

Manage Users

Last Modified on 11/12/2020 6:32 pm EST

Users can be added to the company's domain. Users can be assigned to one or more User Groups, which defines the applications and features the user has access to.

Select **Users** on the Admin Console menu bar to view or manage the Users in your VCC domain.

Users					ADD USER
Email	Wave Account	User Groups	Last Seen	Actions	
alfred@acme-co.com	Not linked	Standard, Administrator	Never	Edit Delete	
bob@acme-co.com	Not linked	Standard	Never	Edit Delete	

Add User

Add a user by clicking on the **Add User** button in the top right.

New User

Email:

bob@acme-co.com

☒ Send welcome email

First name: Last name:

Bob| Acme

Wave user: User groups:

Filter Wave users:

Acme Company Wave 1

Enter a name or extension

Bobby Mohanty (x 30003) Acme Company Wave 1

Brandon Tuttle (x 30001) Acme Company Wave 1

Joe Tuttle (x 30000) Acme Company Wave 1

John McDonough (x 30002) Acme Company Wave 1

Load Test (x 30005) Acme Company Wave 1

View Data (x 30004) Acme Company Wave 1

CREATE CANCEL

- **Email:** This must be a valid email address. The user will use this to login. Email addresses will be verified by sending a welcome email, and will be used to reset passwords.
- **Send welcome email:** Should always be checked to allow the system to send a welcome email so that the user can set their password.
- **First name, Last name:** Displayed in various places in the system. Set to the user's first and last name.
- **Wave user:** If wave servers are defined for a domain, you can link the wave extension for the user. Select the wave in the top field to filter the results by wave server, and enter a name or extension number to filter the list further. To unlink an account, scroll all the way to the top of the list, and select .
- **User groups:** Select which user groups the user is a member of. One or more user groups is required. User groups define which applications and features the user has access to.

Edit User

Edit a user by clicking on **Edit** from the Actions column.

User: alfred@acme-co.com

Email:

alfred@acme-co.com

First name:

Alfred

Last name:

Acme

Wave user:

Filter Wave users:

< All Wave servers >

Enter a name or extension

< Unassigned >

Bobby Mohanty (x 30003) Acme Company Wave 1

Brandon Tuttle (x 30001) Acme Company Wave 1

Joe Tuttle (x 30000) Acme Company Wave 1

John McDonough (x 30002) Acme Company Wave 1

Lead Test for 30000 Acme Company Wave 1

User groups:

☒ Standard

☒ Administrator

SAVE

CANCEL

RESEND WELCOME

- **Email:** The email address cannot be changed once the user has been created.
- **First name, Last name:** Displayed in various places in the system. Set to the user's first and last name.
- **Wave user:** If wave servers are defined for a domain, you can link the wave extension for the user. Select the wave in the top field to filter the results by wave server, and enter a name or extension number to filter the list further. To unlink an account, scroll all the way to the top of the list, and select .
- **User groups:** Select which user groups the user is a member of. One or more user groups is required. User groups define which applications and features the user has access to.
- **Resend Welcome:** If the user has not finished registration, this button will be visible, and will cause a new welcome email to be sent to the email address.