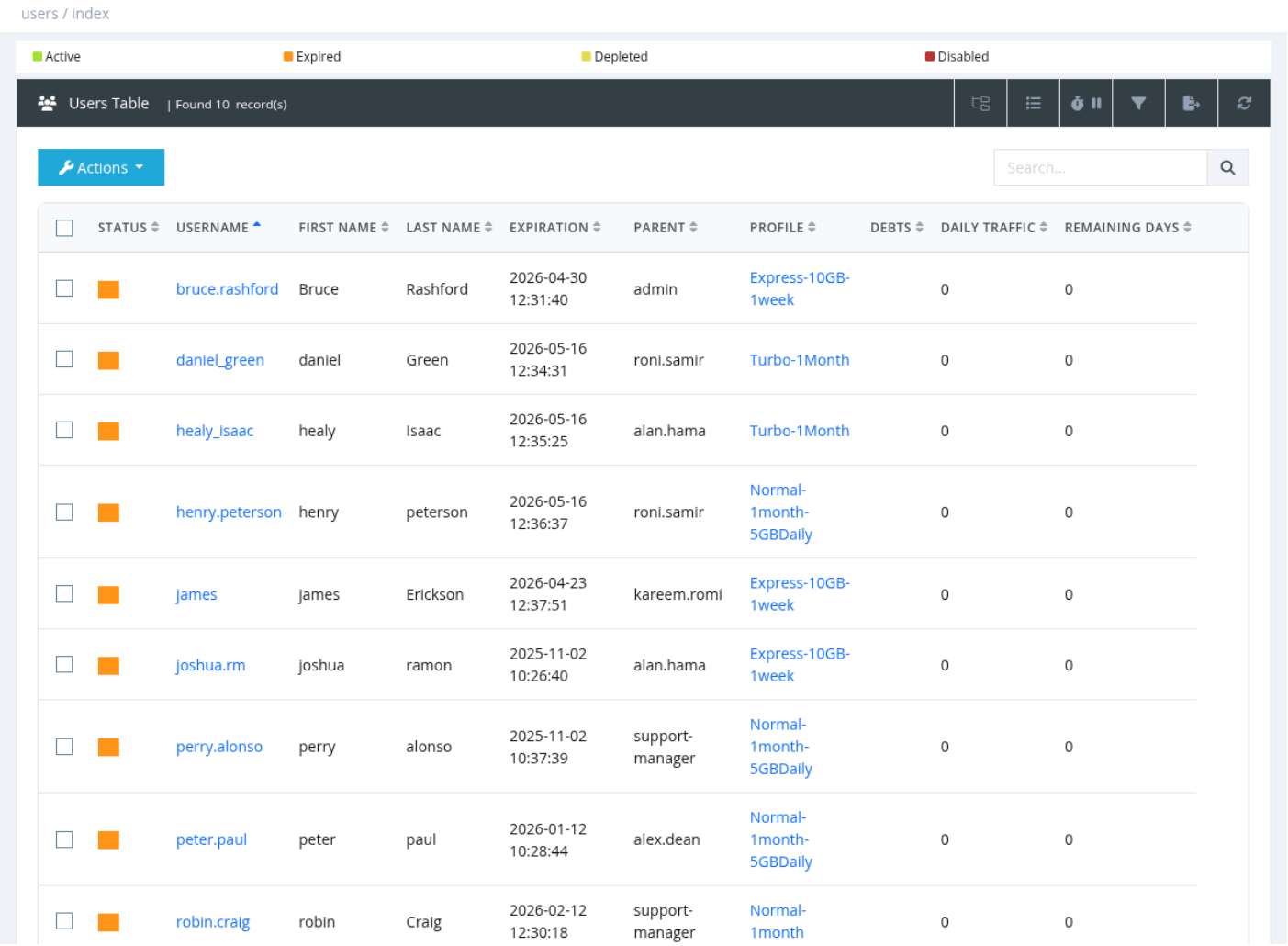
Users List

The **Users List** (*Users → Users List*) shows all subscribers you are allowed to manage. From here you can search, filter and export users, and run every user operation from the **Actions** menu.



Which users you see

- By default a manager sees the users that belong to **them and all of their sub-managers**.
- System administrators and managers with *Users - List All Users* see every user.
- Managers with *Users - List All Group Users* see all users of their group.
- A manager assigned to a **Site** sees only the users of that site.
- Managers with *Users - POS* see an empty list until they search: they must type at least 3 characters, and only exact matches (username, phone, first/last name, contract ID or

national ID) are shown.

Status colours

The first column shows the user's status as a coloured block (Active, Expired, Depleted, Disabled). A **blue** block means the user is online right now. See User Status Colors for details.

Table columns

Use the **show/hide columns** button to choose which columns are displayed. Your choice is saved in your browser.

Column	Description	Shown by default
Status	Status colour and online indicator.	Yes
Username	Login name. Click it to open the User Details Page. Online users are shown in bold.	Yes
First Name / Last Name	Subscriber's name.	Yes
Expiration	Date and time the subscription ends. Managers with *Users - Edit Advanced Fields (dangerous!)* can click it to change the date directly.	Yes
Parent	The manager who owns the user.	Yes
Profile	The user's service profile (package). Click it to open the profile (needs *Profiles - Update*).	Yes
Debts	Money the user still owes (see Deposit, Withdrawal and Pay Debt).	Yes
Daily Traffic	Download + upload used today.	Yes
Remaining Days	Days left until expiration (0 when expired).	Yes
Balance	The user's own wallet balance.	No
Group, Site	The user's group and site.	No
Used Traffic	Progress bar of the traffic quota.	No
Available Traffic	Remaining traffic quota.	No

