

View or Edit a User

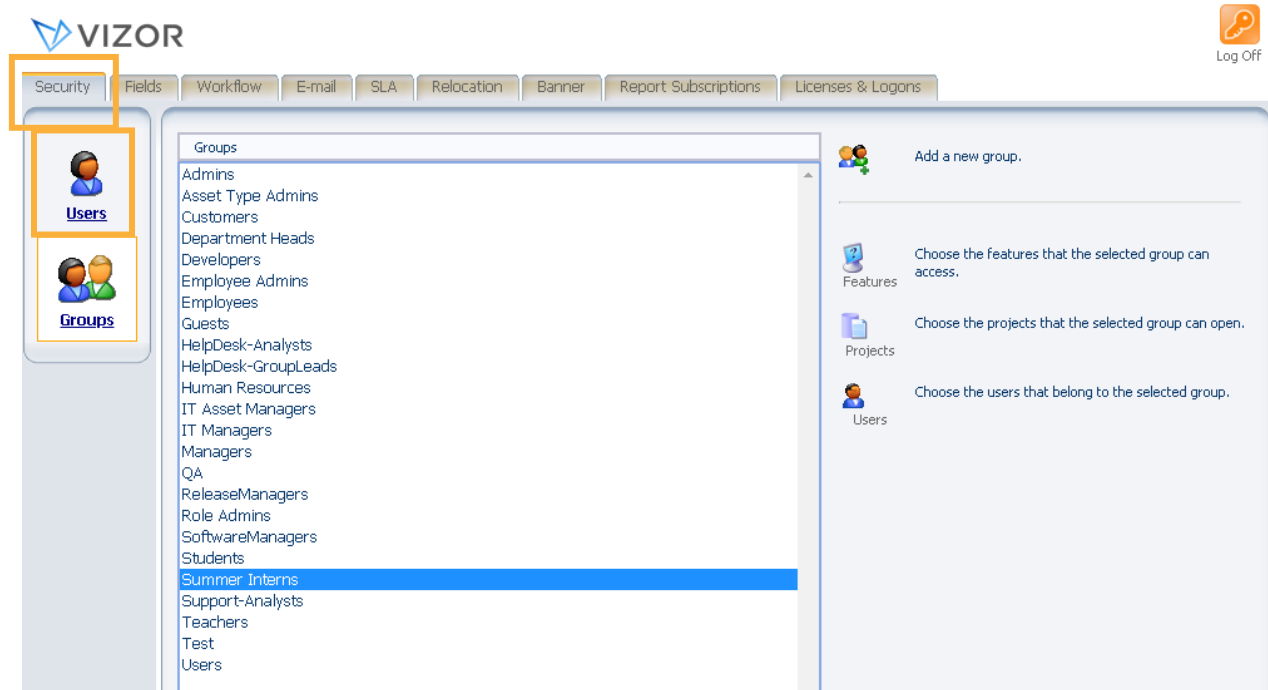
People are represented in VIZOR as either Users, Contacts or Employees.

Users can log into VIZOR to access functionality permitted by the administrators of the system, such as the Self-service portal. The logon account may be native to VIZOR or it may be via a 3rd party such as Active Directory or LDAP.

Employee is a type of user that is commonly used when managing assets internal to an organization. Employees are often imported from or synchronized with Active Directory or an HR system or onboarded into VIZOR.

Contacts of people do not log into VIZOR but can receive email notifications.

1. You require VIZOR administration privileges to manage VIZOR users. To login navigate to <https://YOURSERVER/connectadmin/>
2. Ensure that the **Security** tab is select and select **Users**



3. A list of your users will open. You can filter users using queries or search for a user.

The screenshot shows a user management interface. At the top, there is a navigation bar with a dropdown menu labeled "Users, Contacts, Employees, Companies & Vendors" and a search bar labeled "Search for an Employee...". Below the navigation bar is a table with the following columns: Full Name, Security Type, Organizational Name (Info Tab), E-mail 1, Category, Phone 1, and Work Team. The table contains 14 rows of user data. To the right of the table is a sidebar with six buttons: "Add New User", "Add New Contact", "Add New Employee", "Add New Company", "Add New Vendor", and "Add New Supplier". At the bottom of the table, there are navigation arrows and the text "Page 1 of 68 (1014 matches)".

	Full Name	Security Type	Organizational Name (Info Tab)	E-mail 1	Category	Phone 1	Work Team	
	ACME	Company	--	info@acme.	--	--	--	
	Company A	Company	--	email@your	--	418555994	--	
	Medical Center MC	Company	--	@healthcar	--	344 678-45	--	
	Catherine Dewey	Contact	Company A	email@your	--	514555805	--	
	Karl Jablonski	Contact	Company A	email@your	--	206555411	--	
	Paul Tonini	Contact	Company A	email@your	--	--	--	
	<Assigned to Location>	Employee	--	--	Employee	--	--	
	Aaron Bond	Employee	Company A	aaron.bond	Employee	--	--	
	Chris Hubbard	Employee	Company A	email@your	Employee	--	--	
	Daniel Ambler	Employee	Company A	dambler@yc	Employee	--	--	
	Donald Nathan	Employee	Medical Cen	dnathan@h	Employee	--	--	
	Employee User	Employee	Company A	email@your	Employee	--	--	
	Jane Rose Daren	Employee	Medical Cen	mrosen@he	Employee	--	--	

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- To view or edit of a user simply select the user from the summary list. Their information will pop up in another window.

Edit Contact Information: Karl Jablonski

Update the information for the Contact.

History New Email Emails

Info Contact Details Source

First Name: Karl Last Name: Jablonski

Full Name: Karl Jablonski

E-mail: email@yourcompany

Organization Name: Company A

Great Plains ID:

Is Disabled: Category:

Needs Attention - Not Seen Recently:

Delegate For:

* This color indicates a required field

Back Next OK Save Close

- Edit information you need to and click **Save**.

For more information see, Chapter 4 - *People And Organizations* and Chapter 23 – *Managing Contacts, Users And Groups* of the VIZOR Guide <https://www.vizor.cloud/content/collateral/vizor-manual-guide/>