



YouTestMe

Unlocking User's Profile

Table of Contents

1	Introduction.....	3
2	Steps.....	3
2.1	Go on the List of all users page	3
2.2	Change the user's status.....	4

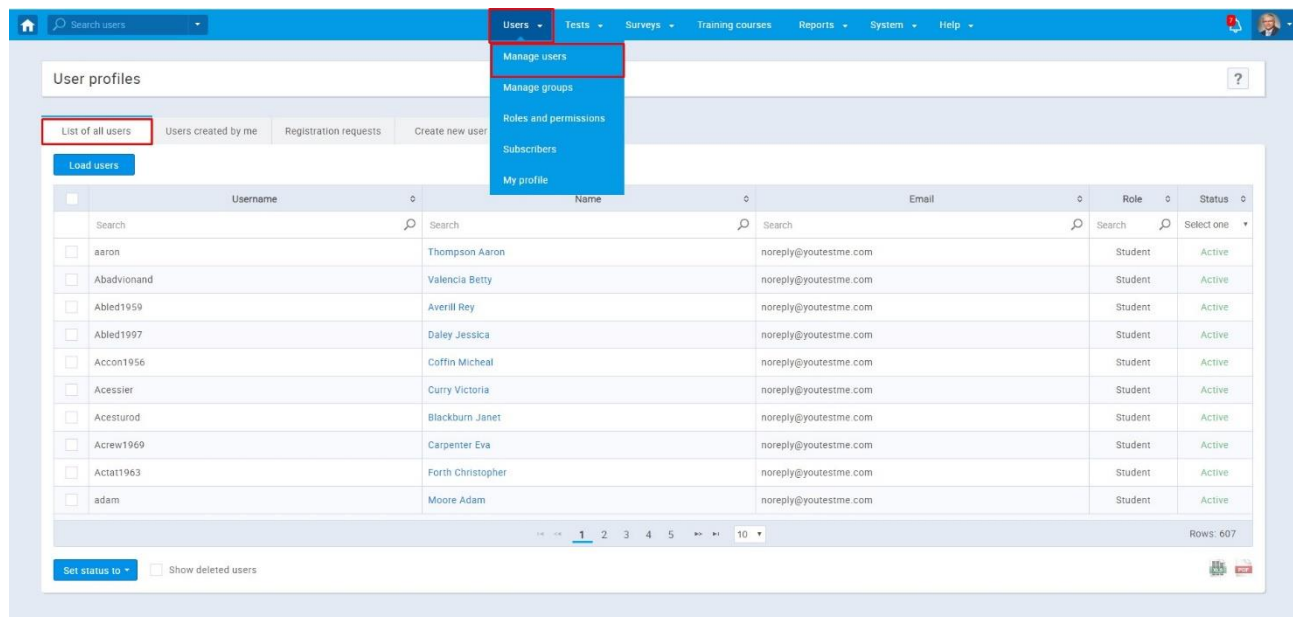
1 Introduction

This document's purpose is to explain how to unlock a user's profile.

2 Steps

2.1 Go on the List of all users page

You can access the "List of all users" page from Users/Manage Users tab in the main menu

