

Users

OVERVIEW

Users page allows the owner of a Courier API account to see all the users that have access to the system under their account. The purpose of allowing multiple users under a Courier API account is to enable each user to have their own, personal login details and to give account owners the ability to see, manage or remove users.

By default, account owners can view all the users of their system by the below parameters:

[image-1619614598494.png](#)

And you have the ability to filter through your users by name, email, company or API account.

[image-1619615650200.png](#)

CUSTOMISING VIEWS

By clicking the "Customise Views" button ([image-1619614645993.png](#)) you can turn on or off certain parameters and you can also edit the filters by which you'd like to narrow down your list of users :

[image-1619615561497.png](#)

USER ACTIONS

[image-1619615912945.png](#)

Users page allows you to:

- Edit the billing address of a user ([image-1619615982801.png](#)),
- Activate ([image-1619616131077.png](#)) or deactivate ([image-1619616155983.png](#)) their account,
- Delete a user ([image-1619616188140.png](#)) or,
- Switch to their account ([image-1619616211583.png](#)).

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