

Create and Update Users in AMIS User Management

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AMIS: User Management - Create and Update Users

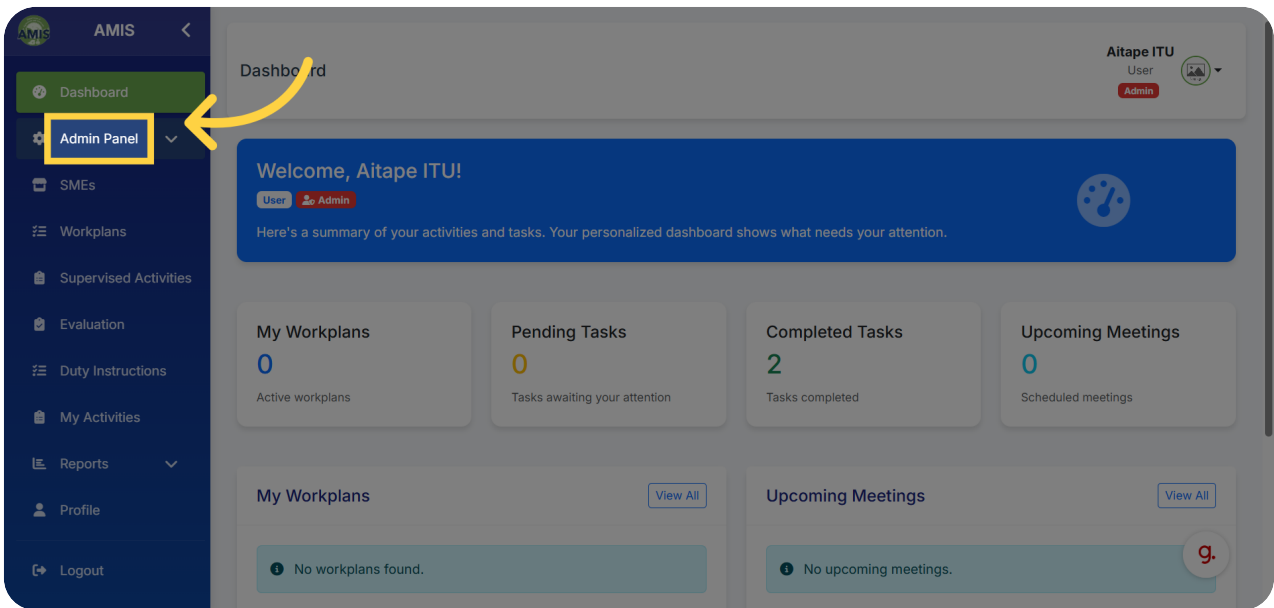


This tutorial will guide you through creating updating users in Amis. Resending them. Activation link and activating the users.

