

Users

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Users

To manage users, go to **Users** menu item.

Here you can see a record of all the created Users along with their role and status.

The screenshot shows the 'Users' section of the ENGJY Chat Dashboard. The dashboard header includes the ENGJY logo and navigation links: Dashboard, All Chat History, Offline Messages, All Missed Chats, Callback Requests, Consultation Requests, Applicants, Inquiries, Users, Settings, Leads, and More. The 'Users' table lists the following data:

NAME	YOUR EMAIL	DEPARTMENT	LAST CHAT LOGIN	CURRENT TIME	ROLE	ALLOW TO CHAT	STATUS	ACTION
Care Manager	chris.engyj@gmail.com		Thursday, December 7, 2023	04:09:02 PM	Admin	Active	Online	[Icons]
Olivia Christian	olivia_christian213@gmail.com		Tuesday, March 8, 2022	04:09:02 PM	Admin	Active	Offline	[Edit]
Trent	trentbob33@gmail.com		Saturday, October 28, 2023	04:09:02 PM	Admin	Active	Offline	[Edit]
Emily Watson	emily_watson1@gmail.com		Wednesday, July 28, 2021	04:09:02 PM	Admin	Active	Offline	[Edit]
Jack	jack001@gmail.com		Thursday, July 22, 2021	04:09:02 PM	Admin	Active	Offline	[Edit]
Engyj Support	devteam@engyj.com		Wednesday, December 6, 2023	06:09:02 AM	Admin	Active	Online	[Edit]

Add User

To create a new User, go to **Users** menu item.

There are two options to create a user

1. click the + button given in bottom right corner of the screen as shown in following figure.
2. Click on the add button on the top right corner beside "chat Now and Main dashboard" button

The screenshot shows the 'USERS' management interface. At the top, there is a navigation bar with the following items: Dashboard, All Chat History, Offline Messages, All Missed Chats, Callback Requests, Consultation Requests, Applicants, Inquiries, **Users**, Settings, Leads, and More. Below the navigation bar, there are three buttons: '+ Add New' (highlighted with a red box), 'Main Dashboard', and 'Chat Now'. The main content area contains a table with the following columns: NAME, YOUR EMAIL, DEPARTMENT, LAST CHAT LOGIN, CURRENT TIME, ROLE, ALLOW TO CHAT, STATUS, and ACTION. The table lists six users, including 'Care Manager' (Online) and 'Engyj Support' (Online). In the bottom right corner of the table area, there is a blue circular button with a white plus sign (+), which is also highlighted with a red box.

