Users

Getting to the User List

Navigate to the list of users by clicking ***Authentication and Authorization > Users*** on the database admin dashboard. Clicking on the name of any user in this list will allow you to edit that user

User Editor

This section will explain what each field means.

- Main
  - **Username**: *Required* Display name / login of user.
  - **Password**: *Required* Secure hashed password, raw passwords are not stored.
- Personal Info
  - **First Name**: User first name.
  - **Last Name**: User last name.
  - **Email Address**: User email address.
- Permissions
  - **Active**: When true, the user will be able to login.
  - **Staff Status**: When true, the user is a shop staff member and will have full access to all dealership orders.
  - **Superuser Status**: Designates that this user has all permissions without explicitly assigning them.
  - **Groups**: Used to group users into specific groups. As of right now, there is only a project managers group.
  - **User Permissions**: This can be used to set database admin permissions that can limit how much a shop staff user can do / see in the database admin.
- Important Dates
  - **Last Login**: Date and time of the last time the user logged in. This get set every time the user logs in with their username / password.
  - **Date Joined**: Date and time that the user first logged in / created their account.
- More Info
  - **Phone Number**: User's phone number.
  - **Avatar**: User's profile image, can be set by the user on the site.

- Admin Settings
  - **Shop Staff**: When true, the user is a shop staff member and will have full access to all dealership orders.\
  - **Is Developer**: When true, the user has additional access to developer only tools on the site.
  - **Database Administrator**: When true, the user has access to the database admin site.
- Dealership
  - **Dealership**: Select which dealership this user belongs to.
  - **Dealer Membership Approved**: This gets set to true once a user's request to join a dealership has been approved.
  - **Dealer Admin**: When true, this user can see / edit all the orders at their specific dealership. They also have the ability to deactivate and add new user's to their dealership.
- Notifications
  - **CC Emails**: List of carbon copy emails that will be included with any email that is sent to the main email address.
  - **Dealer Submitted**: Send an email when an order is submitted.
  - **Shop Approved**: Send an email when an order is shop approved.
  - **Dealer Approved**: Send an email when an order is dealer approved.
  - **Resources**: Send an email when a document is added to the resources page.

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