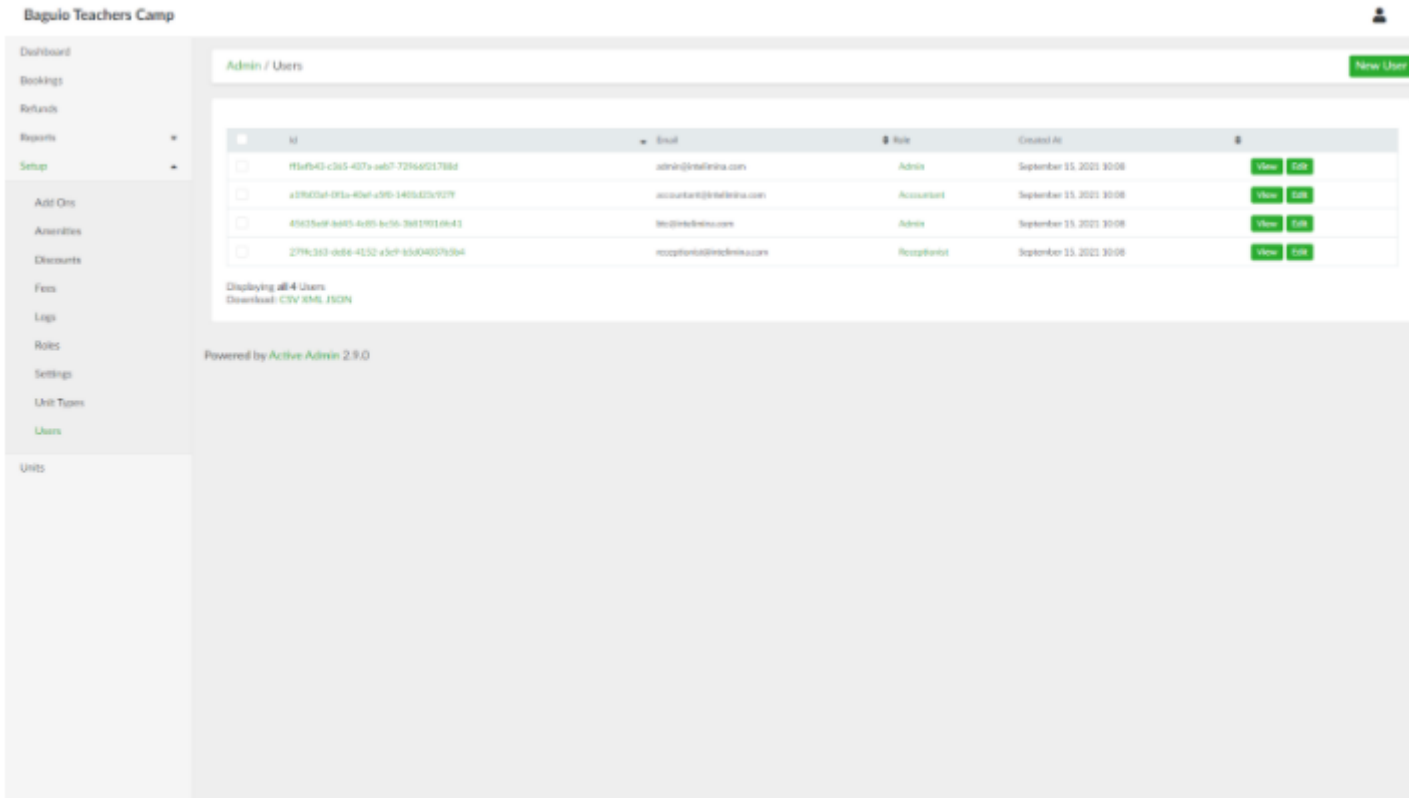


# Users

- [List of Users page](#)
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# List of Users page

List of Users page can be accessed through the side navigation pane by clicking **Setup > Users**.



The screenshot shows a web application interface for 'Baguio Teachers Camp'. The left sidebar contains a navigation menu with items: Dashboard, Bookings, Refunds, Reports, Setup, Add Ons, Amenities, Discounts, Fees, Logs, Roles, Settings, Unit Types, Users, and Units. The main content area is titled 'Admin / Users' and features a 'New User' button in the top right corner. Below the title is a table listing four users. Each row includes a checkbox, a unique ID, an email address, a role, a creation date, and 'View' and 'Edit' buttons. Below the table, there is a status message 'Displaying all 4 Users' and download links for 'CSV', 'XML', and 'JSON'. At the bottom of the main area, it says 'Powered by Active Admin 2.9.0'.

