

Users

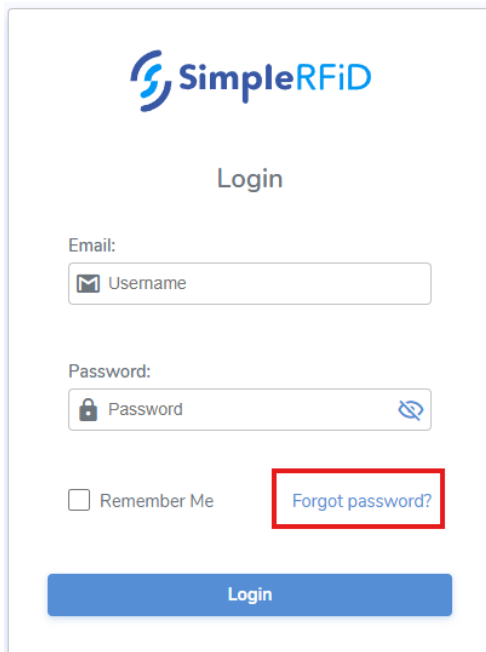
User:

Create a User

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

Reset Password

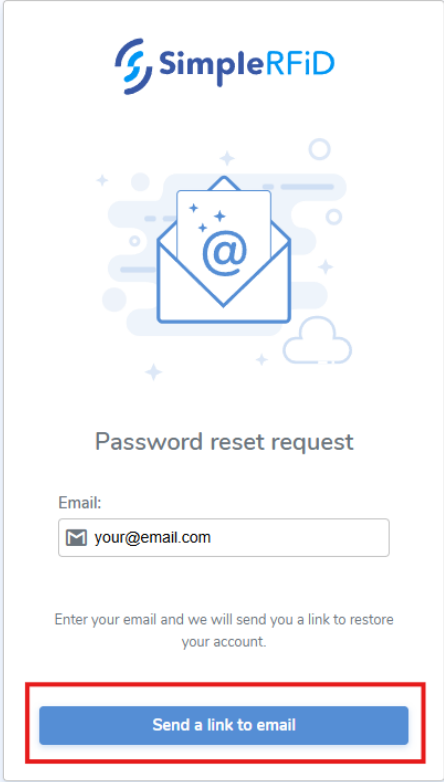
1. Go to [Login Page](#)
2. Click "Forgot password?"



The image shows a screenshot of the SimpleRFiD login page. At the top is the SimpleRFiD logo. Below it is the word "Login". There are two input fields: "Email:" with a dropdown menu showing "Username", and "Password:" with a dropdown menu showing "Password" and a toggle icon. Below the password field is a checkbox labeled "Remember Me" and a link labeled "Forgot password?". The "Forgot password?" link is highlighted with a red rectangular box. At the bottom is a blue "Login" button.

3. Enter your email

4. Click "Send a link to email"

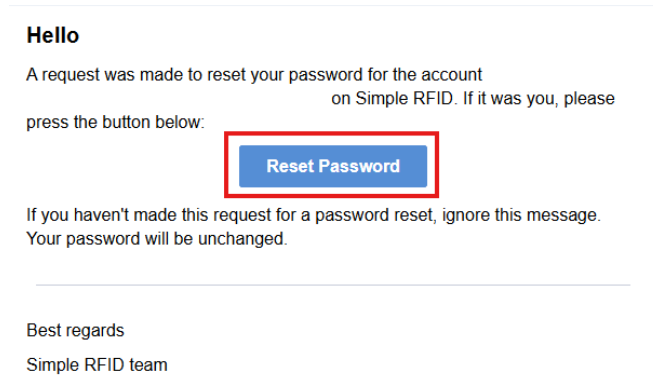


The image shows a web form for a password reset request. At the top is the SimpleRFiD logo. Below it is an illustration of an envelope with an '@' symbol. The text 'Password reset request' is centered. There is an 'Email:' label above a text input field containing 'your@email.com'. Below the input field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

5. Open your email inbox

6. Open *noreply* email

7. Click "Reset Password"



The image shows the content of an email. It starts with 'Hello'. The main text reads: '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 with the text '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"

Revision #7

Created 21 May 2025 23:59:16 by Stan Andrus

Updated 8 April 2026 19:30:10 by Isaiah Price