# WPN: Managing Users

The Principal Admin user can add and delete users, and set permissions for each user, for example, permission to move assets on the map. Users can edit their own information, including changing their password. Note: For security, passwords have to be changed on each device.

Step 1: Accessing User Information View

Admin Users can access all users' information from the utility's view. There are 2 ways to get to this view:

1. From the Map screen tap on the Search icon (top left). Enter the name of the utility and tap on the utility name in the drop down list.
2. Alternatively, tap the utility icon on the map and select the User row.
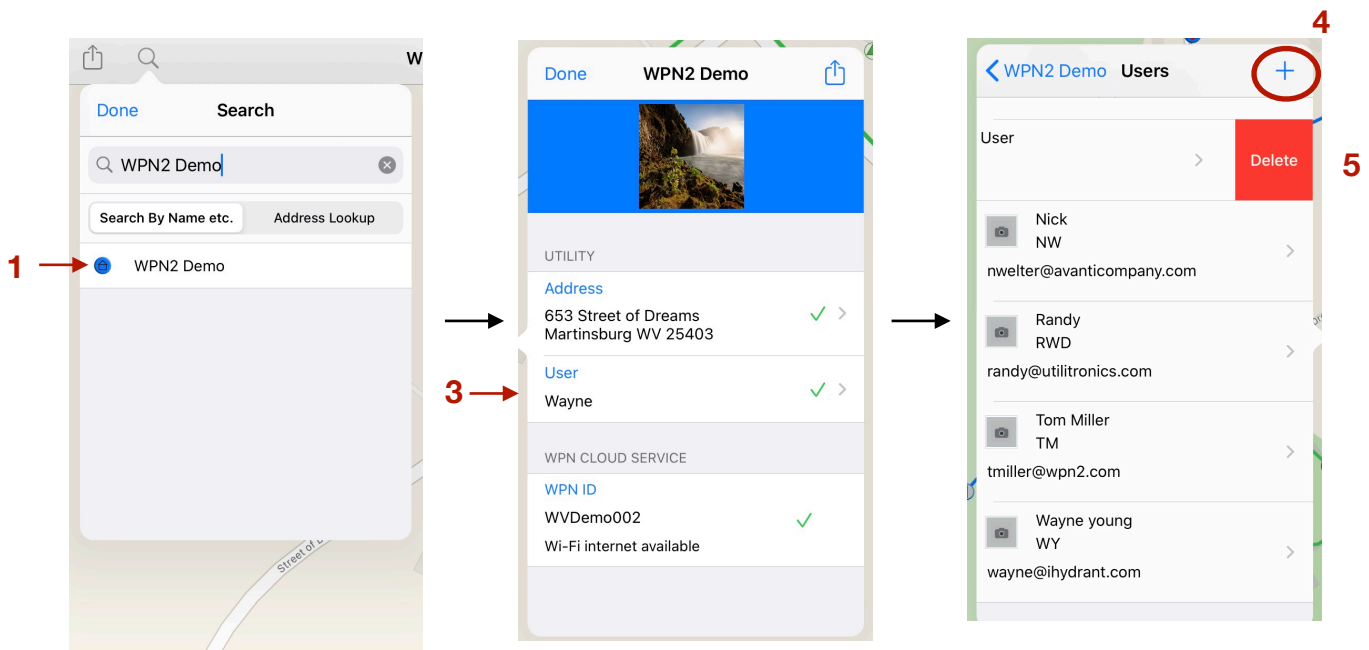
Step 2: Adding & Editing Users

Only the Principal Admin user can add a new user or delete an existing user.

3. Tap on the User row.
4. To add a user, tap + in the **Users** browser. Follow 6 - 11 in Step 3 below.
5. To delete a user, swipe left on the user's row in the **Users** browser and tap Delete.

Step 3: Displaying and Editing a User's Information, Type and Individual Permissions

Any user can edit their own information.

6. Type or speak to enter a new name for the user.
7. Change initials.
8. Enter a new email address (you will be prompted to enter your password).
9. Tap Set Password to change your password.

In addition, the Principal Admin user can set the type and individual permissions for a user.

10. Tap Admin, Regular or Basic for a user type:
   • **Admin**: Users have a full set of permissions.
   • **Regular**: Users have variable permissions, set according to the user's work needs.
   • **Basic**: Users are essentially read-only.

11. Tap Action -> User Permissions to adjust permissions for an individual user, for example:
   • Limit the infrastructures a user can see.
   • Set fine-grained permissions for assets, work, activities, issues, notes & photos.
   • Allow access to the leak detection tools.