

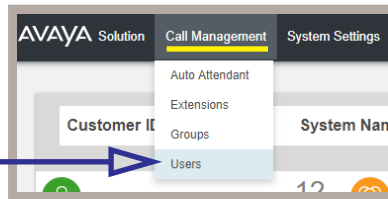
## Managing Users

### I WOULD LIKE TO...

As your company changes over time, you will need to make changes (add, modify, delete) to your user base.


### MODIFYING USERS

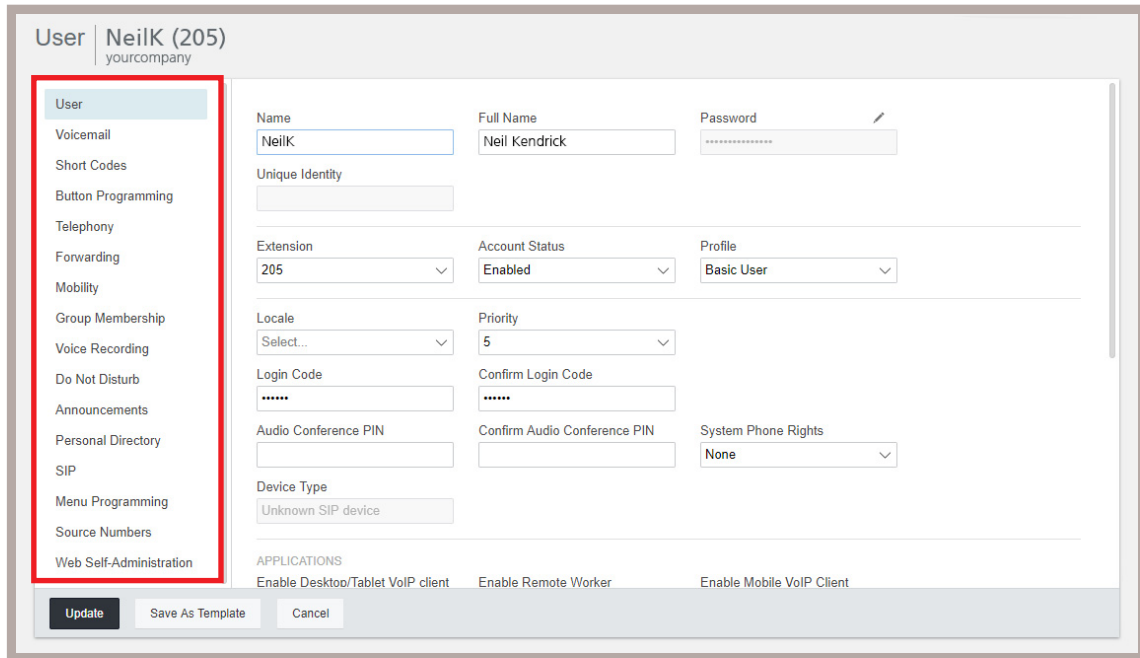
- Launch Web Manager and login using administrator credentials.
- Open the **Call Management** tab and click **Users**. All of the currently configured users are shown.



- Click a user to expand their row. Change any of the displayed options for that user, then click **Save**.

<input type="checkbox"/>	Name	Full Name	Extension	Hunt Groups	Voicemail	Email Address	Password	Voicemail Code	Login Code	
<input type="checkbox"/>	NoUser				On					
<input type="checkbox"/>	NeilK	Neil Kendrick	205	default	On		.....			
			200	default	On					✎ 🗑️ ⚠️
<input type="checkbox"/>	u201		201	default	On					✎ 🗑️ ⚠️
<input type="checkbox"/>	u202		202	default	On					✎ 🗑️ ⚠️

- For complete access to all fields associated with a user, instead click the **Edit** icon  to the right of a user. Everything you will need to manage each user can be found on the categories pages displayed down the left-hand side.



User | NeilK (205)  
yourcompany

User

Voicemail

Short Codes

Button Programming

Telephony

Forwarding

Mobility

Group Membership

Voice Recording

Do Not Disturb

Announcements

Personal Directory

SIP

Menu Programming

Source Numbers

Web Self-Administration

Name: NeilK

Full Name: Neil Kendrick

Password: [REDACTED]

Unique Identity: [REDACTED]

Extension: 205

Account Status: Enabled

Profile: Basic User

Locale: Select...

