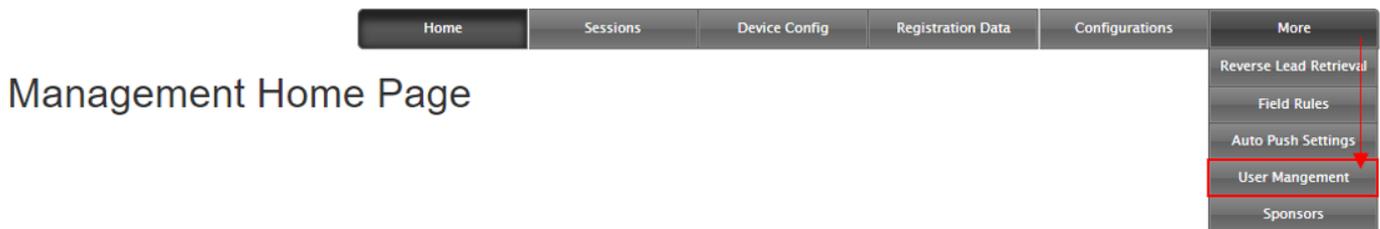

User Management

User management allows you to edit the permissions, credentials, and device associations of a user.

1. Sign into your account on the [main page](#) and enter the exhibitor portal.
2. Select the show you would like to access using the dropdown and click *Manage Show Configuration*.



3. Hover over *More* and select *User Management*.



4. Using the dropdown, select the user you would like to manage and click *Manage Selected User*.

Select User

Filter Users:

User ▼

Manage Selected User

5. You will now see the following page (see pg. 2)

Key:

1. Click *Manage Another User* to change users.
2. Generates an access token for the user.
3. Check off boxes to grant the listed permissions to the user. Once finished click *Apply Permissions*.
4. Allows you to change the user's password. Click *Apply Changes* when you've entered the new password.
5. Allows you to associate devices with the user. Type the device IDs into the text field (each one on a new line) and click *Associate Devices*.

Managing User:

1. **Manage Another User**

2. **Access Token Expiration**

Generate Access Token

Generate

3.

Allow Permission	Permission
<input type="checkbox"/>	Modify show configuration
<input type="checkbox"/>	Delete Transactions From Reporting Interface
<input type="checkbox"/>	Delete Transactions From Management Interface
<input type="checkbox"/>	Modify Transactions Qualifiers/Notes/Session From Reporting Interface
<input type="checkbox"/>	User has the same permissions as an management user

Generate Access Token

Apply Permissions

4.

New Password

Confirm Password

Apply Changes

Apply Changes

5. **Associate Show Devices To User**

Associate Devices