

# User Management

## ACP User Management

- ACP User Management
  - Overview
  - Edit a User
  - Remove a User
  - Additional Information
    - ACP User Guide

### Overview

After installing/gaining access to your new ACP instance, once of the first steps that should be taken is to add appropriate users to ACP.

ACP gives all users equal status ("admin" level) in the system, so consider carefully who should have access to ACP, and add only the necessary users.

Access ACP's User Management page by going to the ACP Actions Menu, then selecting "User Management".

The screenshot shows the 6connectACP API Composer Platform v1.0.2 interface. The left sidebar contains a menu with the following items: New Workflow, Workflow list, Categories, User Management (highlighted), Javascript Functions, Generic Connectors, and Current workflow. The main content area is titled 'User Management' and includes an 'Add user' link. Below the title is a table with the following data:

Username	Last name	First name
ops	-	-
test_user	User	Test
test_user1	-	-

At the bottom of the table, it says 'Displaying 1 to 12 of 12' with 'Previous' and 'Next' buttons.



Due to the high-level nature of the actions performed by Workflows, all ACP users are given "Admin" level permissions and the ability to access all areas of the product.

### Add a New User

To add a new user, click "Add User" at the top of the page.

## User Management

Add user

Username	Last name	First name	
ops	-	-	
test_user	User	Test	
test_user1	-	-	

Displaying 1 to 12 of 12

PreviousNext

In the window that appears, enter the username, password, first name, and last name for the new user. Click "Add" when complete.

### New user

Username:

Another User

Password:

....

First name:

Some

Last name:

User

add

cancel

## Edit a User

Edit an existing user by clicking on the username, then editing the fields that you wish to change.

Edit user

Username:

Another User

Password:

....

First name:

Some Edit

Last name:

User

update

cancel

## Remove a User

To delete a user, click on the delete icon at the end of the row for the user.

Another User	User	Something	
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## Additional Information

Continue on to additional User Guide pages for detailed information on working in ACP:

### ACP User Guide

- User Management
- Workflow Overview
- Connectors
- Workflow Steps
- Workflow Options
- Executing Workflows and Export
- Initiator Conditions and Iteration
- Javascript Functions
- Template Workflows