

View A User

Last Modified on 06/20/2023 2:59 pm PDT

Go to **Administration** and then select **Manage Users**.

An administrator can view all users that have access to Qualpay Manager. To view a specific user's detailed information, either click on the user login from the displayed table or select the **Filter Icon** and search for a user by *user login, first name, last name, user email, user phone, or user status*. You can [edit](#) this information.

In the User Detail section, you may view the user's *login, first name, last name, email, user status*, as well as *user phone*. Review the list of [user statuses](#) to understand the current status of a user.

To exit and return to the list of users for your account, select **Close**, located at the top right of the page.

From the displayed table, click **Access**, under **Actions**. In the pop-up window, you may see Dashboard, Reports, Administration, product-specific, and other sections. These sections are based on features specific to your merchant account. Each section displays the items that are enabled for a user. Enabled items for the user are displayed in *green*, while items that are disabled for the user are in *white*. Review the list of [user access options](#), where you will find details and descriptions of all reports and features that can be enabled/disabled.

To exit the pop-up window and return to the list of users for your account, select **Done**, located at the bottom right of the window.
