

# User Management - Overview

To ensure that only authorized users can work with an account, create appropriate privileges for each user. They will then have to login into the system with valid credentials and then perform only the functions for which the necessary rights are available (e.g. editing video data, creating a channel).

The screenshot shows the 'movingimage' user management interface. The top bar is green and contains the logo, the user 'admin@acme.org' with a last login of '23/07/2019 14:04', and buttons for 'Menu', 'Help', and 'Log out'. The left sidebar has a menu with 'Account', 'Users', 'Roles', 'Security Policies', 'Video Metadata', 'Channel Metadata', 'Metadata Localization', and 'Groups'. The main area is divided into two columns. The left column shows a list of users with icons for '+', 'trash', and 'user', and a dropdown menu. The right column is the 'User Configuration' panel, which includes fields for 'Language' (English), 'E-Mail' (elizabeth.walters@acme.org), 'First Name' (Elizabeth), 'Last Name' (Walters), and 'Phone'.

Account	Users	Roles	Security Policies	Video Metadata	Channel Metadata	Metadata Localization	Groups
	kt.kampik@acme.org						
	✓ User account confirmed						
	Admin User						
	✓ User account confirmed						
	matthias.gohmann@acme.org						
	✓ User account confirmed						
	Elizabeth Walters						
	✓ User account confirmed						

Edit users using the following options:

- **Create:** Create a new user for an account
- **Delete:** Delete a user account entirely
- **Deactivate:** Disable an existing active user
- **Confirmation mail:** If a newly created user was not yet confirmed, you can send another confirmation mail.

The options listed above are described in detail in the next chapters.

Use the drop-down menu in the top right corner to filter the user list by Active, Active and Pending, All users, Deactivated, and Pending users. You can also sort the list alphabetically.

This screenshot is similar to the previous one but shows the 'Active and pending' dropdown menu open in the top right corner of the user list. The menu options are 'Active users', 'Active and pending' (highlighted), 'All users', 'Deactivated users', and 'Pending users'. The rest of the interface remains the same.