



CHAPTER 4

Managing Users

A user account is required for each user who accesses the system. By creating a different account for each user, you can ensure that audit logs accurately record each user's interactions with the system.

This section includes these topics:

- [Viewing and Searching for Users, page 4-1](#)
- [Adding a User, page 4-1](#)
- [Deleting a User, page 4-2](#)
- [Editing User Information, page 4-2](#)

Viewing and Searching for Users

To view the list of users, or to search for a particular user, follow these steps:

Procedure

- Step 1** Log in to the Cisco Unified Application Environment Administration.
- Step 2** Choose **Users > List Users**. The List Users page appears with the list of user names and roles.
- To view user details, click the user name.
 - To search for a user, enter the user name or partial user name with an asterisk (*) as a wildcard to denote numbers and letters, then click **Search**.
-

Adding a User

To add a user, follow these steps:

Procedure

- Step 1** Log in to the Cisco Unified Application Environment Administration.
- Step 2** Choose **Users > Add User**. The Add User page appears.

Step 3 Enter the values as described in [Table 4-1](#).

Table 4-1 Add User

Field	Description
User Name	Username for the new user
Password	Password for the user
Confirm Password	Reenter to verify
Role	Admin or User

Step 4 Click **Add**.

Deleting a User

To delete a user, follow these steps:

Procedure

- Step 1** Log in to the Cisco Unified Application Environment Administration.
 - Step 2** Choose **Users > List Users**. The List Users page appears with the list of user names and roles.
 - Step 3** Select the check box next to the user you want to delete, then click **Delete**.
-

Editing User Information

To edit a user's details, follow these steps:

Procedure

- Step 1** Log in to the Cisco Unified Application Environment Administration.
 - Step 2** Choose **Users > List Users**. The List Users page appears with the list of user names and roles.
 - Step 3** Click the user name whose details you want to edit. The Edit User page appears.
 - Step 4** Modify the user information, then click **Add**.
-