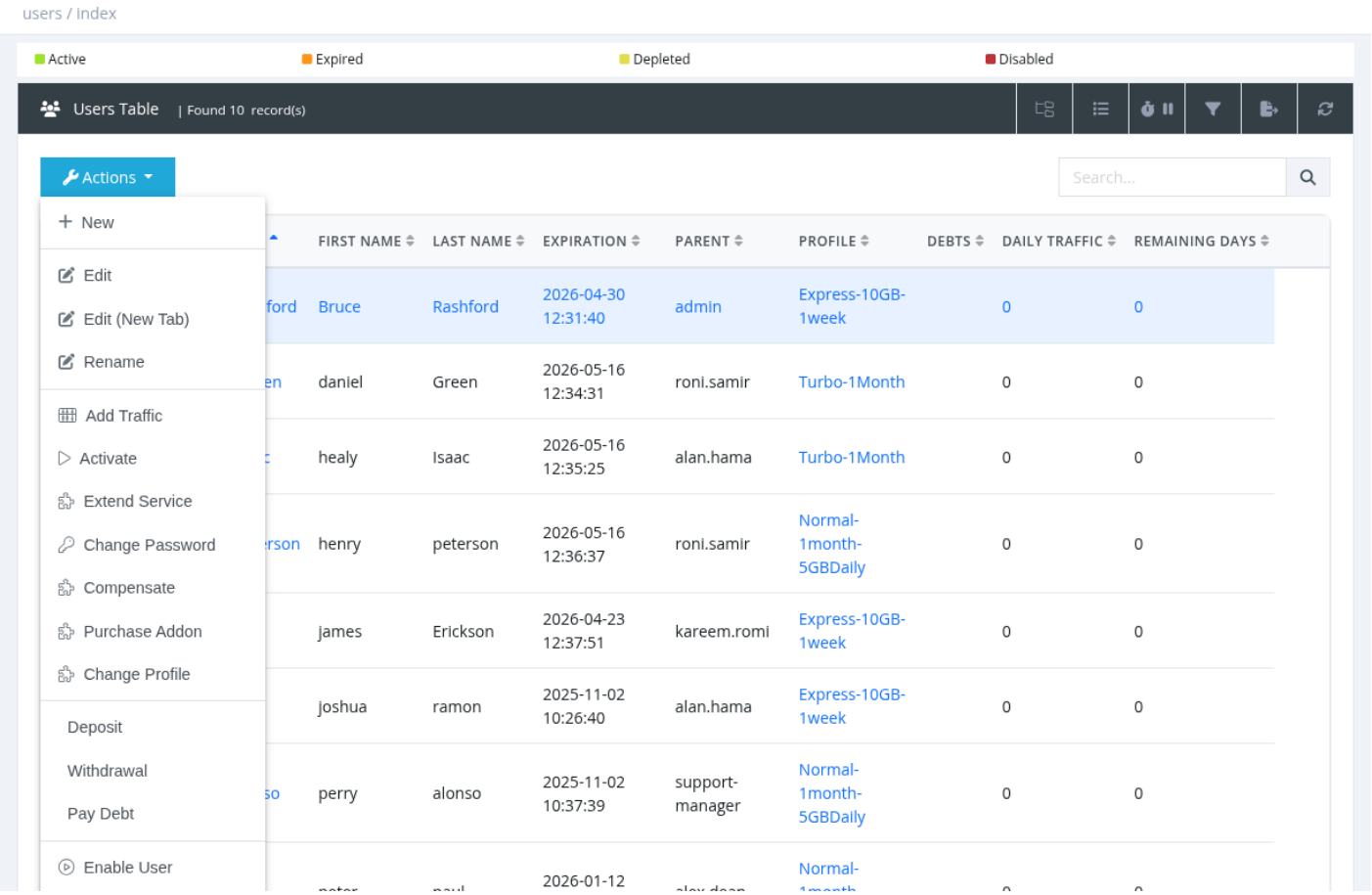
Users Actions

All user operations are in the **Actions** menu of the Users List. Select a user first (click the row), then open **Actions** or right-click the row. Actions you don't have permission for are hidden.



Action	What it does	Several users
New	Create a new user. See Creating a User.	–
Edit / Edit (New Tab)	Open the user's details page. See User Details Page.	No
Rename	Change the username. See Rename User.	No
Add Traffic	Add or remove traffic quota. See Add Traffic.	No
Activate	Renew the subscription. Ticking several users opens bulk activation. See Activating a User.	Yes
Extend Service	Add an extension package (extra days or traffic). See Extend Service.	No
Change Password	Set a new PPPoE / RADIUS password.	No

Action	What it does	Several users
Compensate	Request free days, traffic or uptime. See Compensations.	Yes
Purchase Addon	Buy an addon for the user. See Purchase Addon.	No
Change Profile	Move the user to another profile. See Changing Service Profile.	No
Deposit / Withdrawal / Pay Debt	Manage the user's balance and debts. See Deposit, Withdrawal and Pay Debt.	No
Enable User / Disable User	Allow or block the account. See Enable, Disable and Delete User.	Yes
Cancel Service	Cancel the last activation and refund it. See Cancel Service (Refund).	No
Delete	Delete the user. See Enable, Disable and Delete User.	Yes

> Actions for a single user always apply to the **highlighted** row (the last row you clicked), even if other rows are ticked.

Change Password

Enter the new password twice and click **Submit**. The new password is used at the user's next connection; the current session is not disconnected.

Required permission: Users - Update

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