Go to localhost

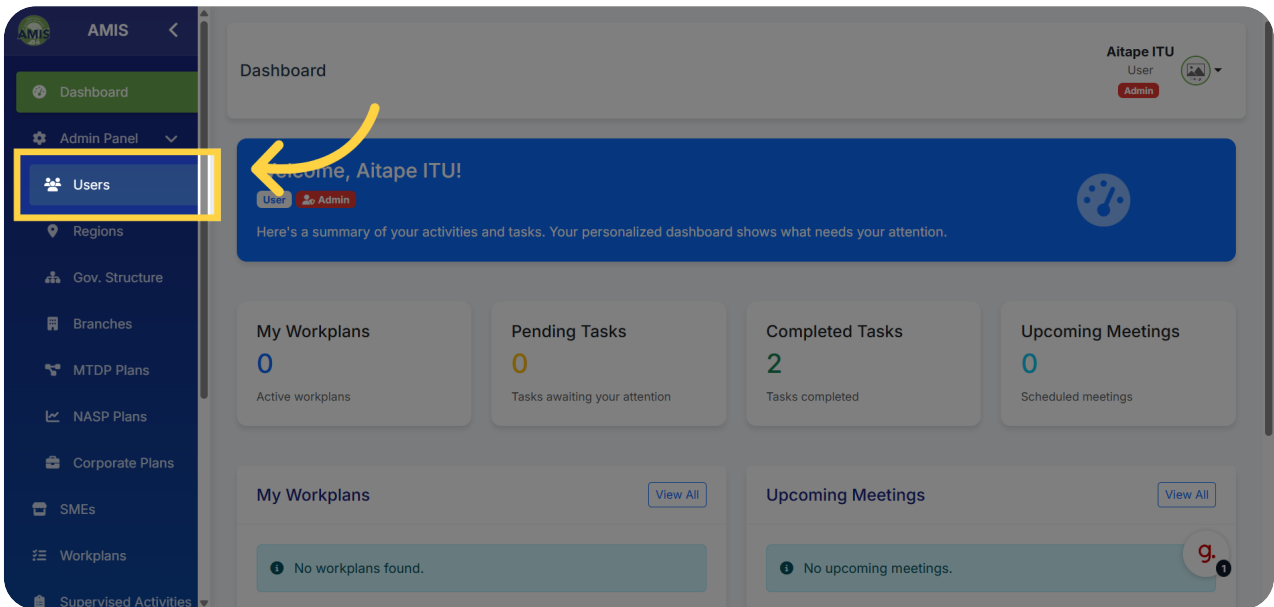
01 Open Admin Panel

It to access the user management feature, you will have to click on the administration panel, This admin panel is on the accessible. And also they use a Management feature is on the accessible to the administrator. The system administrator.



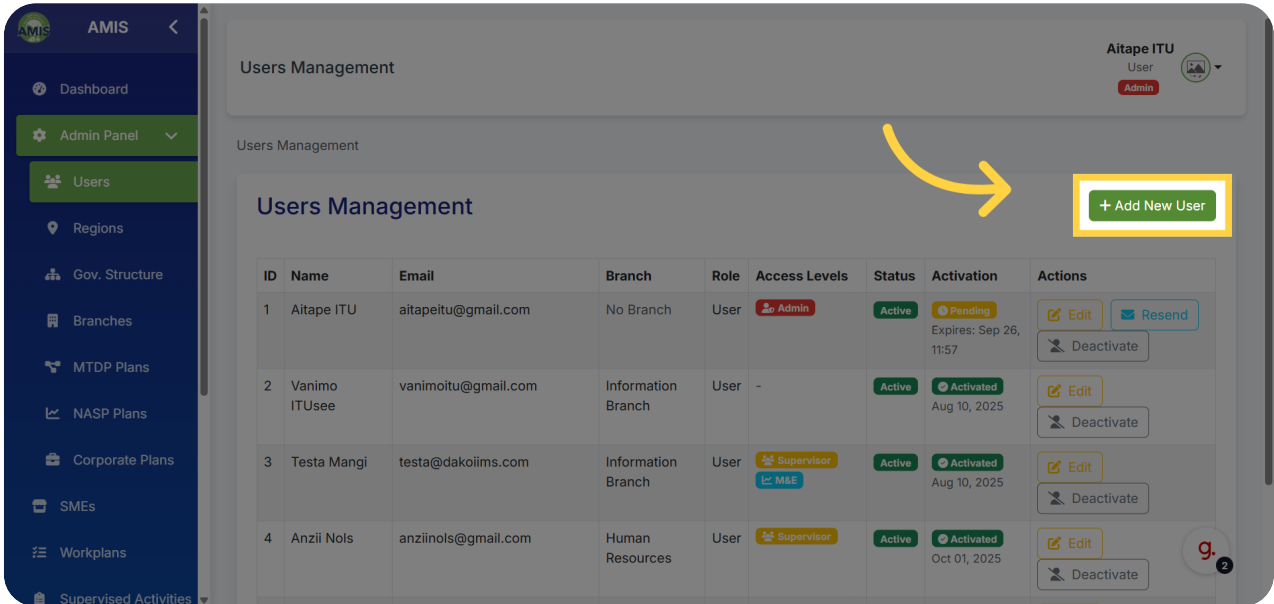
02 Navigate to Users Section

Click on users.



03 Initiate New User Creation

How to create a new user, click on add new user?



