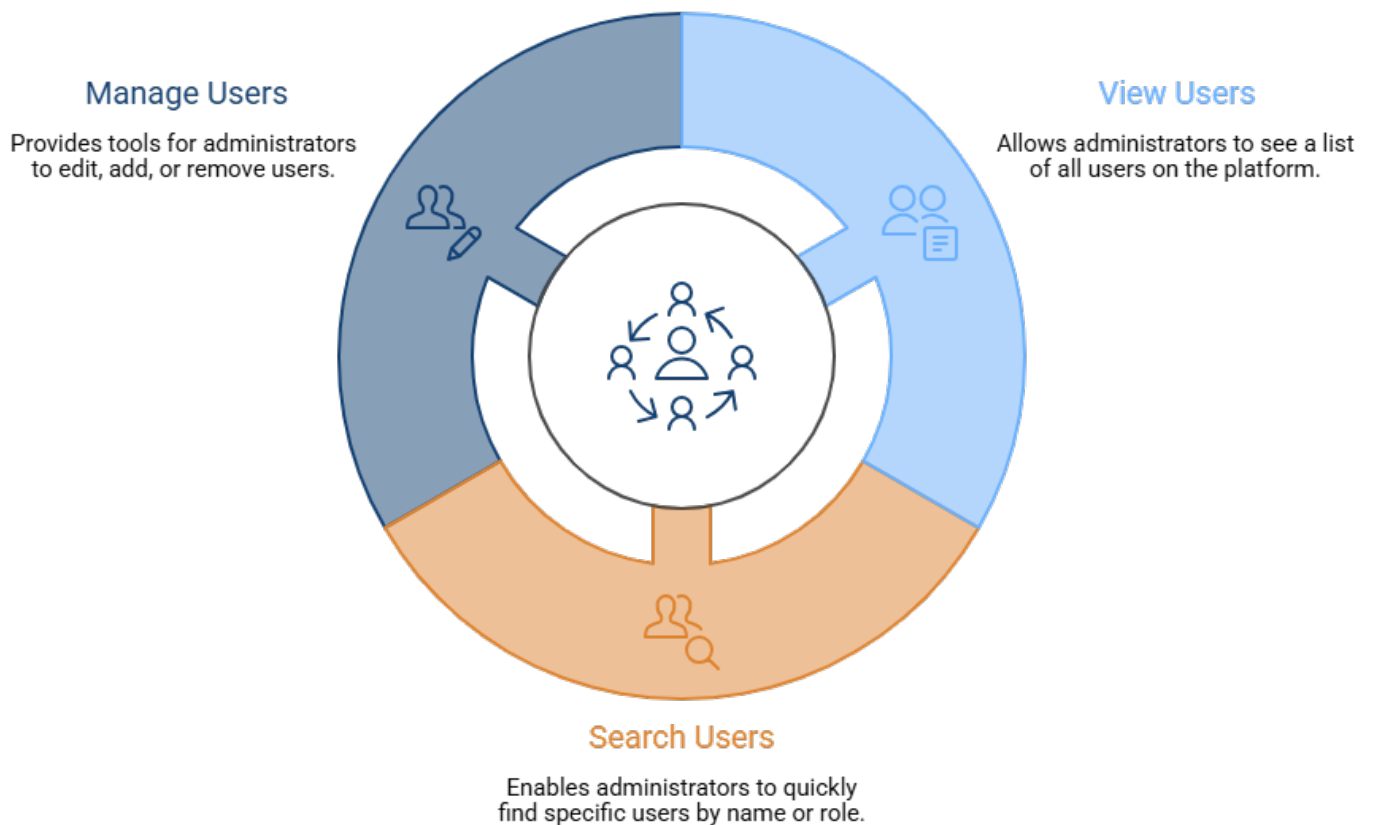


Manage Users

Manage Users is the central control center for all people on your platform. Think of it as a digital directory where administrators can view, search for, and manage every student, teacher, or staff member.

