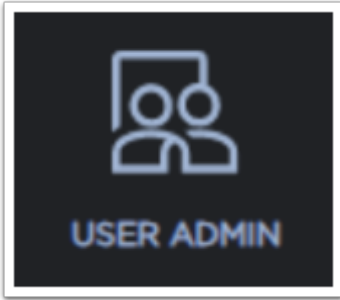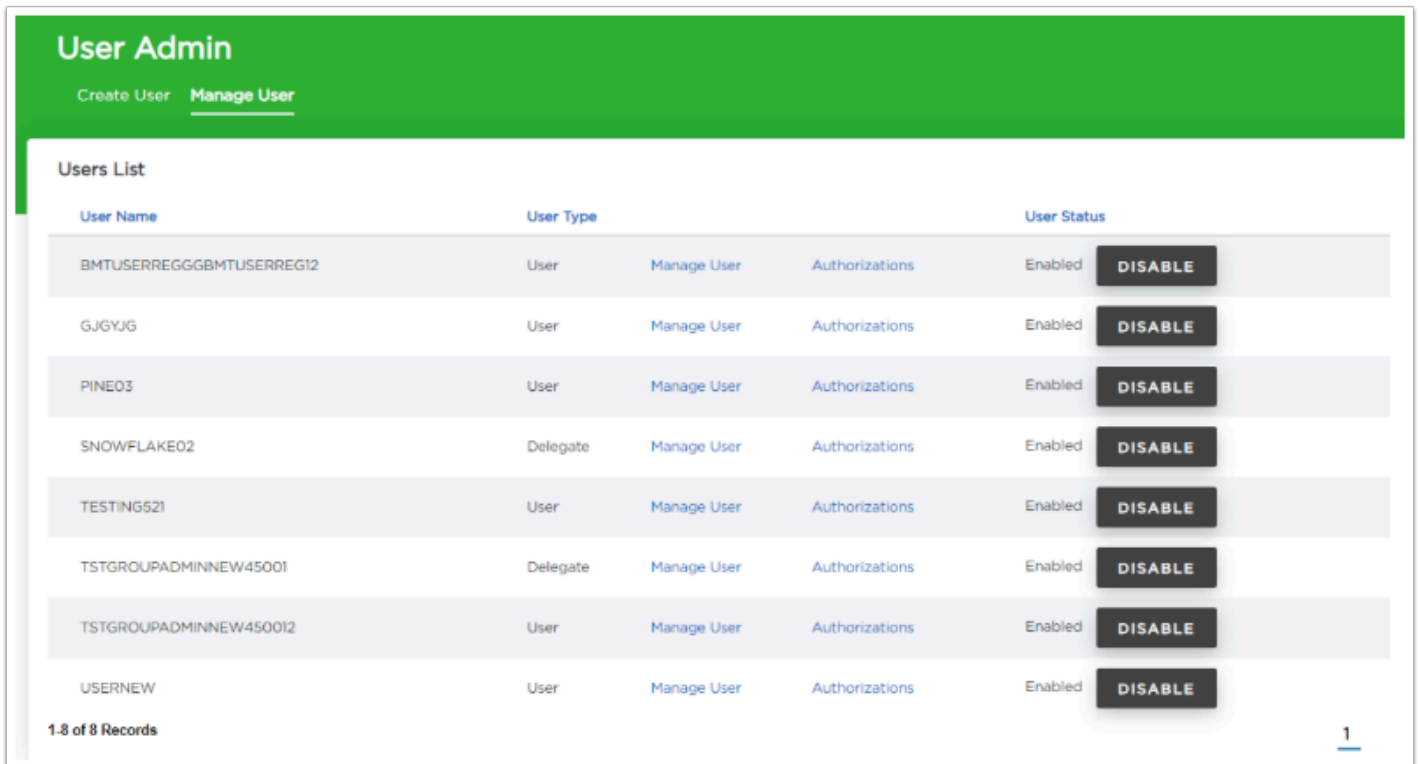# How to Managing Users

In order to manage existing users, the Admin or Delegate logs in and then navigates to the 'User Admin' icon in the left hand navigation.

Once on this page, they can switch to the 'Manage User' tab to start the workflow where they will see the list of their users.

