

# Managing users details


## Viewing user details

The way you view user details depends on the type of a role the user is assigned. Users with the following roles can view user details: **User Manager**, **Security manager**, **Resource Manager**.

## User categories

- To see all users in the system select **Users** from left side menu.
- To view only internal or external users select **Internal** or **External** from right side menu category.

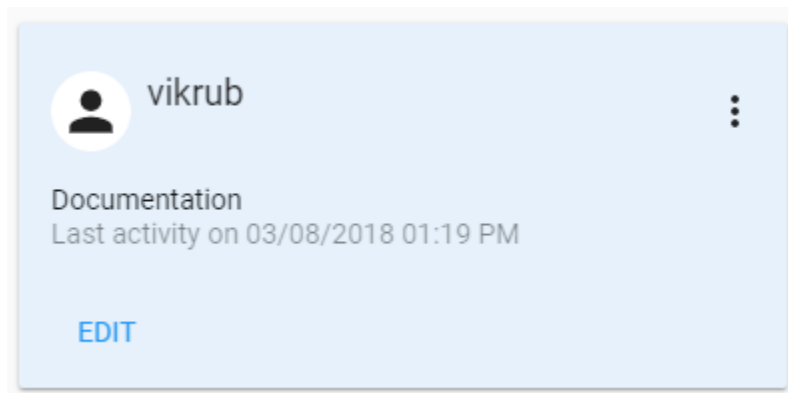
To view user details do one of the following:

- Click  next to the user and from menu select **View user details**.
- Click on user row, the **User** pane for selected user will open.

## Editing user details

When you are viewing user details in the **User** pane, you can select to edit the details in the **User details** card.

- To edit user details, click **Edit**.



User details card.



A User Manager can edit an internal user's data, except the username. Information cannot be directly edited via **User** pane for external users imported from servers. If you need to edit the information (except the username), you must [convert the user to internal first](#).

## Resource details preferred management

You can set how users will be able to use Resource application.

- Enable **Resource details preferred management** and resources will be opened on a single click in Resources application.
- If you disable **Resource details preferred management**, the resources will be opened with a single click in Resources application.



Changes related to **Resource details preferred management** switcher will take some time (about 1 minute) to be updated in the system.