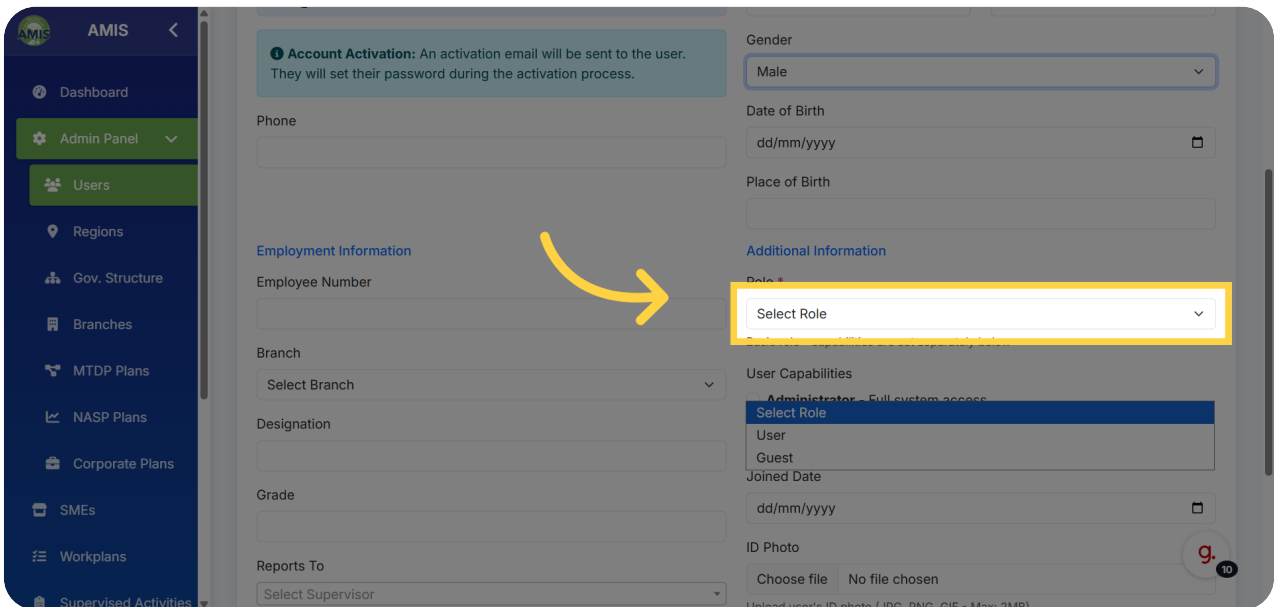
04 Enter User Email Address

Right into the uses personal information and also when you enter the email address, Ensure that the email address is active and is accessible by the user.

The screenshot displays the 'Add New User' interface in the AMIS system. The left sidebar contains navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Add New User' and features a 'Create New User' form. The form is divided into four sections: Basic Information, Personal Information, Employment Information, and Additional Information. The 'Email' field in the Basic Information section is highlighted with a blue border. A light blue notification box with an information icon states: 'Account Activation: An activation email will be sent to the user. They will set their password during the activation process.' The Personal Information section includes fields for First Name, Last Name, Gender (a dropdown menu), Date of Birth (with a calendar icon), and Place of Birth. The Employment Information section includes an Employee Number field. The Additional Information section includes a Role dropdown menu. At the top right, the user profile for 'Aitape ITU User' is shown with an 'Admin' role. A 'Back to Users' button is located at the top right of the form area. A small red circle with the number '9' and a blue circle with the number '4' are visible in the bottom right corner of the form area.

05 Open Role Selection

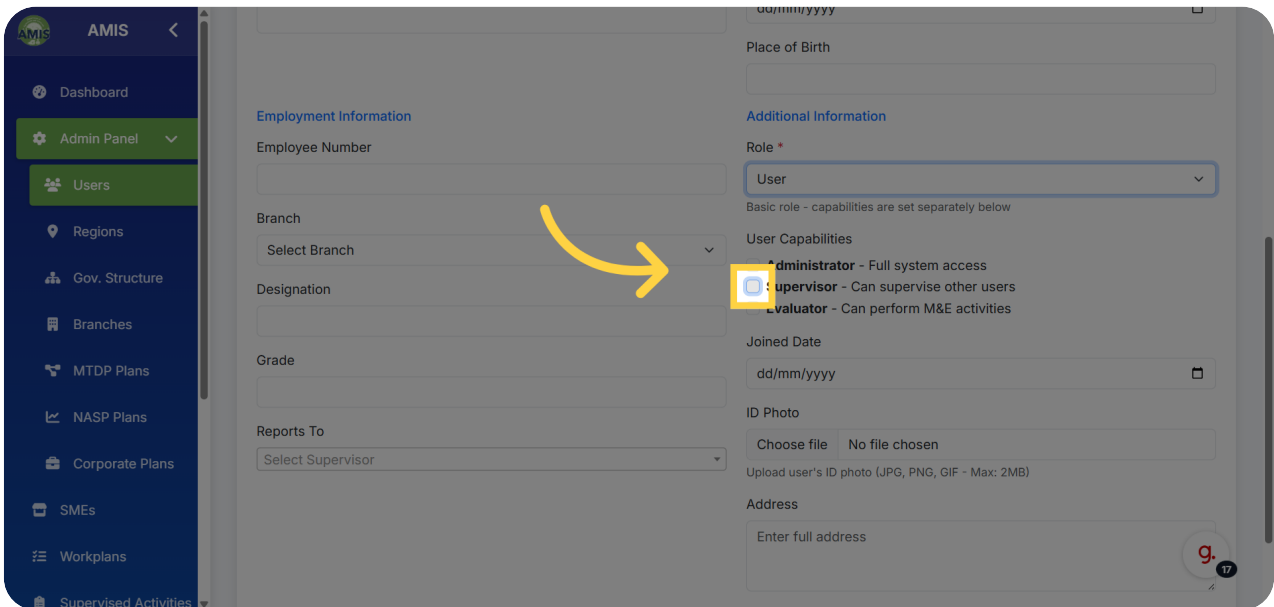
When it comes to user role, you will see two options. One is the user, and the other one is the guest. The guest is only for both people who will have access of view, only the read on the axis, Or the user role is for the offices, they applies of the organization. Action offices.



