

Users

~ BASIC ~

The tab holds the user's login data and personal data. The fields are listed in the order they appear on screen.

- **Photograph** — The  button below the picture frame uploads the user's photograph. It is shown as an icon next to the user's name in the Brix title bar and next to the user in appointments in the [calendar](#).
- **{Active}** — If not ticked, the user cannot log in to Brix. Used to revoke access for a user who cannot be deleted; the procedure is described in [Disabling a user's access](#).
- **{Username}** — Optional. Allows logging in to Brix without the email address, with the same password. It must be unique across Brix.
- **{email}** — Mandatory. The email address the user logs in with and receives the password-setting link at. The envelope icon next to the field is described in [Icons next to email and phone fields](#).
- **{Permitted to send email messages}** — If not ticked, the user cannot send documents and reports by email directly from Brix.
- **{First name}** — Mandatory.
- **{Surname}** — Mandatory.
- **{Language}** — The language in which forms and printouts are shown to the user.
- **{Rows per page}** — The number of rows shown to the user in form lists.
- **{Phone}** — Telephone number with the country code. The handset icon next to the field is described in [Icons next to email and phone fields](#).
- **{Mobile}** — Mobile number with the country code.
- **{Signature}** — Text appended to every email message the user sends from Brix. It is advisable to enter the company details and a personal data protection statement here.



The user can also change the same data themselves in the [profile](#) form.

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