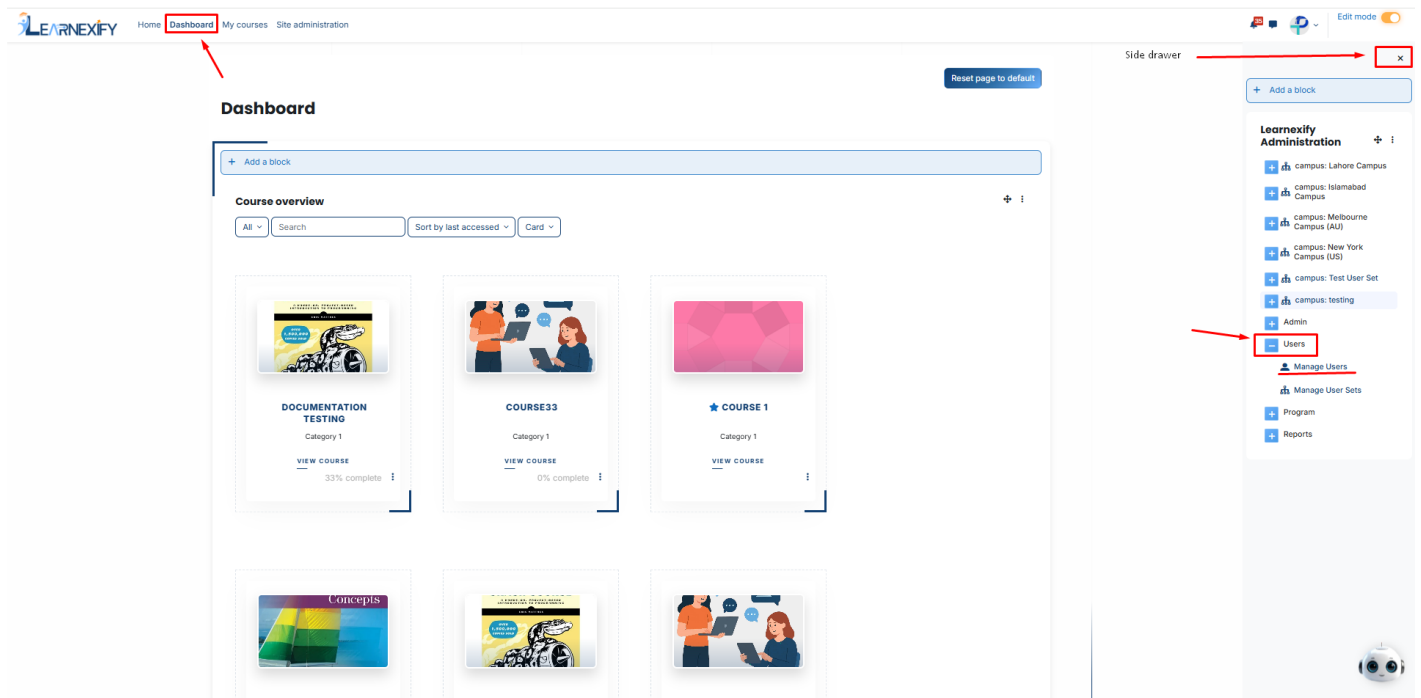


Accessing Manage Users

To get to the Manage Users page, follow these simple steps:

- Login in **Learnexify** and go to **Dashboard**.
- Open the **Side Menu (drawer)** on the **left**.

- Click on the **Users tab** to expand the options.
- Select **Manage Users**.



Understanding User Filters

The New Filter section allows you to narrow down your list so you only see the people you need. Here is what each filter does:

- **Full name:** Search for a user by typing their complete name.
- **Last name:** Find users based on their family name or surname.
- **First name:** Find users based on their given name.
- **ID number:** Search using a unique identification number (like a Student ID or Employee Code).
- **City/town:** Filter users based on the specific city they live in.

- **Country:** Select a specific country from the dropdown menu to see users from that region.
- **Preferred language:** Group users by the language they use to view the platform.
- **User Group Name:** Filter users by their department, campus, or specific organizational group.
- **Program:** View only the students enrolled in a specific degree or certification (e.g., Bachelor of Engineering).
- **Show inactive:** Choose to see only Active accounts, or include Inactive accounts (people who no longer have access).
- **Additional Information:** Search through custom notes or extra data attached to a user's profile.
- **Email address:** Find a user by typing in their contact email.
- **Username:** Search for a user using the unique ID they use to log into the system.

