



Edit users

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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 and then  **Modify** 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.*

! During account creation, you can choose between setting a specific password or sending a link to the user, allowing user to set a private password !

! Once created, it won't be possible for an administrator to manually set password !

- **Manually type your password** in password field.

Password

- **Generate a secure password** by clicking on 

Don't forget to save your modifications

Activate or de-activate users

- Open user and click on **advanced options**
- Button **Active is ticked** 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

Inactive
row

Prevent user from modification of account

You can prevent users from any modification on account (name, email...) by ticking the box

☐ **Prevent the user from modifying his or her account** 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.

Always allow password change

If a user does not have the right to change their account details, this option still allows them to change their password.



Define a size limit

Quota

☒ Unlimited

☐

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 **Default language**.

Default language

Default language when the user's language is not recognized or unavailable.

English ▼

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

Language

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

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