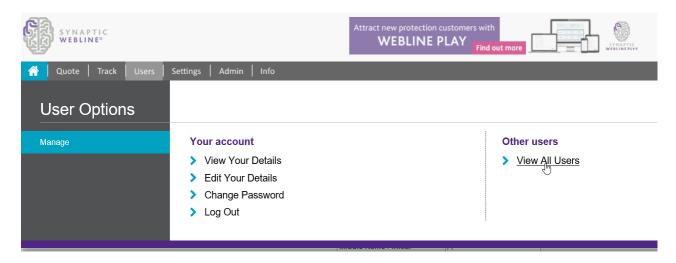# View All Users

Last Modified on 08/05/2024 9:39 am BST

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).
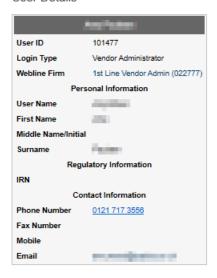

The first column shows the user name – the administrator may click this and be taken to a new screen with four tabs. The vendor administrator can reset all users' passwords and change their details.
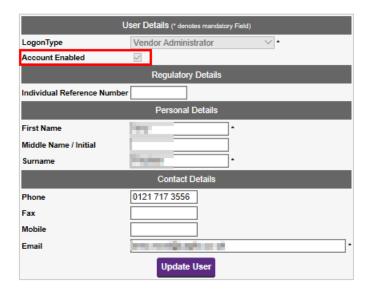

The next screen defaults to **Details**, which gives a basic summary of the user's details.
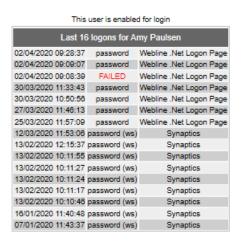
User Details

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.

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

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.

As of May 2020 - 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.