Note: After entering your information, click the Add Filter button to apply the search.

Program Management > Manage users

Manage users

501 user(s) found

1 2 3 4 5 6 7 8 9 10 ... 17 >

New filter

Full name

contains

Show less...

Last name

contains

First name

contains

ID number

contains

City/town

contains

Country

is any value

Pakistan

Preferred language

is any value

English (en)

Group/User Set Name

is any value

Business Administration

Program

is any value

Bachelor of Engineering in Electrical Engineering

Show inactive

Only active

Additional Information

Email address

contains

Username

contains

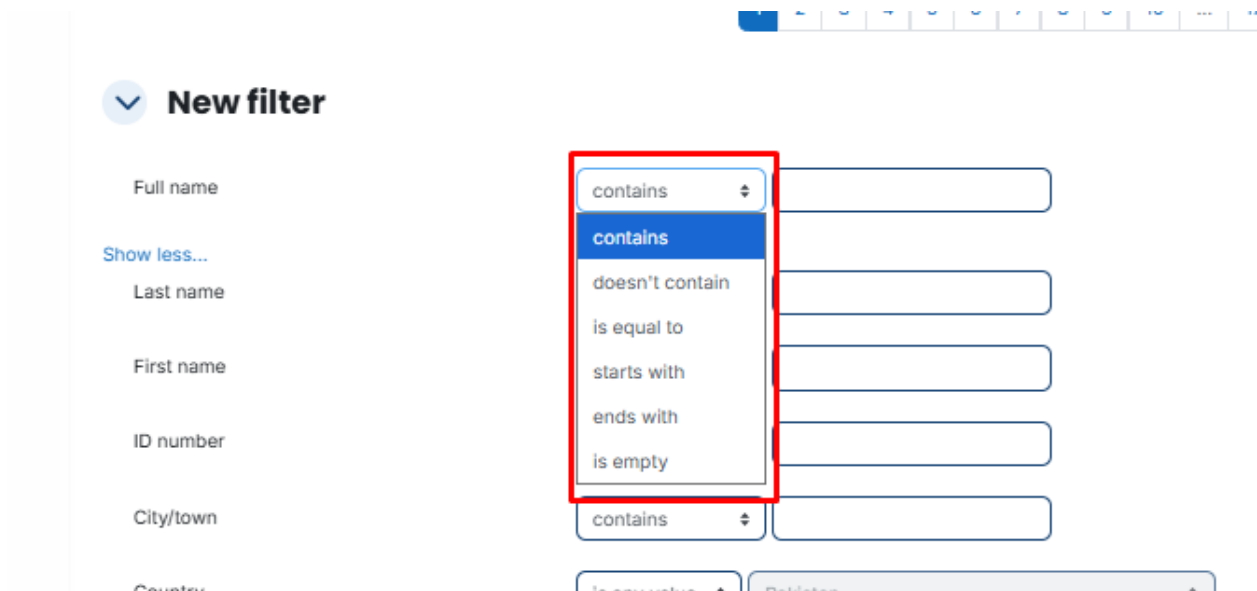
Add filter

Search Conditions

When using the filters to find a user, you will see a dropdown menu next to each field (like Full Name or Email). These options tell the system exactly how to look for the data:

- **Contains:** Finds any user whose information includes the letters or numbers you typed (e.g., searching "John" will find "John Smith" and "Elton John").
- **Doesn't contain:** Shows everyone except those who have the text you typed.
- **Is equal to:** Finds only an exact match. If you type "John," it will not show "Johnathan."

- **Starts with:** Finds users whose information begins with the specific characters you entered.
- **Ends with:** Finds users whose information ends with the characters you entered.
- **Is empty:** Finds users who have no information saved in that specific field.