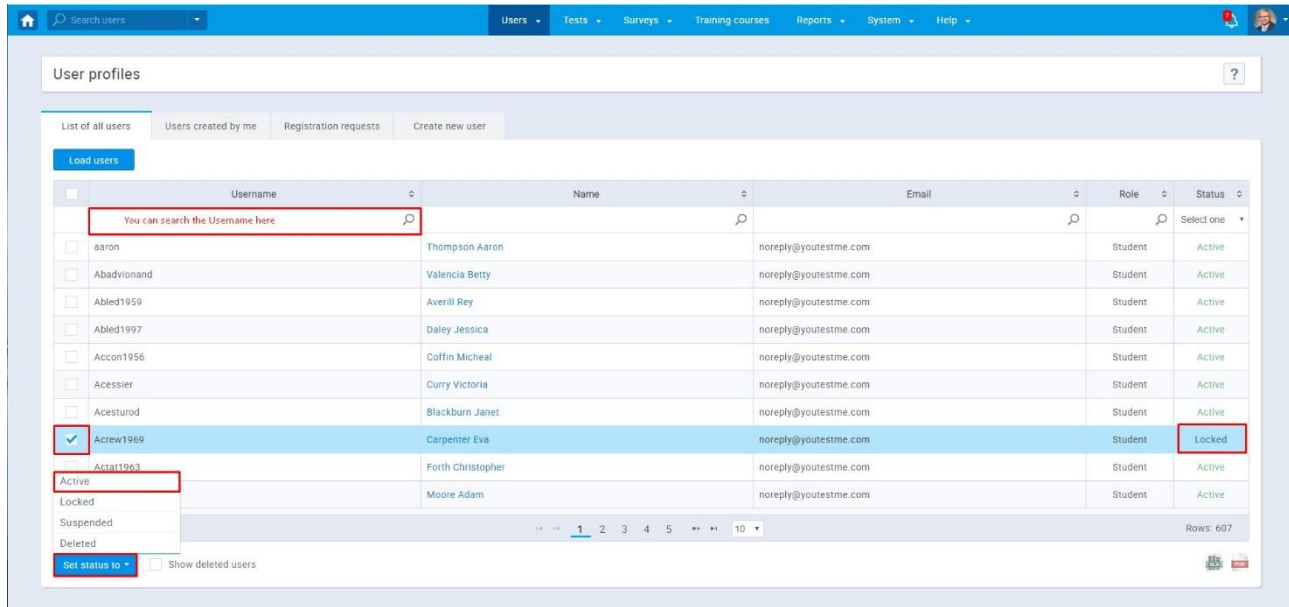


The screenshot shows the 'User profiles' section of the Youtestme application. The 'Users' menu is open, and 'Manage users' is selected. The 'List of all users' tab is active, showing a table of users. The table has columns for Username, Name, Email, Role, and Status. The table contains 13 rows of user data, all with the role 'Student' and status 'Active'. The interface includes search bars, a 'Load users' button, and pagination controls.

Username	Name	Email	Role	Status
aaron	Thompson Aaron	noreply@youtestme.com	Student	Active
Abadvionand	Valencia Betty	noreply@youtestme.com	Student	Active
Abled1959	Averill Rey	noreply@youtestme.com	Student	Active
Abled1997	Daley Jessica	noreply@youtestme.com	Student	Active
Accon1956	Coffin Micheal	noreply@youtestme.com	Student	Active
Accessier	Curry Victoria	noreply@youtestme.com	Student	Active
Acesturod	Blackburn Janet	noreply@youtestme.com	Student	Active
Accrew1969	Carpenter Eva	noreply@youtestme.com	Student	Active
Actat1963	Forth Christopher	noreply@youtestme.com	Student	Active
adam	Moore Adam	noreply@youtestme.com	Student	Active

2.2 Change the user's status

You can search for the user whose status you need to change, check the checkbox for that user, and on the left bottom corner, you will see the "Set status to" button. You can change their status to "Active," "Locked," "Suspended," and "Deleted." You need to choose "Active."



The screenshot shows the 'User profiles' management interface. A table lists users with columns for Username, Name, Email, Role, and Status. The user 'Acrew1969' is selected, and the 'Set status to' dropdown menu is open, showing 'Active' as the selected option. The 'Locked' status is also highlighted in the table.

Username	Name	Email	Role	Status
aaron	Thompson Aaron	noreply@youtestme.com	Student	Active
Abadionand	Valencia Betty	noreply@youtestme.com	Student	Active
Abled1959	Averill Rey	noreply@youtestme.com	Student	Active
Abled1997	Daley Jessica	noreply@youtestme.com	Student	Active
Accon1956	Coffin Micheal	noreply@youtestme.com	Student	Active
Accessier	Curry Victoria	noreply@youtestme.com	Student	Active
Acesturod	Blackburn Janet	noreply@youtestme.com	Student	Active
Acrew1969	Carpenter Eva	noreply@youtestme.com	Student	Locked
Actat1963	Forth Christopher	noreply@youtestme.com	Student	Active
	Moore Adam	noreply@youtestme.com	Student	Active

The user will receive an e-mail with a new generic password that he or she can change later.

Dear Acrew1969,
 Your account has been activated.
 Your credentials are:
 Username: Acrew1969
 Password: 2Sq9vi8%QK7E6eB\$ø
 ...
 Best Regards,
 YouTestMe
<http://192.168.1.133:9001>