

# User management

Use the Add User dialog to create a new Teamwork user, and the Edit Users dialog to edit the Teamwork user. Both dialogs have the same structure; however, only the Login field in the Edit Users dialog is not editable. Teamwork Server users have their own user accounts (including login names and passwords assigned by the administrator) and various types of permissions. Depending on where the user accounts are stored, users can be either:

- **Native** - the user's account data is stored locally.
- **External** - the user's account data is stored in the external database (Subversion and/or LDAP). Only the login name of an external user is stored locally.

## Add users

To open the Add User dialog

1. From the **Collaborate** menu, select **Users**.
2. Click the **Add** button.

## Edit users

To open the Edit User dialog

1. From the **Collaborate** menu, select **Users**.
2. In the **Users** list, select the user and click the **Edit** button.

Element Name	Description
Login	The login name of the Teamwork user. Changing the user's login name is not allowed.
Name	The full name of the Teamwork user.
External User	The check box indicating whether the user is a native user or an external user.  Do one of the following: <ul style="list-style-type: none"><li>• Leave the check box deselected for the native user.</li><li>• Select the check box for the external user.</li></ul>
New Password	A new password.  The field will be visible if you add or edit a native user (the External user check box is clear). To create or change a password for an external user, use an appropriate tool for managing the external database (Subversion, ClearCase or LDAP) wherein the user's account is stored.
Confirm New Password	The new password retyped. This field will be visible if you add or edit a native user (the External user check box is clear).

- [User management](#)
- [Manage Projects Dialog](#)
- [Open Server Project Dialog](#)
- [Commit Project to the Server dialog](#)
- [Project Versions dialog](#)
- [Use Server Project wizard](#)

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