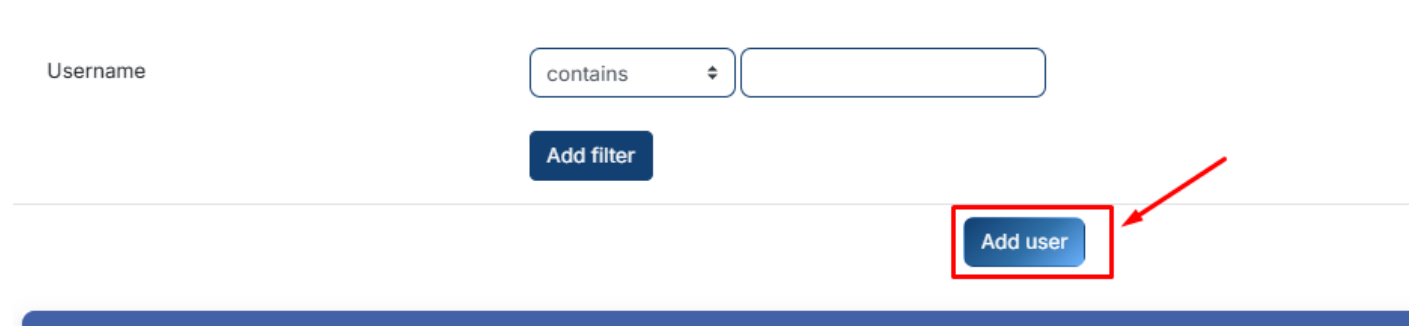


The screenshot shows a 'New filter' section with a list of fields on the left: Full name, Last name, First name, ID number, City/town, and Country. A dropdown menu is open over the 'Full name' field, displaying a list of filter operators: 'contains' (selected), 'doesn't contain', 'is equal to', 'starts with', 'ends with', and 'is empty'. The dropdown menu is highlighted with a red rectangle.

How to Add a User

If you need to register a new person on the Learnexify site:

Click the Add user button.



The screenshot shows a form with a 'Username' label, a dropdown menu set to 'contains', and an empty text input field. Below the input field is a blue 'Add filter' button. At the bottom right, there is a blue 'Add user' button, which is highlighted with a red rectangle and a red arrow pointing to it.

Fill in the details in the form that appears:

Required Fields (Marked with a Red Icon):

- **ID Number:** A unique identification code for the user (e.g., 220-e772).
- **Username:** The unique name the user will use to log in.
- **New Password:** Click the pencil icon to set an initial password for the account.
- **First Name:** The first name of the user.
- **Last Name:** The Last name of the user.
- **Email Address:** The primary email where the user will receive system notifications.

Optional Information:

- **Middle Initials:** Added for more precise identification.
- **Email Address 2:** A secondary or backup contact email.
- **Address / Address 2:** The user's residential or mailing address.
- **City/Town, State, Postal Code, & Country:** Used to batch the geographic location of your learners.
- **Phone / Phone 2 / Fax:** Primary and secondary contact numbers.
- **Birth Date:** The user's date of birth.
- **Gender:** Select Male or Female.
- **Language:** Choose the user's preferred language for the platform interface.
- **Transfer Credits:** Manually enter academic credits earned from other institutions.
- **Comments:** General administrative remarks about the user.
- **Notes:** Private, internal notes for administrators only.

- **Inactive Checkbox:** If checked, the user is created but cannot log in until you uncheck it.

[Program Management](#) > [Manage users](#) > [Add user](#)

Manage users

Required Field

Help Icon

ID number

Username

☐ Same as idnumber

New password

Click to enter text



First name

Last name

Middle initials

Email address

Email address 2

Address

Address 2

City/town

State/Province

Postal code

Country

Phone

Phone 2

Fax

Birth date

Once you have filled in the required fields and any optional data, click the **Save Changes** button at the bottom.

The screenshot shows a user profile form with the following fields and annotations:

- Birth date:** Three dropdown menus for Day, Month, and Year.
- Gender:** Radio buttons for Male and Female.
- Language:** A dropdown menu showing "English (en)".
- Transfer credits:** A text input field.
- Comments:** A large text area.
- Notes:** A large text area.
- Help Icons:** A vertical column of four question mark icons. A red box highlights this column, and a red arrow points from the label "Help Icons" to the bottom icon.
- Inactive:** A checkbox labeled "Inactive" with a question mark icon.
- Buttons:** "Save changes" and "Cancel" buttons. The "Save changes" button is highlighted with a red box.
- Legend:** A red circle with an exclamation mark icon followed by the text "Required".

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