

Users

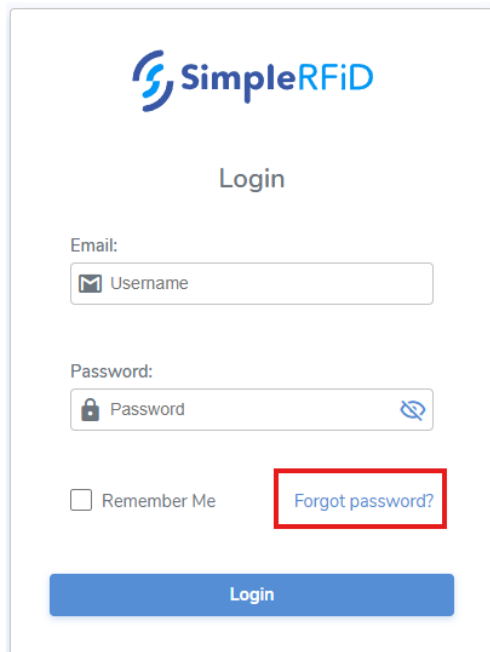
User:

Create a User

If you are a regular user (not manager), please contact your manager and ask to create an account.

Reset Password

1. Go to [Login Page](#)
2. Click "*Forgot password?*"



The image shows a login form for SimpleRFID. At the top is the SimpleRFID logo. Below it is the word "Login". There are two input fields: "Email:" with a placeholder "Username" and "Password:" with a placeholder "Password" and a toggle icon. Below the password field is a checkbox labeled "Remember Me" and a link labeled "Forgot password?" which is highlighted with a red box. At the bottom is a blue "Login" button.

SimpleRFID

Login

Email:

Password:

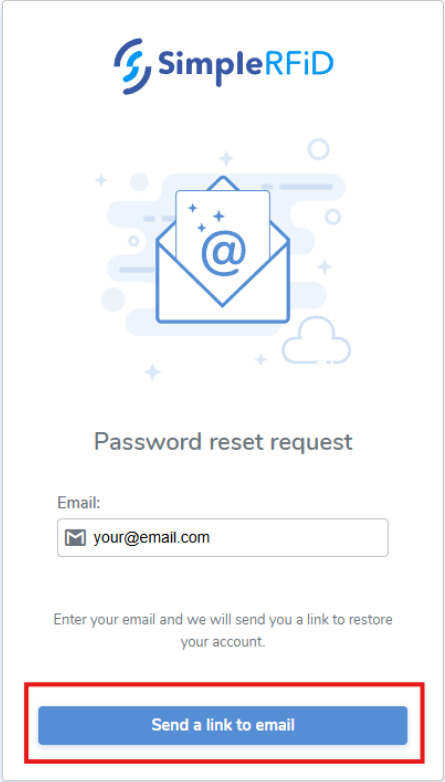


☐ Remember Me [Forgot password?](#)

Login

3. Enter *your email*

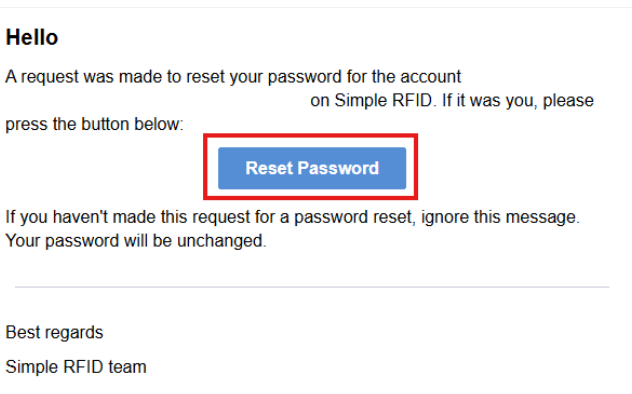
4. Click *"Send a link to email"*

A screenshot of a web form for a password reset request. At the top is the SimpleRFiD logo. Below it is an illustration of an envelope with an '@' symbol. The text 'Password reset request' is centered. There is an 'Email:' label above a text input field containing 'your@email.com'. Below the input field is a note: 'Enter your email and we will send you a link to restore your account.' At the bottom is a blue button labeled 'Send a link to email', which is highlighted with a red rectangular border.

5. Open *your email inbox*

6. Open *noreply* email

7. Click *"Reset Password"*

A screenshot of an email body. It starts with 'Hello'. The main text says: 'A request was made to reset your password for the account on Simple RFID. If it was you, please press the button below:'. Below this text is a blue button labeled 'Reset Password', which is highlighted with a red rectangular border. The email continues with: 'If you haven't made this request for a password reset, ignore this message. Your password will be unchanged.' At the bottom, it says 'Best regards' and 'Simple RFID team'.

8. Enter *the new password twice*

9. Click *"Save new password"*

Deactivate User

If you are a regular user (not manager), please contact your manager to deactivate your user.

Manager:

Create a User

1. **Go to** [Users](#) (logged in as Manager)
2. **Click** the “+” button to add a new user.
Screenshot 2025-01-29 095714
3. **Enter** the user’s **first** and **last name**, **email address**, and optionally a **phone number**.
Screenshot 2025-01-29 095824
4. **Select** the **locations** this user will have access to.
Screenshot 2025-01-29 095839

OR

4. Give them **Manager** access for full access to **all locations**.

Screenshot 2025-01-29 095829

5. Finally, click **Create**.

Screenshot 2025-01-29 101034

The user will then receive an email to set their password and log in.

Resetting User Password

Same as User.

OR

1. **Go to** [Users list](#)
2. **Click on** the desired User to open it
3. **Click** “Reset Password” > “Reset”

A “Reset Password” email should be sent to the user. User will need to Reset the password as above in user’s “Reset Password” after step 5.

Deactivating a User

1. **Go to** [Users list](#)
2. **Click on** the desired User to open it
3. **Click** “Deactivate User” > “Deactivate”