Priority: 5

Login Code: [REDACTED]

Confirm Login Code: [REDACTED]

Audio Conference PIN: [REDACTED]

Confirm Audio Conference PIN: [REDACTED]

System Phone Rights: None

Device Type: Unknown SIP device

APPLICATIONS

Enable Desktop/Tablet VoIP client

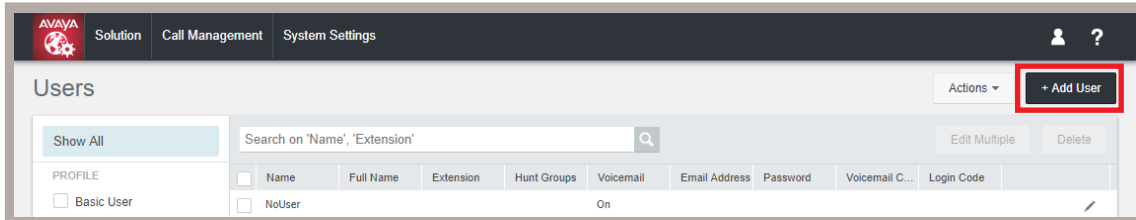
Enable Remote Worker

Enable Mobile VoIP Client

Update Save As Template Cancel

## ADDING USERS


- Launch Web Manager and login using administrator credentials.
- Open the **Call Management** tab and click **Users**. All of the currently configured users are shown.
- In the upper right corner, click **+Add User**.



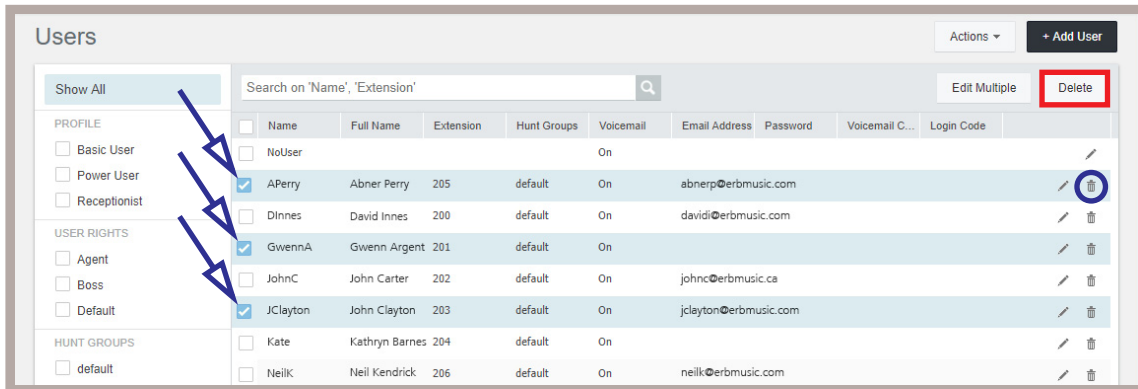
- Fill in the fields as required, then click **Create** when finished.

The screenshot shows the 'New User' form in the Avaya Web Manager. The form is titled 'User | NewUser' and includes a sidebar with various user configuration options. The main form area contains several fields and dropdown menus: 'Name' (filled with 'NewUser'), 'Full Name', 'Password', 'Confirm Password', 'Unique Identity', 'Extension' (dropdown), 'Account Status' (dropdown, set to 'Enabled'), 'Profile' (dropdown, set to 'Basic User'), 'Locale' (dropdown), 'Priority' (dropdown, set to '5'), 'Login Code', 'Confirm Login Code', 'Audio Conference PIN', 'Confirm Audio Conference PIN', 'System Phone Rights' (dropdown, set to 'None'), and 'Device Type'. A red box highlights the 'Create' button at the bottom left of the form. A warning message is displayed: 'The extension number is blank. This means that this user has no associated handset and therefore cannot be dialed.'












## DELETING USERS

- Launch Web Manager and login using administrator credentials.
- Open the **Call Management** tab and click **Users**. All of the currently configured users are shown.
- Click the trash can icon  to the right of the user you want to remove. That user will be deleted from the list.

You can also place a check in the box to the left of each user to delete more than one at a time. Select all users to be removed and click **Delete** when ready.



The screenshot shows the 'Users' management interface. On the left, there are sections for 'PROFILE' (Basic User, Power User, Receptionist), 'USER RIGHTS' (Agent, Boss, Default), and 'HUNT GROUPS' (default). The main area is a table of users. The user 'APerry' is selected, and the trash can icon next to it is circled in red. The 'Delete' button in the top right is also highlighted with a red box. Blue arrows point to the checkboxes for 'APerry', 'GwennA', and 'JClayton'.

	Name	Full Name	Extension	Hunt Groups	Voicemail	Email Address	Password	Voicemail C...	Login Code	
<input type="checkbox"/>	NoUser				On					
<input checked="" type="checkbox"/>	APerry	Abner Perry	205	default	On	abnperp@erbmusic.com				 
<input type="checkbox"/>	Dinnes	David Innes	200	default	On	david@erbmusic.com				
<input checked="" type="checkbox"/>	GwennA	Gwenn Argent	201	default	On					 
<input type="checkbox"/>	JohnC	John Carter	202	default	On	johnc@erbmusic.ca				
<input checked="" type="checkbox"/>	JClayton	John Clayton	203	default	On	jclayton@erbmusic.com				 
<input type="checkbox"/>	Kate	Kathryn Barnes	204	default	On					
<input type="checkbox"/>	NeilK	Neil Kendrick	206	default	On	neilk@erbmusic.com				

And there you have it.