User management

From the menu, select Settings → User management.

This is a list of the users you may have assigned (per role).

Next to each user you see the indication "Pending" for the users you have defined and are expected to accept your invitation and confirm their email.

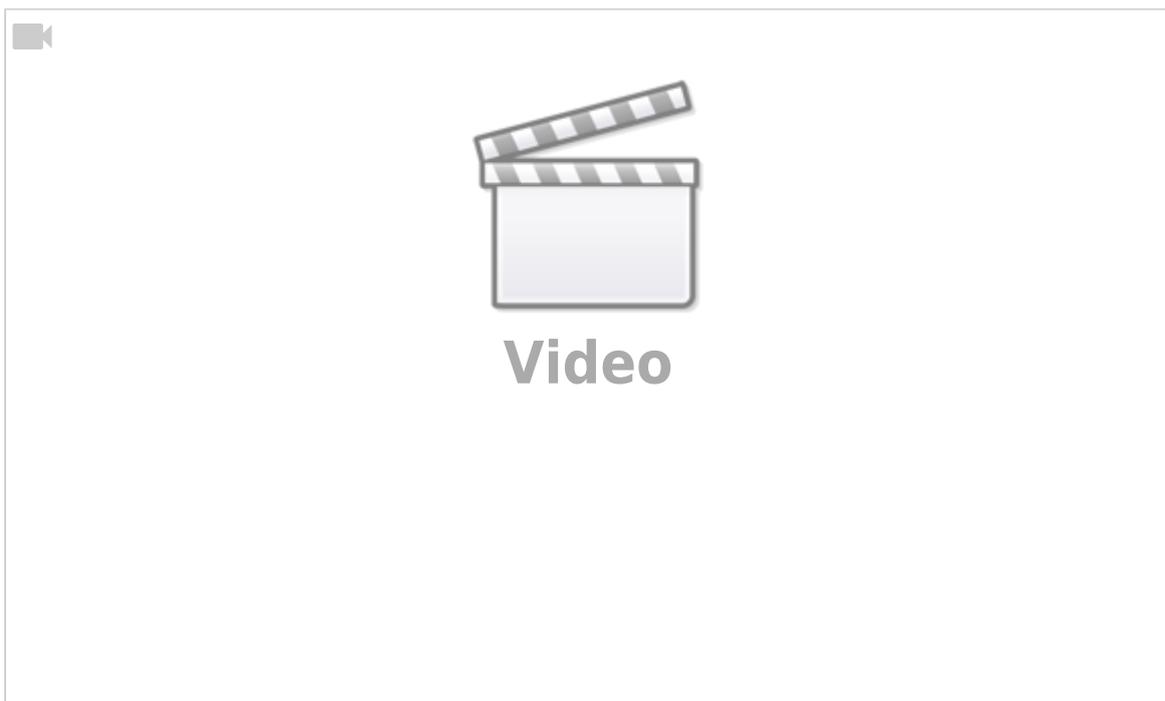Otherwise, you see the "Delete" button

Add a new user

To add a user, click the "Add new user" button and fill out the relevant form.

An invitation will be sent to the email you provided, which will have to be accepted by the new user and also confirmed by their email.

Delete user

To delete a user, click the "Delete" button next to their name.

Watch the video

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Last update: **2021/08/14 08:44**