NetExplorer

Edit users

Nicolas ARBOUIN - 2023-12-27 - Configuration and administrator monitoring

Edit users

As an administrator, you can modify users :

- From your NetExplorer platform,
- Go to **Platform management**, look for **USERS** tab and spot designed user.
- Click on in the **ACTIONS** row to open user edition.

Edit password
3 ways to do it

- **Use password reset** : an email is sent to user for password reset.

*Beware if in advanced settings the box "prevent user modification" is ticked, user won't be able to reset password without administrator's help and user won't receive any email. BUT it can be bypassed by activation of an option in **Configuration/security** tab, option is called "'always_allow_new_password". If it is active, then any user can reset password.*

- **Manually type your password** in **Password field**.
- **Generate a secure password** by clicking on

Don't forget to save modifications !

Activate or deactivate users

- Open user and click on **advanced options**
- Button **Active is ticked and green** when account is active. Switch it to the left to deactivate user.
- Save modifications.

When an account is deactivated, you can see the word "Inactive" and expiration date if there is one, in the status row

Prevent user from modification of account

You can prevent users from any modification on account (name, email...) by ticking the box ❌ in "advanced options"

If you wish to give autonomy to users, you can activate an option

from **CONFIGURATION/SECURITY tab, just activate "*always_allow_new_password*"** .

Then user will be able to reset password without intervention of admins.

Define a size limit

Default setting for user is to store as much data as use wants as long as there is still available space.

It is possible to set a quota for a user (defined in Go, Mo, Ko). Go to Advanced options in user sheet and in the **Quota** area ❌

Set language for user

Default setting is automatic and it is defined in CONFIGURATION/GENERAL at line **defaut_language.**

You can also define or force language from user sheet, if you have a foreign speaking user among native speaking users.

From Advanced options, language allows you to select prefered language.

Defaut_language defines language for platform but selected language from user always prevail.