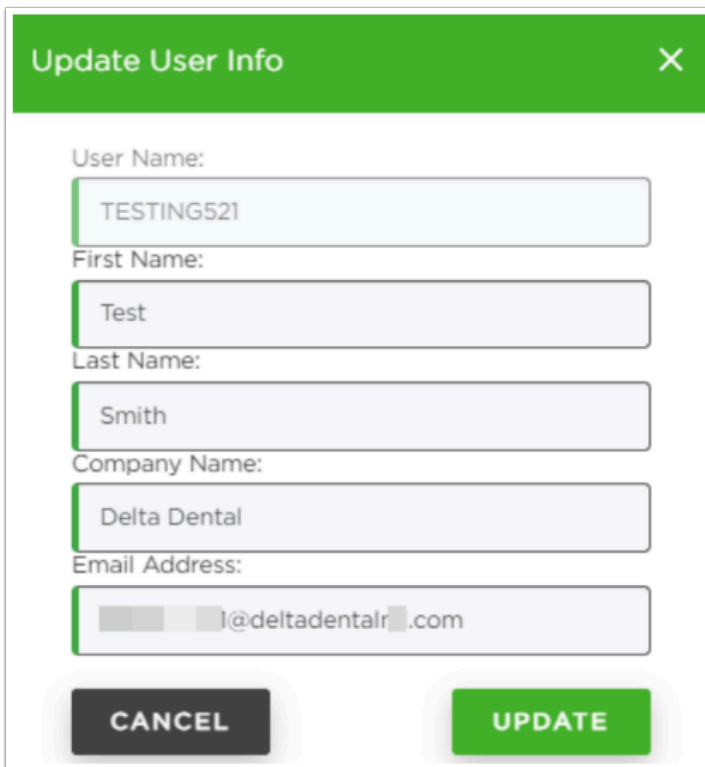ℹ️   If the User Type = Delegate, those users can ONLY be seen and managed by the Admin.

From this list, the user could select 'Manage User' to update details about the user.
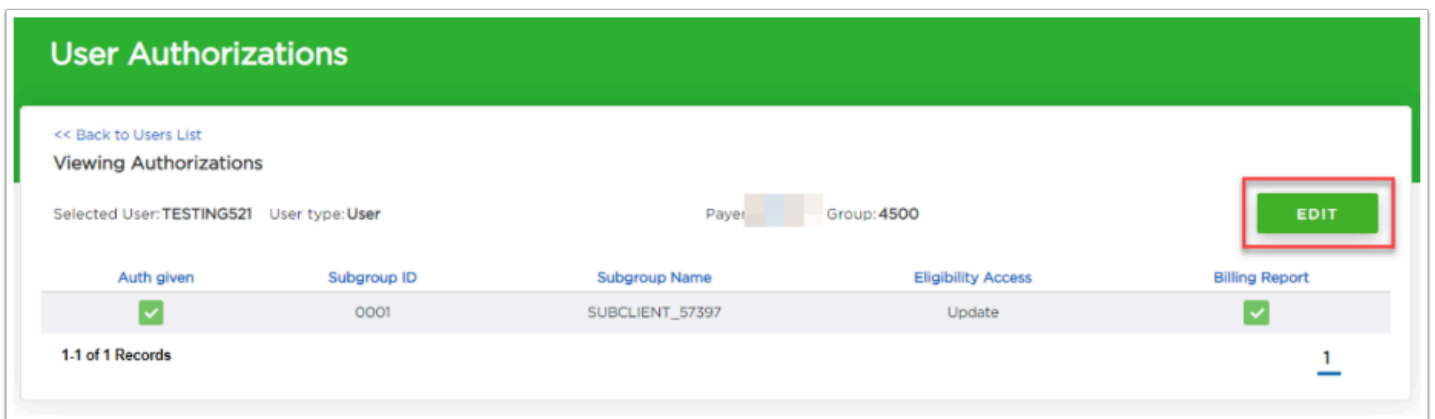
❗ 'User Name' is not a field that can be updated.

A user could also select 'Authorizations' in order to view that user's authorizations or to start the workflow to Edit their authorizations.

After clicking 'Edit,' the user is given options in how they wish to modify their authorizations.

After clicking the radio button for 'Select for all Subgroups' the page expands and the user can make the necessary changes.

ℹ In this instance, the ability to view Billing Reports was removed.

After saving, the use can view the new authorizations and then use the 'Back to Users List' to manage more users.

The last thing that can be done on behalf of a user is to 'Enable' or 'Disable' them.

💡   When disabling a user, normally the circumstances are if;

1. They have moved departments
2. Parted ways with the company
3. Any other reason that they should no longer have the ability to log into the toolkit