Users

Adding a new user

1. Enter user in the Employees form.
2. Enter user in the users form.

Note: Identical email addresses must be entered in both the users and Employees forms.

Delete/disable a user

A user that has previously entered data in Brix can not be deleted. The user data is saved in various places, for example in documents record the user in the "Issued by" field.

Such a user can only be disabled by clearing the "Active" checkbox in the users form. If a user ceases being an employee, then the "Active" checkbox in the Employees form should also be cleared.

~BASIC~

- ***{Username}*** - A username that can be used instead of the email address to log into Brix. The user name has to be unique accross Brix.
- ***{Email}*** - The users email address for logging into Brix.
- ***{Active}*** - If the checkbox is marked the user can log on. Unmarking the checkbox will disable logging into Brix for the user. If the user has already entered data into Brix, the user can not be deleted.
- ***{Language}*** - The users preffered language for the Brix user interface.
- ***Permitted to send email messages*** - Enable/disable the user to send emails within Brix.

The [CHANGE PASSWORD] button will send an email to the user with an link to set or reset theie password.

~PERMISSIONS~

- ***{Role}*** - The user can have a *user* or *admin* role:
  - *admin* can access all Brix forms and company data.
  - *user* can access only the Brix forms "switched on" in the ~PROGRAMS~ tab.

~PROGRAMS~

This tab is used to "switch on and off" individual Brix forms for the selected user.

Note

- Users with an *admin* role are not affected by the settings in this tab. An *admin* user always has access to all the company data and Brix forms.

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