

# Users

In this section you can manage the users of your organization. You can add new users and manage the user rights.

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## Table View

**USERS**

ADD NEW USER ADD FROM ADDRESS BOOK

Email	First name	Last name	Username	SID	Roles	Enabled	Actions
					Administrator, Automatic Sealing Sender, Developer, Power User, Registered Signer, Api User	✓	⚙️ 🗑️
					Test	✓	⚙️ 🗑️
					Administrator, Automatic Sealing Sender, Developer, Power User, Registered Signer, Api User	✓	⚙️ 🗑️
					Administrator, Automatic Sealing Sender, Developer, Power User, Registered Signer, Api User	✓	⚙️ 🗑️
					Administrator, Automatic Sealing Sender, Developer, Power User, Registered Signer, Api User	✓	⚙️ 🗑️

Account Notifications Address Book Roles and Permissions Api Tokens and Apps Organization Identity Providers Licensing Users Team Localization Notification Templates Agreements Configuration Envelope History Errors

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## Global Actions

- [Add new User](#)  
Opens the user editor to create a new user editor. See section "Add new User / Edit User Settings" below for details.
- [Add from Address Book](#)

## Columns in the Table

- **Email**
- **First Name**
- **Last Name**
- **Username**  
specific for SAML user binding
- **SID**  
specific for SAML user binding
- **Roles**  
The roles assigned to a user account
- **Enabled**  
Status of the user account. If an account is currently not enabled, the user cannot login nor use the API.  
The parameter can be changed only via AdminWeb, or via eSignAnyWhere API by a user with administrative permissions on users.



The columns "Username" and "SID" are visible only if one of the following is fulfilled:

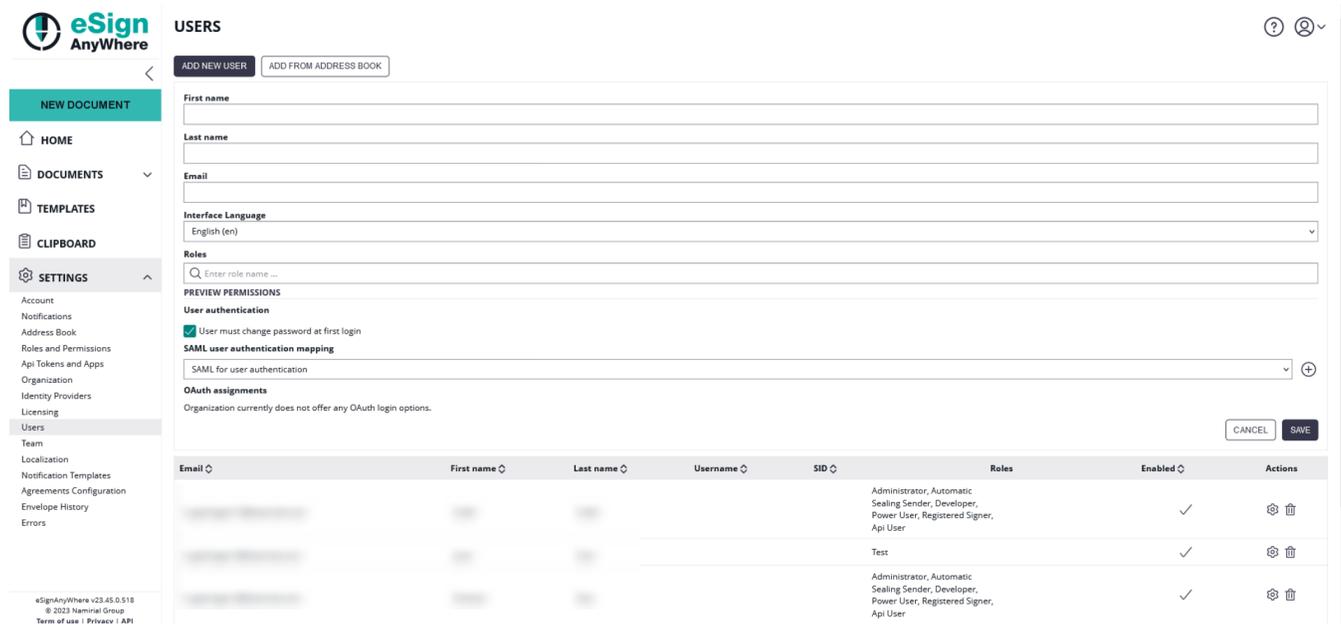
- The SAML configuration is configured in the instance configuration (i.e. the configuration "externalServices/shibboleth/allowSamlLoginForUser" is enabled & "externalServices/shibboleth/configService" has a value)
- System is running in OnPremise.

