

2. Users List

The **Users List** section in Wifox Business Content Solution is designed to manage users who need access to the system. Each user is assigned a **role** (created in the **Roles** section), which defines their permissions and access levels. This section is where administrators can create, edit, and manage users' accounts, ensuring proper roles and activity status are set for system usage.

Use Case Example

An administrator creates a new user named "Developer" with the role of **Developer**, providing their email and setting a secure password. Later, the admin updates the user's name to "Lead Developer" and toggles the **Active** checkbox to ensure the user has access to the system.

Key Features of the Users List

1. User Creation

Create new users with specific roles, names, email addresses, and passwords.

Ensure the user is set to **Active** status to allow system access.

2. Role Assignment

Assign users a role that defines their permissions. Roles are either pre-existing or custom-created in the **Roles** section.

3. Editing User Details

Update user details such as name, email, password, and assigned roles.

4. User Activity Management

Toggle the **Active** checkbox to enable or disable user access to the system.

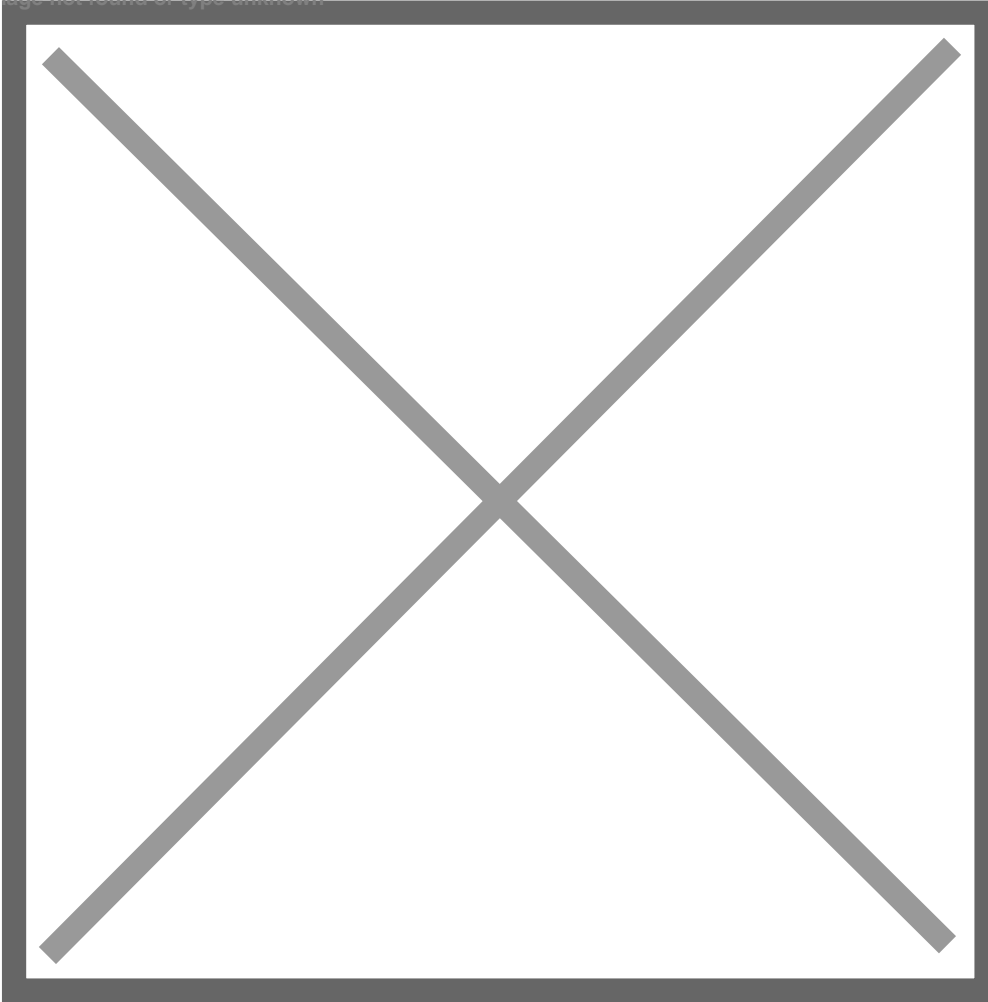
How to Add a New User

1. Navigate to the Users List

Access the **Users List** section in Wifox Business Content Solution .

2. Fill in User Details

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Name: Enter the user's full name (e.g., "Developer").

Email: Provide the user's email address.

Password: Set a secure password for the user's account.

Role: Select a role from the dropdown menu that defines the user's access level.

Active: Check the **Active** box to grant system access to the user.