The screenshot displays the AMIS user management interface. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Account Activation' and includes a message: 'Account Activation: An activation email will be sent to the user. They will set their password during the activation process.' Below this are several form fields: Phone, Gender (set to Male), Date of Birth (format dd/mm/yyyy), Place of Birth, and an 'Additional Information' section. The 'Additional Information' section contains a 'Role' dropdown menu, which is highlighted with a yellow box and has a yellow arrow pointing to it. The dropdown menu is open, showing three options: 'Administrator - Full system access', 'User', and 'Guest'. Below the role selection are fields for 'User Capabilities', 'Joined Date' (format dd/mm/yyyy), and 'ID Photo' (with a 'Choose file' button and 'No file chosen' text). A small red notification icon with the number '9' is visible in the bottom right corner.

06 Select Supervisor Permission

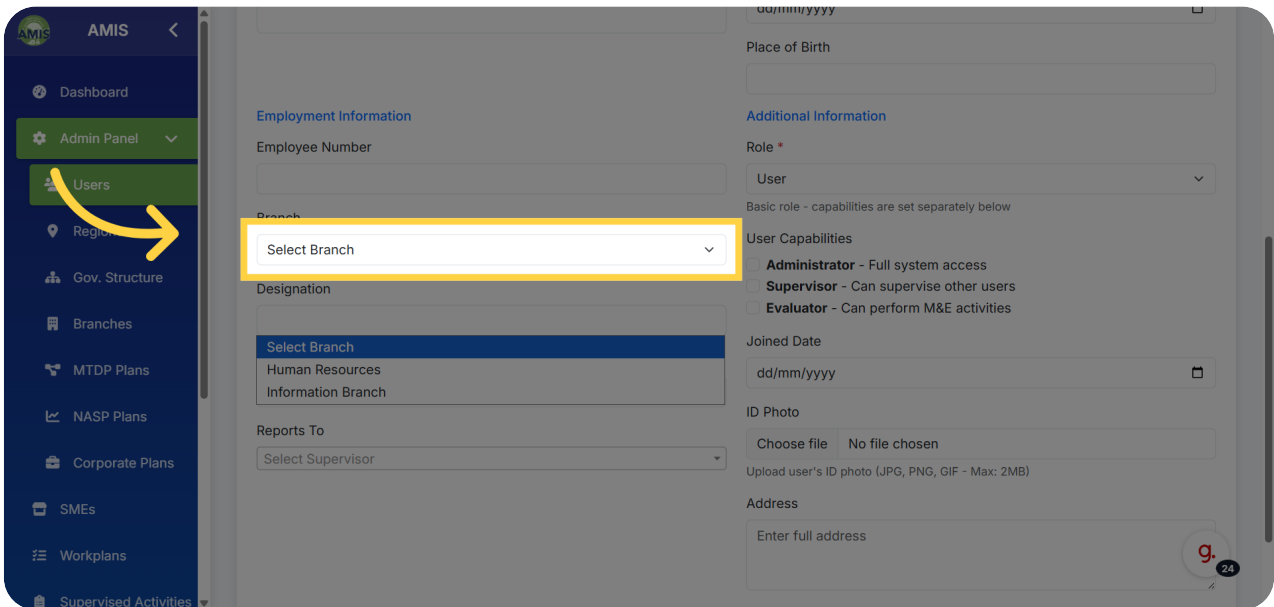
When you select the user role as users, you will be able to add additional capabilities. And these administrator. Supervisor. And evaluator the administrator full access the supervisor supervisors. The activities and their evaluators, the person that evaluates the activities.



