## **Users** Overview

Last Modified on 05/25/2018 10:20 am EDT

The **Users** menu allows administrators to build, modify, and delete user extensions on Kerauno. All changes to both user accounts and extensions are made through this menu.

SUSER MANAGEMENT + ALL U	JSERS		替 USERS		
Users			+ Add User		
			Sara Armstrong		
Q Search Users			A Robert Bishop		
▼ Name	♦ Username	Extension(s)	A Mike Booher		
Armstrong, Sara	sara.armstrong@axiatp.com	4436,	📥 Ben Botti		
Bishop, Robert	robert.bishop@axiatp.com	4467,	A Room Conference		
Booher, Mike	mike.booher@axiatp.com	4435,	A Rick Cooper		
Botti, Ben	ben.botti@axiatp.com	4424, 4524, 4624,	💄 Jeri Cryderman		
Conference, Room	conference@axiatp.com	4471,	📥 Jennifer Dalton		
Figure 01: Users Menu					

The **Users** menu is where the System Administrator handles all interactions with user accounts and extensions. In Kerauno, every user is provided with a user login to reach the Kerauno interface, as well as one primary extension number.

The **User Management** portal is located under the **Users & Devices** > **Users** menu. When opening the **User Management** page, the system presents a table of all current users configured within Kerauno. The table includes the user's name, Username (which is the email used to login to Kerauno), and the extension(s) the user is currently assigned.

Q Search Users				
▼ Name	<b>€</b> Username	Extension(s)		
Anderson, Bill	Testuser@testco.com	1104,		
Doe, John	johndoe@axiatp.com	1101,		
Smith, John	jsmith@testco.com	1102,		
Washington, George	gwashington@testco.com	1103,		
Figure 02 Users & Devices > Users Menu Search & Sort				

The fields in the table are alphabetically sortable by **Username** or numerically by **Extension** number. To sort the table click the  $\Rightarrow$  symbol next to the column header. Use the **Search** bar at the top of the

menu to search for users.