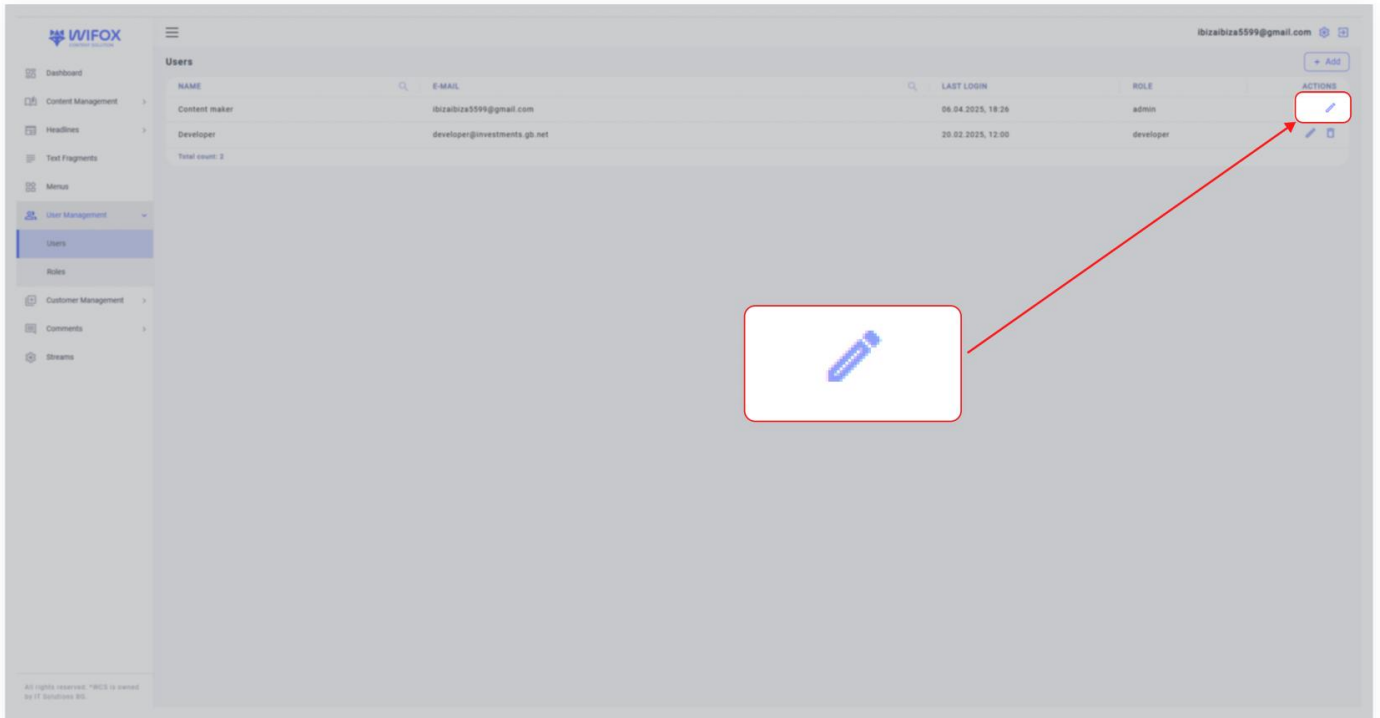
3. Submit

Click **Submit** to save the new user. The user is now added to the system and can log in.

How to Edit a User

1. Select the User

Locate the user in the **Users List** and click the **pencil icon** to open the editing menu.