The screenshot displays the AMIS user management interface. On the left is a dark blue sidebar with a menu containing: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'AMIS' and shows a form for user management. The 'Employment Information' section includes fields for Employee Number, Branch (with a dropdown arrow), Designation, Grade, and Reports To (with a 'Select Supervisor' dropdown). The 'Additional Information' section includes a 'Role' dropdown menu currently set to 'User', a 'Joined Date' field, and an 'ID Photo' upload area. Below the 'Role' dropdown, the 'User Capabilities' section lists three options: 'Administrator - Full system access', 'Supervisor - Can supervise other users', and 'Evaluator - Can perform M&E activities'. A yellow arrow points from the 'Branch' dropdown to the 'Supervisor' role option, which is highlighted with a yellow square. A red notification bubble with the number '9' is visible in the bottom right corner.

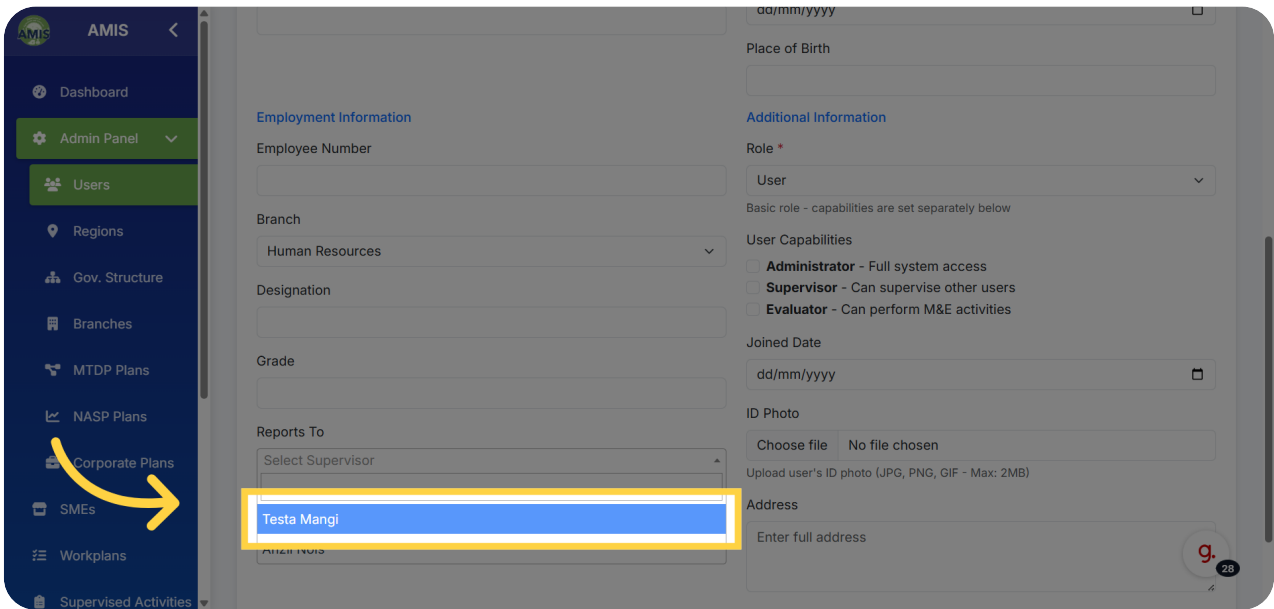
07 Open Branch Selection

The branch option is where you will assign the user to. The brands that the user is under, for example, human resource prints or corporate brands or information brands, Something like that.



08 Choose Supervisor

The other input field is the report to report to is the supervisor We were going to select which the supervisors the supervisor of this user.



