

Users Overview

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The **Users** menu allows administrators to build, modify, and delete user extensions on Kerauno. All changes to both user accounts and extensions are made through this menu.

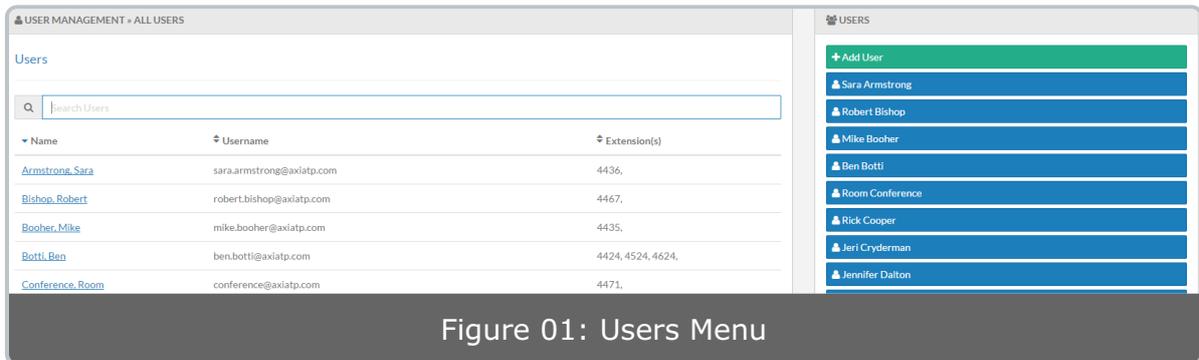


Figure 01: Users Menu

The **Users** menu is where the System Administrator handles all interactions with user accounts and extensions. In Kerauno, every user is provided with a user login to reach the Kerauno interface, as well as one primary extension number.

The **User Management** portal is located under the **Users & Devices > Users** menu. When opening the **User Management** page, the system presents a table of all current users configured within Kerauno. The table includes the user's name, Username (which is the email used to login to Kerauno), and the extension(s) the user is currently assigned.

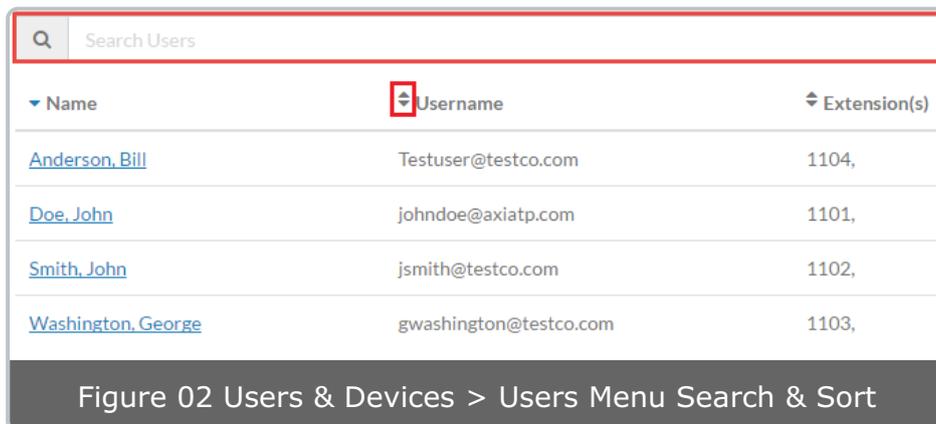


Figure 02 Users & Devices > Users Menu Search & Sort

The fields in the table are alphabetically sortable by **Username** or numerically by **Extension** number. To sort the table click the  symbol next to the column header. Use the **Search** bar at the top of the

menu to search for users.