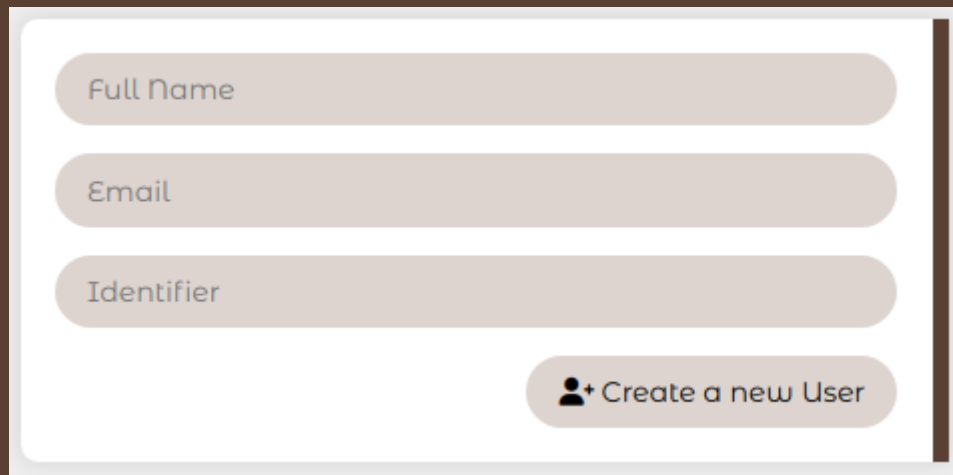To manage users we will have to click on -> *open tool* then on the top right we will have our user creation panel like this.

We will have to enter the user credentials to have access to more actions.

← Go back to the administration panel

Your Users

Search	🖿 Export as CSV 🖿 Export as JSON		
Name	**Email**	**Identifier**	**Actions**
Eduard Nicolae Petrache	eduard.petrache.7e4@itb.cat	86128736	👤✉️✏️🗑️

👤 -> This Icon will redirect to the pdf check-in generator separated by months.

← Go back to the user list

Eduard Nicolae Petrache

Token: 🚫 ***********

⬇ Generate PDF for March 2022
⬇ Generate PDF for February 2022

Report from for the user Eduard Nicolae Petrache

DAY	CLOCK IN	CLOCK OUT	TOTAL TIME
07/03/2022	16:15:11	16:15:12	00:00:01
07/03/2022	16:15:13	16:15:13	00:00:00
07/03/2022	16:15:14	16:15:15	00:00:01
07/03/2022	16:15:28	16:15:34	00:00:06
07/03/2022	16:15:36	16:15:41	00:00:05
		TOTAL	00:00:13

✉ -> This icon will open a pop-up with new functionalities.

Which kind of email do you want to send to Eduard Nicolae Petrache?

- **Instructions:** Tell the user how to use OnTime and mark their time with their information.
- **Report:** Send the report of their markings of last month, you can also download older reports in the "Download Reports" tool.

Send Instructions   Send Report   Cancel

✎ -> This icon will allow us to edit user data.

Eduard Nicolae Petrache

eduard.petrache.7e4@itb.cat

86128736

Cancel   Modify

🗑 -> This icon will allow us to delete the user.

Do you really want to delete the user Eduard Nicolae Petrache?

Cancel   Accept

LAST UPDATED: 07/03/2022