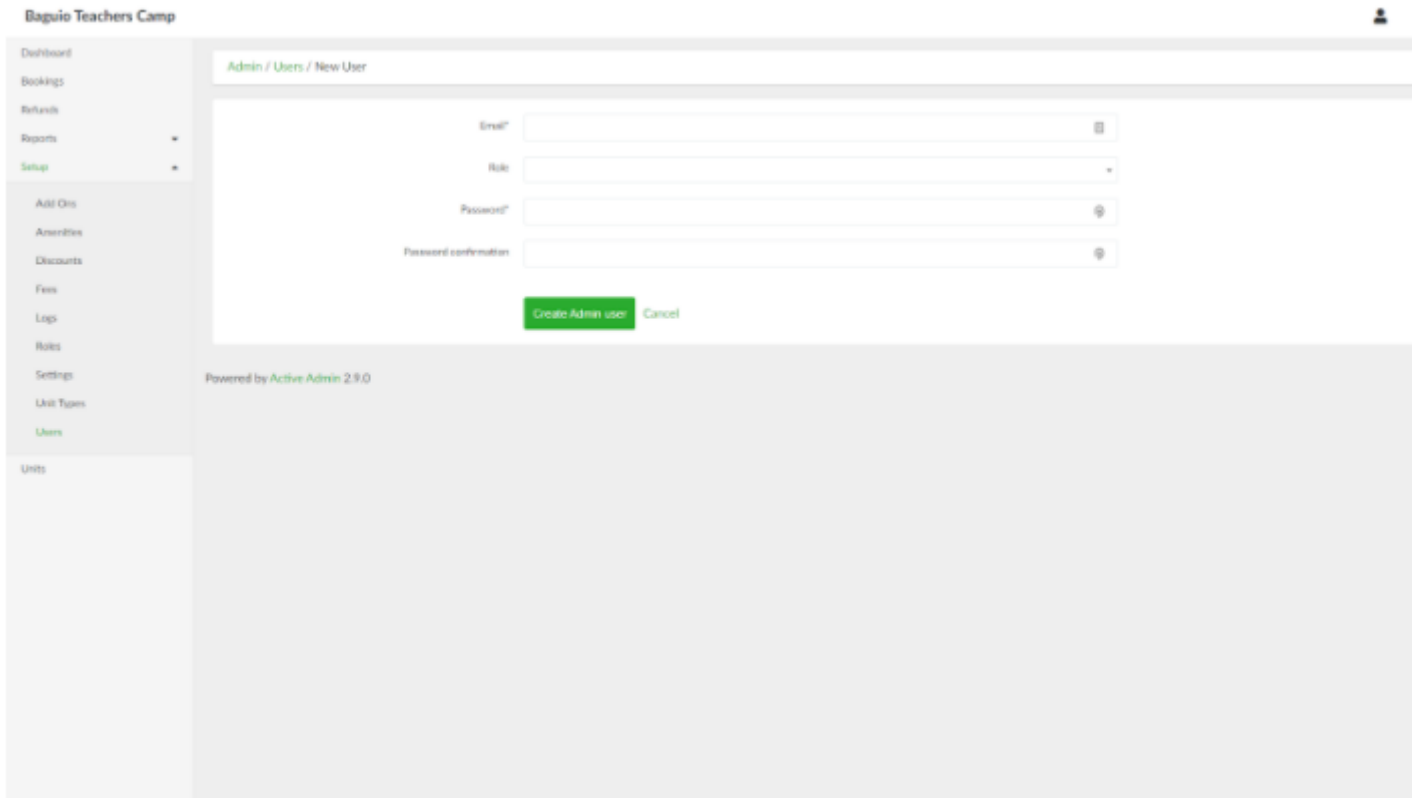
<input type="checkbox"/>	ID	Email	Role	Created At	
<input type="checkbox"/>	ff1e7d3-c365-4d7a-ae67-723660517884	admin@mscfirma.com	Admin	September 15, 2021 9:08	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	439d20d-071a-40e7-a50-1405d3a9277	accounts@mscfirma.com	Accountant	September 15, 2021 9:08	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	49d25e9-6405-4d85-bd56-3d1191d8441	seo@mscfirma.com	Admin	September 15, 2021 9:08	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	279b3d3-d686-4152-x3cf-65d04027b364	receptionist@mscfirma.com	Receptionist	September 15, 2021 9:08	<a href="#">View</a> <a href="#">Edit</a>

