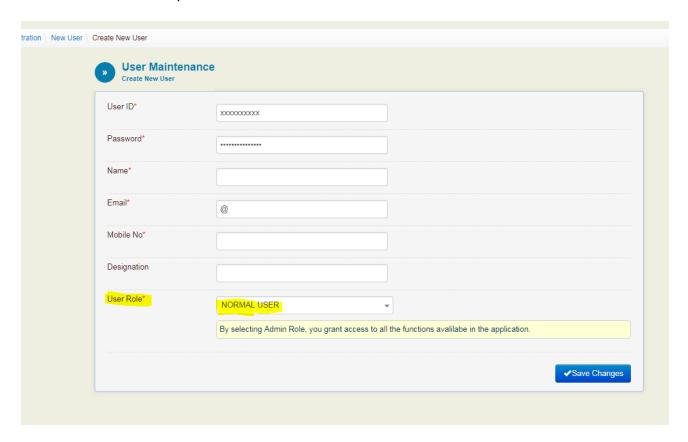# User Administration

User Administration allows system administrator to create/modify/delete users.

In User administration Menu, while creating new user in the default role selected will be 'Normal User'. The user role field is mandatory and has to be selected.

User Maintenance
Create New User

User ID*	xxxxxxxxxx
Password*	••••••••••••••••
Name*	
Email*	@
Mobile No*	
Designation	
User Role*	NORMAL USER ▼

By selecting Admin Role, you grant access to all the functions avalilabe in the application.

✔Save Changes

By Selecting Admin role, you grant access to all the functionalities available in the application.

If the user role is selected as 'Normal User', then the admin user who is creating the user will have to provide accesses to the functionalities from the below mentioned screen.

Unless the access is provided to the user, the user will not be able to view the functionalities in the E-Service Application.

It is advisable to the admin users, to provide the access to the functionalities while creating the new users.

» User Maintenance
User Access for

☑ Enable All ☐

⠿ Port Security Clearance

Access	Yes	No
New	◉	○
Renew	◉	○
Search	◉	○

⠿ Gate Pass Request

⠿ Permanent Pass Request

⠿ Vehicle Pass Request

⠿ Equipment Hiring

⠿ Invoice/Outstanding Enq

⠿ Invoice Backup Report

⠿ Online Certificate

✔ Save Changes