

System Administration > Users

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Listing All User Definitions

▶ **To list all user definitions:**

1. Select the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **List**.

A user list is displayed in the content pane. You can sort this list by User ID or Name.

Listing Selected User Definitions

▶ **To list selected user definitions:**

1. Select the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **Filter**.

The **Select Users** window opens.

3. Enter a part of a user ID in the input field, and select **OK**.

Only user IDs that start with the specified string are listed under the **Users** node.

Creating a New User Definition

▶ To create a new user definition:

1. Select the **User** folder in the object workspace and invoke the context menu.
2. Choose **New**.

The New User window opens in the content pane.

3. Enter data as described under *Defining a User* in the *System Administration* documentation.
4. When you have finished, choose the **OK** button to save your data.

Modifying a User Definition

▶ To modify a user definition:

1. Select an instance of the System Administration > Users in the object workspace.
2. Invoke the context menu and choose **Open**.

The user definition is displayed.

3. Enter or change data as described under *User Function* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save your data.

Displaying a User Definition

▶ To display a user definition:

1. Select an instance of the System Administration > User node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The user definition is displayed. The settings are described under *User Function* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

Copying a User Definition

▶ To copy a user definition:

1. Select an instance of the System Administration > User node in the object workspace.
2. Invoke the context menu and choose **Copy**.

A window opens.

3. Enter the name of the target user in the input field provided, and select **OK**.

The user definition is copied and can be adapted to your requirements.

Deleting a User Definition

To delete a user definition:

1. Select an instance of the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm your choice.

The user has been deleted system-wide.

Displaying the Log

See DLOG in the *Commands* documentation.

Displaying the User Log

See *Displaying User Activity Log* in the *System Administration* documentation.

Cross-Referencing a User Definition

With this function, you can display user cross-reference information.

To display cross-reference information for a user:

1. Select an instance of the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **XREF**.

A window is displayed, listing the numbers of objects related to the user, grouped by object type.

3. Select an object type.

A list of all objects of the selected type which are related to the user is displayed.

For further information, see *Display User Cross-Reference Information* in the *System Administration* documentation.

Listing Folders for a User

To list the folders for a user:

1. Select an instance of the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **List Folders**.

All folders for the respective user are displayed.