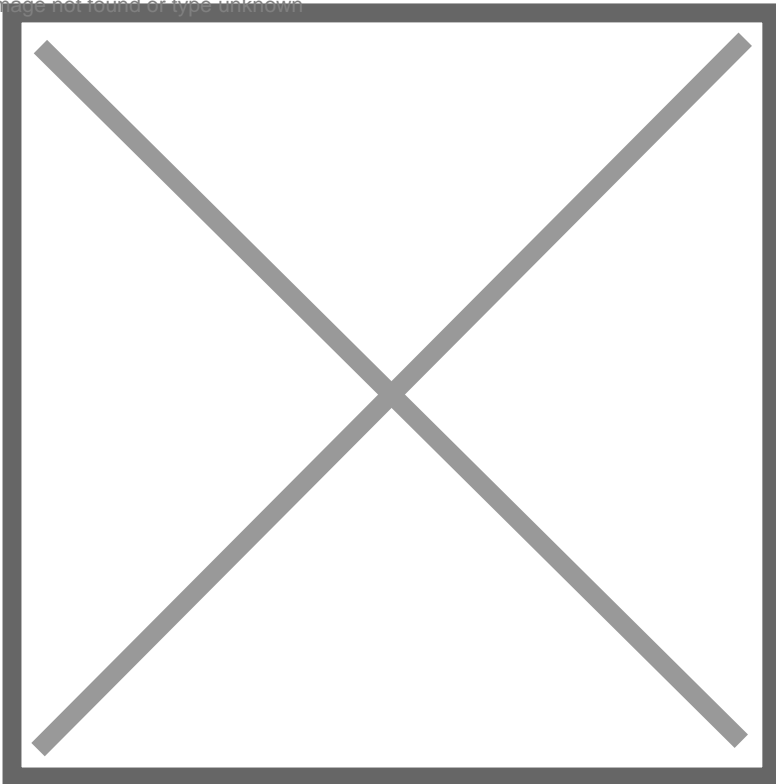


2. Update Details

Modify any required fields, such as name, email, role, or password.

Toggle the **Active** checkbox to activate or deactivate the account.

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3. Submit Changes

Click **Submit** to apply the updates.

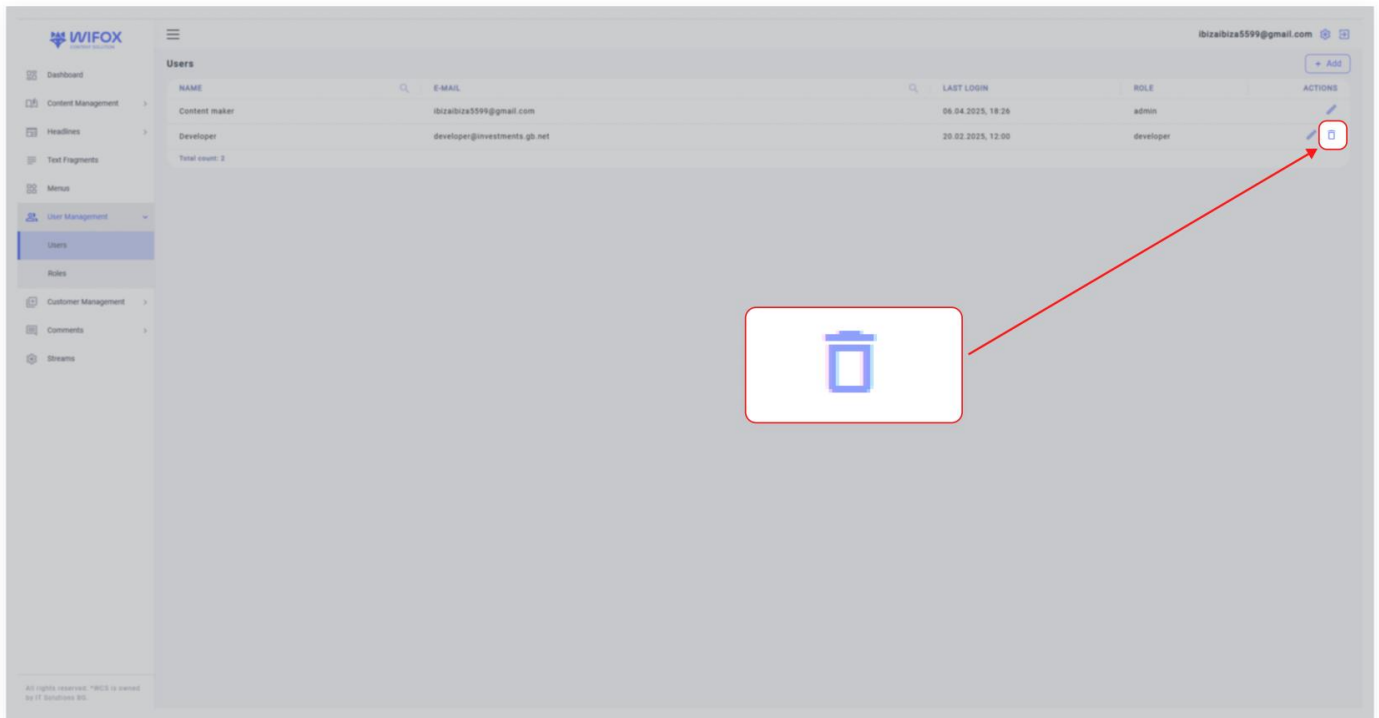
How to Delete a User

1. Locate the User

Find the user in the **Users List**.

2. Delete the User

Click the **trash icon** next to the user's name.



3. Confirm Deletion

Confirm the action by clicking **OK**. The user will be permanently removed from the system.

Special Notes

- **Root User:** There is one Root User in the system with full administrative privileges. This account cannot be deleted but can create and manage other users.
- **Roles Assignment:** Ensure the role you assign to the user is configured correctly for their access needs.

The **Users List** section simplifies user account management, ensuring secure and organized system access for all team members.

Updated 25 January 2026 13:45:31