## How do I administer my firm's user list?

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You can view all your firm's users by clicking on the **User list** link on the menu bar of the home page. This link is hidden unless either (a) you are an administrator for your firm, or (b) you have been given the ability to carry out file-checks.

SYNAFTIC SOFTWARE		Synaptic Test Account - Tra	ining
Your user accounts		New user   Licensing   Change your password   Home page   Log	out   Help
🐳 Firm's details			
Company name:	Synaptic Test Account - Training ×		
Total user accounts:	Maximum of 5 (used 1, therefore 4 spare)		
Concurrent users:	Maximum of 1		
Product module licences:	Maximum of 5 (used 1, therefore 4 spare)		
Fund module licences:	Maximum of 5 (used 1, therefore 4 spare)		
Create new accounts:	Allowed		
	Save details		
🎎 Users - add new user			
Account, Test		TestAccountTraining	ogged in

The **User List** link displays the screen illustrated by the first screenshot. However, if your firm has a large number of users the system does not initially display the full user list. Instead, it gives you a search form as illustrated by the second screenshot.

Your user accounts		Synaptic Software Limited - Research Team	
			Change your password   Home page   Log out   Help
😽 Firm's detail	ls		
Company name: Byr		Synaptic Software Limited - Research Team	
Sers Users	Find:	Find	List all 75 users
	e or e-mail a	address of the user to find in the box above.	

The user list includes a marker on the right-hand side highlighting which users are currently logged-in. If a user has not logged out properly (i.e. has closed their browser without clicking on **Log Out**), and your firm's concurrency limit has been reached, you can "release" the user's account by clicking on the **Logged in** text.

(You can also "release" user accounts by opening the details of the individual user, and clicking on the **Logged in** text at the top of the account details page.)

The wand icon against a user name, illustrated in the first screenshot, identifies system administrators. Only administrators are allowed to modify user details or create new users.

Unsurprisingly, you open the details of a user account by clicking on the person's name.