

# Management Panel

## Company Management Panel

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# Overview

# Management Panel

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This guide provides instructions for using the Company Administration Panel, which helps company administrators set up and manage their users. The following administrative functions

can be performed at this panel:

- Manage current registered users
- Create new users
- Manage course enrolments
- View users progress on user reports
- Manage training records of users
- Manage Vessels
- Get Site Analytics
- Manage Online Company Forms (Crew Complaints, Whistle-blows and Safety Observation Cards)
- View live site logs

There are also optional modules that may not be available on your site.

- Job Applications management
- Defect Damage Reports

Company Administrators can reach Management Panel from the "Management" link on the

left menu.

If you have any questions or feedback, reach out to us in the [support@maritimetrainer.com](mailto:support@maritimetrainer.com). We're happy to help!

# User Management

# User Management

## Overview

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Management Panel lets you view and manage the users. This includes creating new users, resetting user passwords, updating user details and suspending and deleting users. For your information our system will never removes users and their data from database just removes it from your user list.

- To view and manage current registered users use "User Manager" icon.
- To create new user use "Create New User" icon

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# User Manager

[userlist.png](#)

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After clicking "User Manager" icon at the Management Panel, system will display a table which current registered users are listed.

## 1. Filtering User List

To narrow user list for a search query you can use the filter option on the top of the user manager page. Default selected filter option is Users full name.

[userfilter.png](#)

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To use advanced filtering options You can click show more button and blow detailed filter form will appear.

[userfilter\\_details.png](#)

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After clicking add filter button, users listed on the table will be narrowed for your search query and "Active Filters" will be listed as below. You can remove all or selected filters to see full user list again.

[activefilter.png](#)

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## 2. Viewing Selected User Details

To see user profile details click on the First Name/Last Name of the user.

[user-details.png](#)

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## 3. Deleting, Suspending and Editing Users

At the right hand side of the user table you can see three icons which used for deleting, suspending, and editing users.

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**Trash icon** is used to remove users from the list. Our system does not remove users from database it just hides it from the user list. It is not possible to recover users when deleted.

**Eye Icon** is used to suspend user accounts. When suspended user will not able to login learning management system. You can suspend and reactivate user accounts by clicking the eye icon. Also suspended users will be displayed on the user list.

**Edit Icon** is used to edit user details. You can change user info and password on edit user page.



User Management

# Creating New User

# Training Activities