

Manage Dashboard Logins: Page Overview and Quick Actions - Admin Panel

Purpose

Help an admin understand the Dashboard Logins list and use the quick action icons for each user.

Where to find this

Admin tab → **Dashboard Logins**.

What you see

- **Dashboard User List** table with columns: No., User Type, Name, Email, Organization, Mobile.
- **Select Organization** dropdown at the top to view users for one organization.
- **Search** field labeled **Enter to search** to filter the list.
- **Add New** button on the top right to create a user.
- For each user row, three action icons:
 - **Green pencil**: Edit user details.
 - **Blue lock**: Reset user password.
 - **Red cross**: Delete user.

Steps: Use quick actions

1. Locate the user in the list. Use **Select Organization** or the **search** field if needed.
2. Click one of the icons in the user row:
 - Green pencil to open **Edit Dashboard User**.
 - Blue lock to open **Reset Password**.
 - Red cross to open **Confirm Delete User**.

Result

You are taken to the action screen for the selected user.

Tips and Good practices

- Use the **Select Organization** filter before you search to reduce noise.
 - Confirm you selected the correct user by checking both **Name** and **Email**.
 - Prefer least-privilege access. Assign **Admin** only when required.
-

Revision #1

Created 19 September 2025 19:50:57 by Admin

Updated 19 September 2025 19:51:10 by Admin