## Activities on the table rows

- Edit user settings (  )  
A detailed explanation of the user editor can be found in the section "Add new User / Edit User Settings" below.
- Delete user (  )  
A detailed explanation of the action can be found in the section "Delete User" below.

## Actions

### Add new User / Edit User Settings



**USERS**

ADD NEW USER | ADD FROM ADDRESS BOOK

NEW DOCUMENT

HOME

DOCUMENTS

TEMPLATES

CLIPBOARD

SETTINGS

Account

Notifications

Address Book

Roles and Permissions

Api Tokens and Apps

Organization

Identity Providers

Licensing

Users

Team

Localization

Notification Templates

Agreements Configuration

Envelope History

Errors

First name

Last name

Email

Interface Language

English (en)

Roles

Enter role name ...

PREVIEW PERMISSIONS

User authentication

User must change password at first login

SAML user authentication mapping

SAML for user authentication

OAuth assignments

Organization currently does not offer any OAuth login options.

CANCEL SAVE

Email	First name	Last name	Username	SID	Roles	Enabled	Actions
					Administrator, Automatic Sealing Sender, Developer, Power User, Registered Signer, Api User	✓	 
					Test	✓	 
					Administrator, Automatic Sealing Sender, Developer, Power User, Registered Signer, Api User	✓	 

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Searching for a role is triggered by clicking on the role search field. Then start typing the role name, and the results are automatically filtered. The result will list all matching roles, including the predefined roles and also the custom roles defined for your organization:

## USERS



ADD NEW USER ADD FROM ADDRESS BOOK

First name

Last name

Email

Interface Language  
English (en)

Roles

Enter role name ...

- Administrator
- Api User
- Automatic Sealing Sender
- Developer
- Power User
- Registered Signer
- Test

Organization currently does not offer any UAuth login options.

CANCEL SAVE

For more information about how to create a new role please have a look at this guide: [Roles and Permissions](#)

### User Permissions

There are the following predefined roles:

- Power User
- Registered Signer
- Administrator
- Automatic Sealing Sender
- Developer
- Api User

Users with the role "Power User" can send and manage envelopes.

Users with the role "Registered Signer" can sign documents and see the signed documents and tasks.

Users with the role "Administrator" are able to change organization settings, manage users and the user can define teams.

Users with the role "Automatic Sealing Sender" can use the automatic remote signatures in a workflow.

Users with the role "Developer" can download the envelope XML/JSON of his/her envelopes.

Users with the role "Api User" are allowed to use the SOAP/REST API

After you added a new user, the user gets an email with a link and has to activate his profile and set up his password.

Note that it is **not** possible to change a user's email address. In case a user's email address changed, please download all the documents of signed envelopes (if not done before), and then create a new user with the new mail address and let the user log in to be sure the user was activated and is working as intended. After that, delete the user with the old email address. During deletion of the user, you will be asked to reassign the in-progress envelopes, drafts etc to another user. Here you can select the newly created user.

### Delete User

Action which allows a user to delete another user's account on eSignAnyWhere. A user cannot delete his own account.

Before deleting a user account, the current user who performs the action will be asked to confirm the user deletion. Note that a deletion, once confirmed, cannot be undone.

The dialog will show the user's name and email address, to ensure that the intended user account is deleted.

**Confirm deletion**

Do you want to remove this user? (Jane Doe - [redacted].com)

NO YES

When the user account who should be deleted was used for sending envelopes, and the envelopes are not yet deleted, it is mandatory to specify another user to whom the already sent envelopes in any state (including in-progress and completed ones) are re-assigned. The dialog allows (but does not require) to reassign also drafts, templates, clipboard entries and address book entries to another user.

**Figure**

**Description**

## User reassignment before deletion

**Assign envelopes to**

This will reassign envelopes in all states, including in-progress & complete ones.

**In addition:**

- Assign Drafts
- Assign Templates
- Assign Clipboard Files
- Assign Address Book

CANCEL

DELETE

1. User reassignment before deletion settings