

# Managing Users

From the **Setup & Configuration > Users** tab, you can manage users associated with zones. You can access this page from the Manage Zones and Users button at the top right of the Automox console.

**Prerequisites:** You have Global Administrator permissions for managing users. (See [Roles and Permissions](#).)

## Viewing Users

From the Setup & Configuration page, click the **Users** tab to view a detailed list of all users across all zones.

Email	First Name	Last Name	Zones	Status	Global Administrator	2FA	Actions
[redacted]	Donovan	Mikrot	All Zones	Active	Yes	Disabled	
[redacted]	Burley	Ernsler	new zone, Test Zone	Active	No	Disabled	...
[redacted]				Invited	No	Disabled	...
[redacted]	Donovan	GAZ	All Zones	Active	Yes	Disabled	...

The following information is available in the **Users** table:

Users Table	Description
Email	Email address of the user
First Name	First name of the user
Last Name	Last name (surname) of the user
Zones	Name of the zones the user is added to
Status	This shows if the user account is Active or if the user was Invited
Global Administrator	This shows if the user has global administrator permissions
2FA	This shows the setting for two-factor authentication for this user. This can be email, mobile, or disabled. See <a href="#">Security</a> for more information.
	Options available:

Actions	Description
Users Table	<ul style="list-style-type: none"> <li>Remove User</li> <li>Edit User</li> </ul>

## Adding Users to Zones

You can add users to zones and configure their level of permissions from the Setup & Configuration > Users tab.

Prerequisites: You have zone administrator permissions for the specific zone you want to add users to.

1. Click Add User.
2. On the Add User page, enter the email address for the user you want to add.
3. Decide if the user should have global permissions or not. The default is no global access.
4. Select the zone and the role (RBAC) the user will have for that zone.
5. Click Add to Zone.
6. If required, add the user to multiple zones and set the required permissions.
7. Click Save.

### Note:

- A user who is new to the account, will receive an invitation to join the zone. The status of the user's account will show as Invited until the user responds. The details for the user remain incomplete until the invitation is accepted.
- An existing user to the account will not receive an invitation.

AUTOMOX / SETUP & CONFIGURATION / ADD USER

### Add User

Start by entering the users' email below and selecting the type of access level they will have. Please note that users with a global access role will automatically have access to all zones.

**User Details**

No Global Access  
 Global Administrator Access

**Zones (0)**

Add users to Zones with their RBAC Role

Select Zone \*  
Zone 2

Select Role \*  
Patch Administrator

ADD TO ZONE

Items per page: 10

BACK SAVE

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## Editing Users

You can edit the details about a user from the **Setup & Configuration > Users** tab.

1. You can access the Edit User page in two ways:
  - Click the email address of the user you want to edit. The **Edit User** page opens.
  - Go to the Actions column and click **Edit User**.
2. From here you can modify the access, zone, role, or add another zone.
3. Click **Update**.

## Deleting Users

You can remove users from a zone from the **Setup & Configuration > Users** tab:

**Note:** When you remove a user, they are removed from all zones they had access to.

1. Click the email address of the user you want to remove. The **Edit User** page opens.
  2. At the bottom of the window, click **Remove User**.
  3. Confirm the message to delete the user.
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