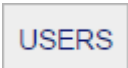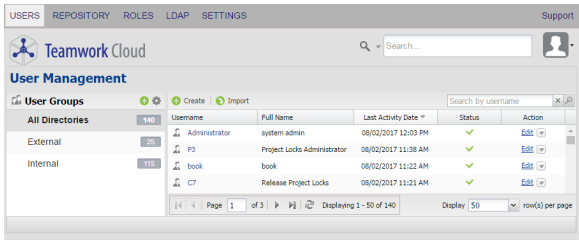# User management page

USERS

The menu [USERS] opens the **User Management** page. This page contains a list of all users of Teamwork Cloud (TWCloud) including their usernames, full names, and their login status (**Enable** or **Disable**) in tabular form.

The User Management page of TWAdmin.

Only authorized users are able to view all users in the TWCloud system. There are individual users and user groups TWCloud, which are classified as into external/internal users and external/internal user groups. External users or user groups are those imported from external LDAP servers. Internal users or user groups are those created in TWCloud. Find out more about internal and external users in section User categories and internal and external user groups in section Managing user groups.

The **User Management** page allows you to:

- Create new users.
- Import users. (Note that the **Import** button will not be visible unless you add an LDAP server to the TWCloud system.)
- Create new internal user groups.
- Import external user groups.
- Disable or enable users' login access.
- Search for users.
- View a user's information including the profile and the role(s) and assigned resource(s).
- Manage user directories.
- Change or reset users' passwords.

> ⚠ **Note**
>
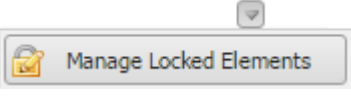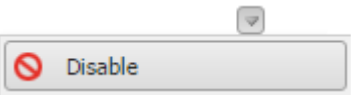> Only a User Manager can create a new user and/or change a user's password.
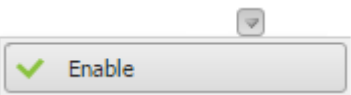
> ⊘ **Tip**
>
> You can also enable or disable a user's login access on the **User Detail** page. The **User Detail** page is accessible by clicking the username on the **User Management** page.

The table below describes the UI components on the **User Management** page.

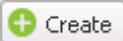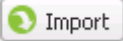| UI Components	Description
Username column	This column shows a username that is used to log into the TWAdmin. A username is a hyperlink that you can click to view the user's details, edit the user's data, or manage the user's role or resource assignments. See Editing user information for more information.
Full Name column	This column shows a user's full name. When creating a new user, you may type the full name or leave it blank (optional).
Last Activity Date	This column shows the time and date of the user's last activity on TWCloud. The time-date format is **DD/MM/YYYY HH:MM**.

Related pages

Creating a user

Importing users

Editing user information

Converting users to internal or external

Copying roles and assignments from another user

Changing passwords

Enabling or disabling user login

Searching for users

Viewing user profile and role assignment

Sorting users

Releasing elements locked by a user

Status column	This column shows a user's login status in TWAdmin is either: • ✓ (**Enabled User**) means the user can use his user account (username and password) to log into the TWAdmin. • 🚫 (**Disabled User**) means the user is not allowed to log into TWAdmin and TWCloud in MagicDraw.
Action column Edit	The **Edit** button in the **Action** column allows you to edit a user's information and change the user's login access (enable or disable) by selecting either option from the drop-down menu.
Manage Locked Elements	The **Manage Locked Elements** in the submenu allows you to release all elements in each project and branch that are locked by a particular user (see Releasing elements locked by a user for the instructions).
Disable	The **Disable** button in the submenu item allows you to disable a selected user whose current login access is **Enable**. The button will be enabled once you select a user from the **User** page.
Enable	The **Enable** button in the submenu item allows you to enable a selected user whose current login access is **Disable**. The button will be enabled once you select a user from the **User** page.
⊕	The **Create new User Group** button opens the **Create a new User Group** page that allows you to create a new user group. See Managing user groups for more information.
⚙	The **Manage LDAP directories** button allows you to manage LDAP user directories.
Create	The **Create** button is to open the create user page to allow you to create a new TWCloud user. See Creating a user for more information.
Import	The **Import** button is to import a user from an LDAP server.
Search by username	You can use this search box to find a username by typing a keyword and TWAdmin will run the search and find matching usernames.