

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).

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Home | Quote | Track | **Users** | Settings | Admin | Info

User Options

Manage

Your account

- > View Your Details
- > Edit Your Details
- > Change Password
- > Log Out

Other users

- > View All Users

All Users for WeblinE Admin

↕ User Name	↕ Status	LogonType	↕ Surname	↕ First Name	IRN	Phone	Email
Admin [Admin]	Enabled	Vendor Administrator	Smith, John	John			john.smith@synapticweblin.com
Admin [Admin]	Enabled	Vendor User	Smith, John	John			john.smith@synapticweblin.com
Admin [Admin]	Enabled	Vendor User	Smith, John	John			john.smith@synapticweblin.com
Admin [Admin]	Enabled	1st Line Support	Smith, John	John			john.smith@synapticweblin.com

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

Details | Edit | Logon History | Reset Password

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

User Details

User ID	101477
Login Type	Vendor Administrator
Webline Firm	1st Line Vendor Admin (022777)
Personal Information	
User Name	[Redacted]
First Name	[Redacted]
Middle Name/Initial	[Redacted]
Surname	[Redacted]
Regulatory Information	
IRN	[Redacted]
Contact Information	
Phone Number	0121 717 3556
Fax Number	[Redacted]
Mobile	[Redacted]
Email	[Redacted]

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.

User Details (* denotes mandatory field)

LogonType: Vendor Administrator

Account Enabled

Regulatory Details

Individual Reference Number:

Personal Details

First Name: *

Middle Name / Initial:

Surname: *

Contact Details

Phone:

Fax:

Mobile:

Email:

Update User

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

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.

Reset password

Reset password for the user below

User name [blurred]

Name [blurred]

Email address [blurred]

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

Reset Password

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.
