



User Accounts

The User Management section allows the administrator to edit individual account information, create accounts, disable accounts, and disable scheduled reports.

Note: Accounts cannot be deleted as they are needed so historical reports have data to work against. The user's time zone information can be set here. If this is set to the default, then the system time zone and daylight savings time setting are used.

Configuration

User accounts are configured on the **Configuration > Users** tab.

The screenshot shows the Intapp Configuration > Users page. The left sidebar has a 'Configuration' menu item circled in red. The main content area is titled 'User Management' and contains a table with the following data:

Configure the users					
User Name	Email	Name	Edit	Disable Account	Disable Scheduled Reports
cmc_admin	cmc_admin@yourdomain.com	CMC Admin	Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ges_user	ges_user@yourdomain.com	GES User	Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table are 'Save' and 'Create' buttons.