

View All Users

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Clicking the "**View All Users**" link shows a table of all users registered for that firm (including any that may have been set as disabled for any reason).

The screenshot shows the Weblane interface. At the top, there's a navigation bar with 'Quote', 'Apply', 'Track', 'Documents', 'Users', 'Settings', and 'Info'. Below this is a 'User Options' sidebar with a 'Manage' button. The main content area is divided into 'Your account' and 'Other users'. Under 'Your account', there are links for 'View Your Details', 'Edit Your Details', 'Change Password', and 'Log Out'. Under 'Other users', there are links for 'View All Users' (which is highlighted with a mouse cursor) and 'Add New User'. A 'Cost & Charge Comparison' banner is visible at the top right.

All Users for 1st Line Vendor Admin

User Name	Status	LogonType	Surname	First Name	IRN	Phone	Email
[Redacted]	Enabled	Vendor Administrator	[Redacted]	[Redacted]			
[Redacted]	Enabled	Vendor Administrator	[Redacted]	[Redacted]			
[Redacted]	Enabled	Vendor Administrator	[Redacted]	[Redacted]			

Show disabled users

The first column shows the user name – the administrator may click this and be taken to a new screen with four tabs. The vendor administrator can reset all users' passwords and change their details.

INDIVIDUAL Amy Paulsen

The screenshot shows a navigation bar with four tabs: 'Details', 'Edit', 'Logon History', and 'Reset Password'. The 'Details' tab is currently selected and highlighted.

The next screen defaults to **Details**, which gives a basic summary of the user's details.

User Details

Amy Paulsen	
User ID	101477
Login Type	Vendor Administrator
Webline Firm	1st Line Vendor Admin
Personal Information	
User Name	AmyWood
First Name	Amy
Middle Name/Initial	
Surname	Paulsen
Regulatory Information	
IRN	
Contact Information	
Phone Number	
Fax Number	
Mobile	
Email	

Edit allows you to disable the user account by un-ticking the 'account enabled' box (or re-enable a user by ticking this option). You can also promote or demote the user's status between vendor administrator and vendor user and update contact details.

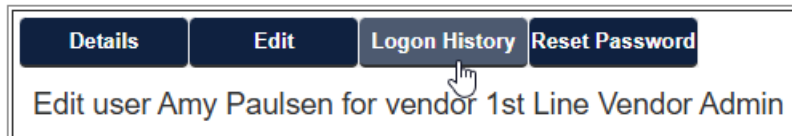
INDIVIDUAL Amy Paulsen

Details	Edit	Logon History	Reset Password
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User Details (* denotes mandatory Field)	
LogonType	Vendor Administrator *
Account Enabled	<input checked="" type="checkbox"/>
Regulatory Details	
Individual Reference Number	
Personal Details	
First Name	Amy *
Middle Name / Initial	
Surname	Paulsen *
Contact Details	
Phone	
Fax	
Mobile	
Contact Email	<input type="text"/> <input type="checkbox"/> Opt out
This address is used for admin purposes. If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.	
Update User	

The third tab **Logon History** shows a list of the recent logons applicable to the user.

INDIVIDUAL Amy Paulsen



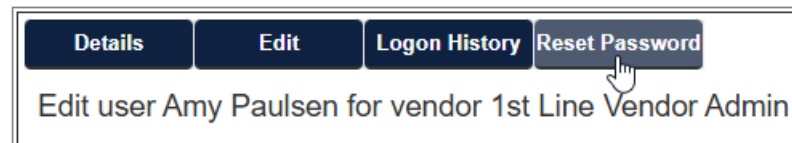
A navigation bar with four buttons: 'Details', 'Edit', 'Logon History', and 'Reset Password'. A mouse cursor is hovering over the 'Logon History' button. Below the buttons, the text reads 'Edit user Amy Paulsen for vendor 1st Line Vendor Admin'.

This user is enabled for login

Last 16 logons for Amy Paulsen		
02/04/2020 09:28:37	password	Webline .Net Logon Page
02/04/2020 09:09:07	password	Webline .Net Logon Page
02/04/2020 09:08:39	FAILED	Webline .Net Logon Page
30/03/2020 11:33:43	password	Webline .Net Logon Page
30/03/2020 10:50:56	password	Webline .Net Logon Page
27/03/2020 11:46:13	password	Webline .Net Logon Page
25/03/2020 11:57:09	password	Webline .Net Logon Page
12/03/2020 11:53:06	password (ws)	Synaptics
13/02/2020 12:15:37	password (ws)	Synaptics
13/02/2020 10:11:55	password (ws)	Synaptics
13/02/2020 10:11:27	password (ws)	Synaptics
13/02/2020 10:11:24	password (ws)	Synaptics
13/02/2020 10:11:17	password (ws)	Synaptics
13/02/2020 10:10:46	password (ws)	Synaptics
16/01/2020 11:40:48	password (ws)	Synaptics
07/01/2020 11:43:37	password (ws)	Synaptics

The final tab **Reset Password**, allows you to reset the user password or generate a random password, and select to email this directly to the user.

INDIVIDUAL Amy Paulsen



A navigation bar with four buttons: 'Details', 'Edit', 'Logon History', and 'Reset Password'. A mouse cursor is hovering over the 'Reset Password' button. Below the buttons, the text reads 'Edit user Amy Paulsen for vendor 1st Line Vendor Admin'.

Reset password

Reset password for the user below

User name

Name

Email address

Password

or..

Generate random password

Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.

Email user password? Check to email user logon details

Users are able to reset their own password through the 'Forgot your password' link on the homepage. See video & Articles [Password Reset](#) & [Email Verification & Password Reset](#) for further information.