

Managing users (for staff users only)

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Users**.
3. In the **Users** area, perform any of the following actions:

To	Do this
Search by user name	In the Search box, type all or part of the user's name.
View the list by type of user	By default, the system displays both customer and staff users in the list • To display staff users only, in the User list, select Staff Users. • To display customer users only, in the User list, select Customer Users.