

User Management

User Management

Home > Users

UsersADD USER

User Details	Role	ORG/OU	Employee Count	Status	Action
AACKERMAN E: likomet937@foraro.com M: 9953873027	Supervisor	Kumaon OG, Samrit Transport	0	VERIFIED	
AMIT E: amitxyz@gmail.com M: 9312345678	Manager	delhi	0	PENDING	

Add User

Full Name*

Mobile Number*

Email Id*

Role*

ORG/OU*

In this section, you can view and manage users within your organization. You also have the flexibility to add new users, define roles, create departments, and assign projects as per your organizational needs. Under User Management there are four sections:

- User** - This section allows you to manage users and their access within the system. The list displays user details such as name, assigned role, organisation unit, number of employees under them, status (Pending or Verified), and an action column where you can edit user information. If a user is marked as inactive, they will no longer appear in the active list. To add a new user, simply click on the *Add User* button. You can enter the user's full name and mobile number manually, or use the Search Employees option to autofill details like employee name and contact information. After that, you can add an email ID, assign a role, and select one or multiple organisation units from the dropdown. Once saved, the user will be added to the system.

2. **Roles** - Under this section, you can view and manage different user roles within the organization. Each role is listed with its name, description, and an action column with an Edit option.

By clicking on Edit, you can define the level of access the role should have for various modules. You can choose to allow Full Access, View Access, Create Access, or Edit Access for modules such as Employees, Attendance Management, Payouts, Approvals, Reports, Business Settings, Onboarding Assistant, Help & Support, Visitor Management, Leave Management, Broadcast, Dashboard, Employee Management, Settings, Recruit, Training & Development (T & D), and PMS. This helps ensure that the right level of control and responsibility is assigned to each role.

3. **Department** - This section allows you to manage organizational departments and their associated designations. It displays a list that includes the Department Name, Designation Count, Employee Count, and an Action column with an Edit icon.

By clicking the Edit icon, you can update the department name and assign one or multiple employees to that department. Once you make the necessary changes and click on the Update Department, the updates will be saved.

You also have the option to add new designations to a department by clicking on the *Add Designation* icon.

If needed, you can assign a single designation to multiple departments by enabling the checkbox labeled Add designation to multiple departments. To add a new department, simply click on the *Add Department* button, enter the department name, and it will be added to the list of existing departments.

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