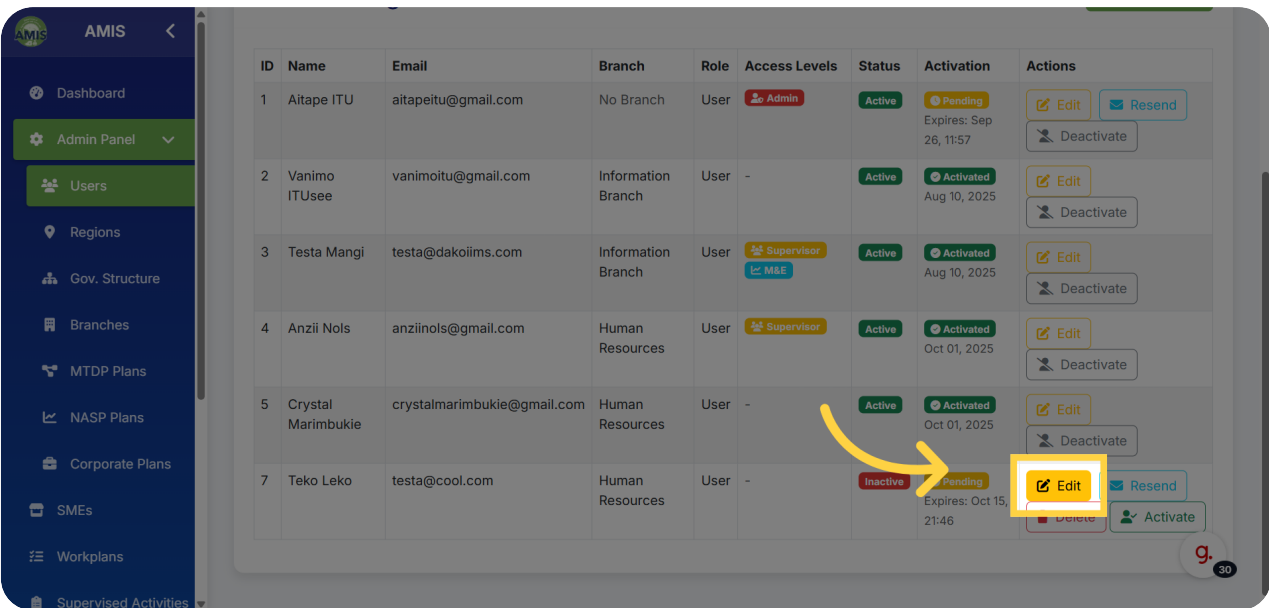
09 Create New User

Right, click on the create user button to create the user. When the user is created and activation email will be sent to the user's email. The user will have to click on the activation link to activate. The users Amy's account. Opponent activation, the user will receive a temporary password. In the email as well. The user can use that temporary password to log in to Aims, And later reset or change the password.

The screenshot shows the 'Create New User' form in the AMIS system. The form is divided into two main sections: 'Employment Information' and 'Additional Information'. The 'Employment Information' section includes fields for Employee Number, Branch (set to Human Resources), Designation, Grade, and Reports To (set to Testa Mangi). The 'Additional Information' section includes Role (set to User), User Capabilities (Administrator, Supervisor, Evaluator), Joined Date (dd/mm/yyyy), ID Photo (No file chosen), and Address (Enter full address). A yellow arrow points to the 'Create User' button at the bottom right of the form.

10 Edit User Profile

To edit the user can click on edit button and edit these details. You can see that there is a recent button there that resend button is to resend the activation email to the user, if the user is not received their activation email. You can also, Forcefully activate the user. And the user will have to use the Forgot password. Feature to receive the temporary password. Now, the to delete the user, the delete button will be available for Only 24 hours after 24 hours, you will not be able to delete a user.



The screenshot displays the AMIS Admin Panel interface. On the left is a navigation sidebar with options like Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main area shows a table of users with columns for ID, Name, Email, Branch, Role, Access Levels, Status, Activation, and Actions. The 'Teko Leko' user (ID 7) is highlighted, and its 'Edit' button is circled in yellow with an arrow pointing to it.

ID	Name	Email	Branch	Role	Access Levels	Status	Activation	Actions
1	Aitape ITU	aitapeitu@gmail.com	No Branch	User	Admin	Active	Pending Expires: Sep 26, 11:57	Edit, Resend, Deactivate
2	Vanimo ITUsee	vanimoitu@gmail.com	Information Branch	User	-	Active	Activated Aug 10, 2025	Edit, Deactivate
3	Testa Mangi	testa@dakoiims.com	Information Branch	User	Supervisor M&E	Active	Activated Aug 10, 2025	Edit, Deactivate
4	Anzii Nols	anziinols@gmail.com	Human Resources	User	Supervisor	Active	Activated Oct 01, 2025	Edit, Deactivate
5	Crystal Marimbukie	crystalmarimbukie@gmail.com	Human Resources	User	-	Active	Activated Oct 01, 2025	Edit, Deactivate
7	Teko Leko	testa@cool.com	Human Resources	User	-	Inactive	Pending Expires: Oct 15, 21:46	Edit, Resend, Delete, Activate

You have successfully created and updated user profiles, assigned roles and permissions, and activated user accounts. To verify completion, ensure the new users appear in the user list with correct details and active status. For further management, explore additional user settings or review user activity logs.

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