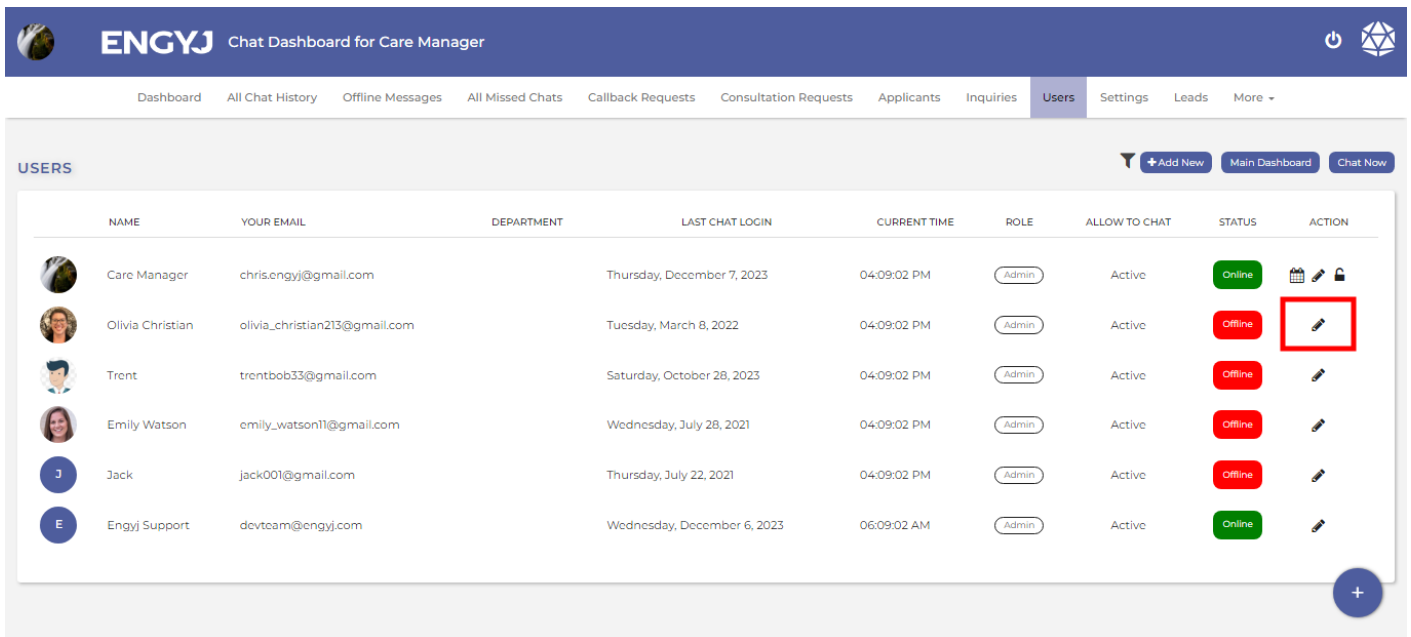
NAME	YOUR EMAIL	DEPARTMENT	LAST CHAT LOGIN	CURRENT TIME	ROLE	ALLOW TO CHAT	STATUS	ACTION
Care Manager	chris.engyj@gmail.com		Thursday, December 7, 2023	04:09:02 PM	Admin	Active	Online	📅 ✎ 🔒
Olivia Christian	olivia_christian213@gmail.com		Tuesday, March 8, 2022	04:09:02 PM	Admin	Active	Offline	✎
Trent	trentbob33@gmail.com		Saturday, October 28, 2023	04:09:02 PM	Admin	Active	Offline	✎
Emily Watson	emily_watson11@gmail.com		Wednesday, July 28, 2021	04:09:02 PM	Admin	Active	Offline	✎
Jack	jack001@gmail.com		Thursday, July 22, 2021	04:09:02 PM	Admin	Active	Offline	✎
Engyj Support	devteam@engyj.com		Wednesday, December 6, 2023	06:09:02 AM	Admin	Active	Online	✎

This will open a dialogue box where you can enter the required credentials and then click the submit button.









Modify User

To manage Users, go to **Users** menu item.

To modify a user, click the pencil icon under ACTION column of the specific row in the list of the users. Or just click directly on the user, and you can edit it right away.



The screenshot shows the ENGJY Chat Dashboard for Care Manager. The 'Users' menu is selected, and the 'Users' table is displayed. The table has the following columns: NAME, YOUR EMAIL, DEPARTMENT, LAST CHAT LOGIN, CURRENT TIME, ROLE, ALLOW TO CHAT, STATUS, and ACTION. The 'ACTION' column for the 'Olivia Christian' user is highlighted with a red box, indicating the pencil icon used for modification.

NAME	YOUR EMAIL	DEPARTMENT	LAST CHAT LOGIN	CURRENT TIME	ROLE	ALLOW TO CHAT	STATUS	ACTION
Care Manager	chris.engyj@gmail.com		Thursday, December 7, 2023	04:09:02 PM	Admin	Active	Online	  
Olivia Christian	olivia_christian213@gmail.com		Tuesday, March 8, 2022	04:09:02 PM	Admin	Active	Offline	
Trent	trentbob33@gmail.com		Saturday, October 28, 2023	04:09:02 PM	Admin	Active	Offline	
Emily Watson	emily_watson11@gmail.com		Wednesday, July 28, 2021	04:09:02 PM	Admin	Active	Offline	
Jack	jack001@gmail.com		Thursday, July 22, 2021	04:09:02 PM	Admin	Active	Offline	
Engyj Support	devteam@engyj.com		Wednesday, December 6, 2023	06:09:02 AM	Admin	Active	Online	

This will open a dialogue box where you can change the credentials