

# Managing Users

From the "Users" drop down at the top, you can choose a specific group of users you wish to view.

To create a new user, go to any user screen and click "Create User".

Fill out all the required information.

Once all the information is entered, click "Create".

The user should now appear under the group you assigned them to, and under "All Users"

You can click on the user to pull up a new menu showing all of their information. From here, you may edit or delete the user. You can also add entities, reminders, addresses, phone numbers, meetings, ecosystem roles, or an entrepreneur profile.

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Revision #3

Created 2025-02-01 15:58:26 UTC by Jacob Cook

Updated 2025-12-02 13:45:43 UTC by Jacob Cook