

Search/Maintain Individual Remote User Records

To locate an individual remote user:

- 1 Enter the user's name in the search field.
You can enter the complete name that you are looking for, or use the question mark (?) as a wildcard character to find all names beginning with a particular letter.
- 2 Click **Search**.
You will be taken to the first match alphabetically.

To view all remote users:

- 1 Click the **Show All** link.

To download a list of all remote users:

- 1 Click the **Download Complete List** link.
You will see the **File Download** dialog box.
- 2 Navigate to where you want to save the file and click **Save**.
The file will save in text format.

To delete a remote user:

- 1 Locate the user.
- 2 Click **Delete** after the user name.

To change a user's password:

- 1 Locate the desired user.
- 2 Click **Change Password**.
- 3 Make the desired changes, and click **Save**.