisk indicates mandatory fields. As login information will be automatically send to the user after finishing the process, please make sure that the e-mail address is spelled correctly. Each e-mail address can only be used once per system.
3. Click the "Speichern" button to save the data (see number 3 [in screenshot "Benutzer bearbeiten"](#)).

## Edit user data

**User data**

Salutation:	Ms. ▾
Title:	
First name: *	Max
Surname: *	Mustermann
Phone:	0254 2563
Fax:	0254 2566
E-mail: *	

\* This is mandatory field. Please make an entry.




**Assignment of permissions**


Additional rights of your account can be specified here.

☒ User

☐ Administrator



**SAVE**



[Back to Overview](#)

Screenshot: Benutzer bearbeiten

## Delete user account

menu:	Verwaltung › Benutzer
Rights/Roles needed:	Administrator

1. Choose the user account to be deleted and click the "Benutzer löschen" button (see number 3 in screenshot "Übersicht Modul Benutzer").  
Once a user is deleted, the account cannot be restored. The user will be unable to log in to the company account. To temporarily close a user account, use the lock/unlock feature as described below.

## Lock user account

menu:	Verwaltung › Benutzer
Rights/Roles needed:	Administrator

1. Choose the user account to be locked and click the "Diesen Benutzeraccount sperren" button (see number 4 in screenshot "Übersicht Modul Benutzer").  
A locked user can neither log in to the company account, nor can his/her e-mail address be used for the creation of a new user account. This feature is especially helpful if access to the company account shall be only temporarily and at the administrator's discretion.

## Unlock user account




menu:	Verwaltung › Benutzer
Rights/Roles needed:	Administrator

1. Choose the locked user account to be unlocked and click the "Diesen Benutzeraccount entsperren" button (see [Markierung 1 in Screenshot "Benutzer entsperren"](#)).  
The user will immediately be able to log in again.

### Overview of users with administrator rights

Surname, First name	Phone	E-mail	Account state	Action
Schmidt, Klaus		service@cosinex.de	✓	
Page: 1 of 1 - Total amount of entries: 1				<a href="#">Add administrator</a>

### Overview of users without administrator rights

Surname, First name	Phone	E-mail	Account state	Action
Mustermann, Max		mustermann@demo.cosinex.de	✓	  
Page: 1 of 1 - Total amount of entries: 1				<a href="#">Add user</a>



Screenshot: Benutzer entsperren