Column	Description	Shown by default
Debt Days	Service days owed from debitable extensions. They are deducted from the next activation.	No
PIN errors	Number of wrong PIN / card attempts.	No
Last Online, Created On	Last time the user was online, and the creation date.	No
City, Address, Phone, Company, Notes, Static IP, Contract ID, National ID, IPv6 Prefix, Simultaneous Sessions	Values from the user form.	No

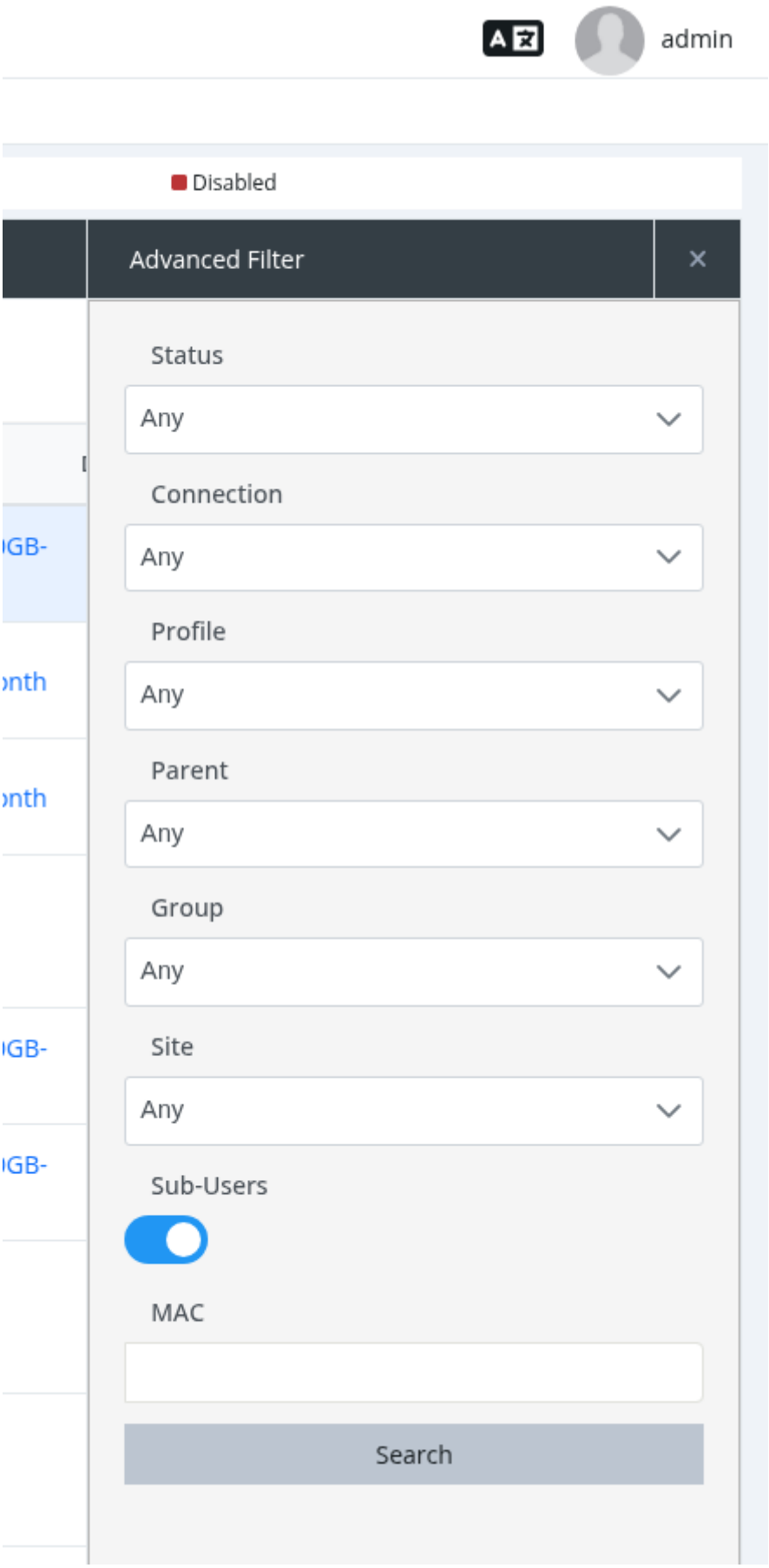
Toolbar buttons

Button	What it does
Managers Tree	Opens the manager tree. Select a manager to show only their users (and their sub-managers' users).
Show/hide columns	Choose the visible columns.
Refresh timer	Reload the table automatically every 5, 10 or 30 seconds.
Show/hide filter	Opens the **Advanced Filter** panel.
Export	Exports all users that match the current search and filter to Excel. The file is prepared in the background and can be downloaded from *Reports → Data Export Jobs*. Needs *Users - Export to Excel*.
Reload	Reloads the table.

Search

Type in the **Search** box and press Enter. The search matches part of the username, first name, last name, phone, address, city, notes, static IP or contract ID, and an exact national ID.

Advanced Filter



Filter	Options

Status	**Active** (expiration in the future), **Expired** (expiration in the past), **Disabled**, **Expiring Soon** (expires within the next two days), **Expiring Today**.
Connection	**Online** or **Offline**.
Profile	Users on one profile.
Parent	Users of one manager.
Group / Site	Users of one group or site (shown only if you have the related permission).
Sub-Users	ON (default): include the users of the selected manager's sub-managers. OFF: only the manager's direct users.
MAC	Users with a matching MAC address (at least 2 characters).

> The page, sorting, search and filter are kept in the browser address. You can bookmark a filtered list or share the link with another manager.

Actions

Select a user (click the row) and open the **Actions** menu, or right-click the row. Some actions also work on several ticked users. See Users Actions for the full list.

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