Displaying all 4 Users  
[Download CSV](#) [XML](#) [JSON](#)

Powered by Active Admin 2.9.0

# Adding a New User

To add a new admin user, in the list of users page, click the **New User** button. Provide the email address and the desired password of the user.



The screenshot shows a web interface for 'Baguio Teachers Camp'. On the left is a sidebar menu with items: Dashboard, Bookings, Referrals, Reports, Setup, Add Ons, Assemblies, Discounts, Fees, Logs, Roles, Settings, Unit Types, Users, and UNITS. The main content area is titled 'Admin / Users / New User' and contains a form with the following fields: 'Email' (text input), 'Role' (dropdown menu), 'Password' (password input), and 'Password confirmation' (password input). Below the form are two buttons: 'Create Admin user' (green) and 'Cancel'. At the bottom of the main area, it says 'Powered by Active Admin 2.9.0'.

When done, click the **Create Admin user** button.

# Viewing a User

In the list of users page, select a user and click **View**.

The screenshot displays the 'View User' page in the Baguio Teachers Camp Admin interface. The page is titled 'Admin / Users / btc@intelmins.com' and includes an 'Edit User' button. The user information is as follows:

User information	
Email	btc@intelmins.com
Role	Admin

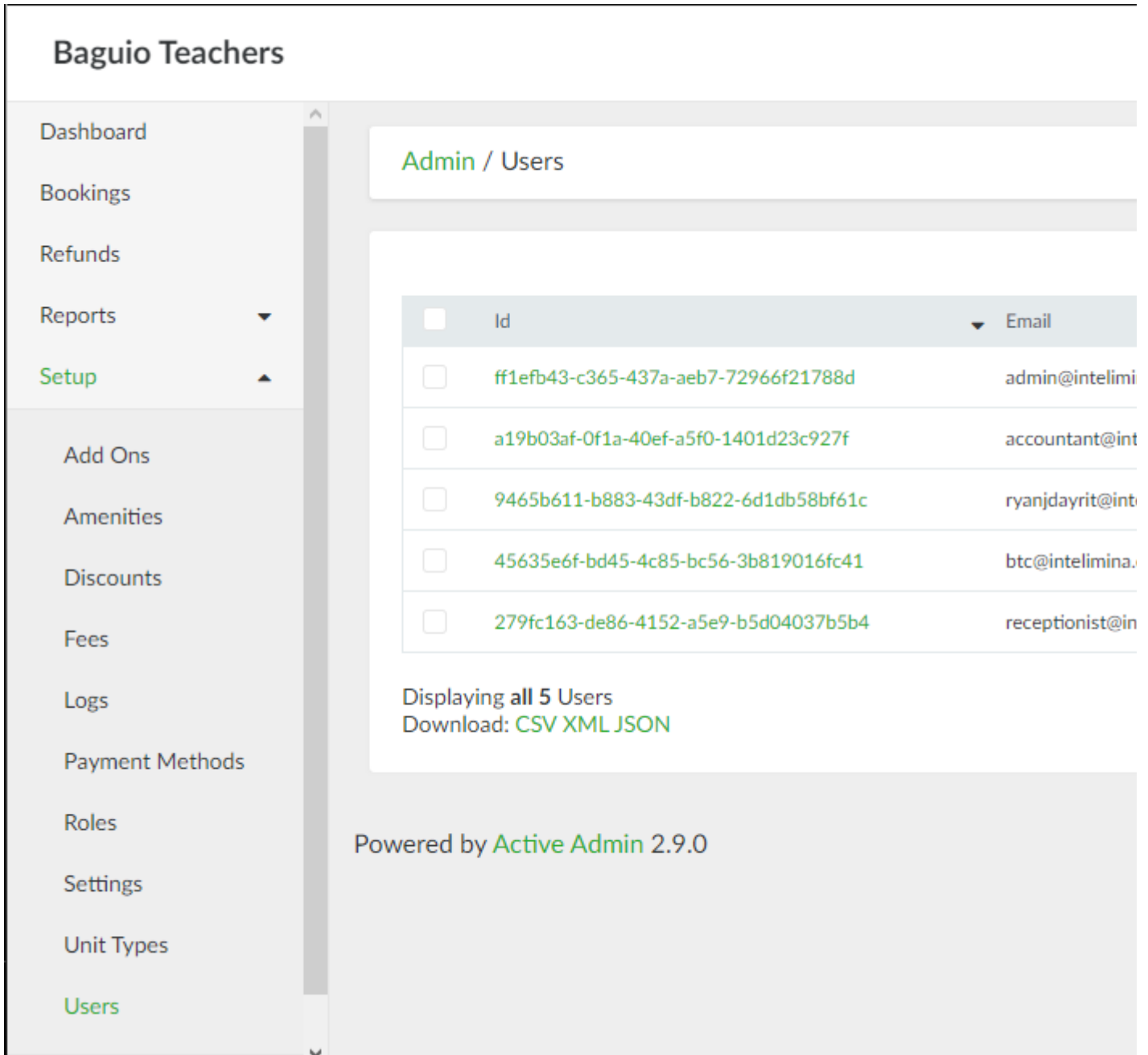
The permissions section is a table with the following data:

Module	Actions
Add Ons	List all add ons, View a single record of add on, Create new add on, Edit add on
Admin Users	List all admin users, Create new admin user, Edit admin user, Update Permissions, Update Role, Change My Password
Amenities	List all amenities, View a single record of amenity, Create new amenity, Edit amenity
Bills	Create Payment, Request Payment
Bookings	Approve, Remove Approval, List all bookings, View a single record of booking, Create new booking, Edit booking, Submit, Create Contribution, For Payment, Create Bill, Check In, Check Out
Discounts	List all discounts, View a single record of discount, Create new discount, Edit discount
Fees	List all fees, View a single record of fee, Create new fee, Edit fee
Logs	List all logs
Payments	View a single record of payment, Process Refund
Refunds	List all refunds, View a single record of refund
Reports	Accommodation Report, Cash Flow Report, Statement Of Account
Roles	List all roles, View a single record of role, Create new role, Edit role
Settings	Edit setting
Unit Types	List all unit types, View a single record of unit type, Create new unit type, Edit unit type
Reservations	List all reservations
Units	List all units, View a single record of unit, Create new unit, Edit unit

At the bottom of the page, it is noted that the system is 'Powered by Active Admin 2.9.0'.

# Updating a User

In the list of users page, select a user and click **Edit**.



The screenshot shows the 'Baguio Teachers' admin interface. On the left is a sidebar menu with options: Dashboard, Bookings, Refunds, Reports, Setup, Add Ons, Amenities, Discounts, Fees, Logs, Payment Methods, Roles, Settings, Unit Types, and Users. The 'Users' option is highlighted. The main content area is titled 'Admin / Users' and displays a table of users. Below the table, it indicates 'Displaying all 5 Users' and provides download links for CSV, XML, and JSON. At the bottom, it says 'Powered by Active Admin 2.9.0'.

<input type="checkbox"/>	Id	Email
<input type="checkbox"/>	ff1efb43-c365-437a-aeb7-72966f21788d	admin@intelmi
<input type="checkbox"/>	a19b03af-0f1a-40ef-a5f0-1401d23c927f	accountant@int
<input type="checkbox"/>	9465b611-b883-43df-b822-6d1db58bf61c	ryanjdayrit@int
<input type="checkbox"/>	45635e6f-bd45-4c85-bc56-3b819016fc41	btc@intelimina.
<input type="checkbox"/>	279fc163-de86-4152-a5e9-b5d04037b5b4	receptionist@in

# Baguio Teachers

Dashboard

Bookings

Refunds

Reports

Setup

Add Ons

Amenities

Discounts

Fees

Logs

Payment Methods

Roles

Settings

Unit Types

Users

Admin / Users / accountant@intelimina.com / Edit User

Email\*

accountant

Role

Accountant

Update Admin user

Cancel

Powered by [Active Admin 2.9.0](#)