

User Management Module User Guide

THIS WIKI HAS BEEN UPDATED FOR VERSION 13 OF YOUR PBX GUI

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Navigating to the User Management Module

- Log into your PBX GUI
- On the top menu click **Admin**
- In the drop down click **User Management**
- The **Users** tab should be active, and a list of all current users should be displayed.

User Manager

What is User Manager

FreePBX User Manager is taking the place of several modules which have attempted to create and manage users separate from Extensions. Modules such as ISymphony and RestAPI are examples of these type of modules. In FreePBX 12, the new User Control Panel also uses User Manager.

In FreePBX User Manager you can create users that have access to Extensions or Device/User Mode Users and the settings associated with those Devices. For example, a new user can be created that can log into User Control Panel and access the voicemail of 3 other accounts.

Users | Groups | Directories | Settings

Send Email | All Directories | Search

Directory	Username	Display Name	First Name	Last Name	Linked Extension	Description	Action
Markham Blade AD	Administrator				none	Built-in account for administering the computer/domain	✎
FreePBX Internal	anagy				2002	test	✎ 🔍 🗑️
Markham Blade AD	anagy	Andrew Nagy	Andrew	Nagy	1050		✎
Markham Blade AD	backup	backup	backup		none		✎
Markham Blade AD	Guest				none	Built-in account for guest access to the computer/domain	✎
zflex server	guest1	Guest1 NumberOne	Guest	Number One	none		✎
zflex server	guest11		jllrd	ljjl;fdh	none		✎
zflex server	guest2	Guest2 User	guest2	NumberTwo	none		✎
zflex server	guest3	Guest3 User3	guest3	NumberThree	none		✎
zflex server	guestzameer		zameer	GuestAcct	none		✎

Showing 1 to 10 of 36 rows | 10 records per page | << 1 2 3 4 >>

Users

The first view you will see when going to the User Management module is the listing of all of your users on the system

Users | Groups | Directories | Settings

Send Email | All Directories | Search

Directory	Username	Display Name	First Name	Last Name	Linked Extension	Description	Action
No matching records found							

You can see users for a specific directory by changing the directory drop down to another directory

All Directories



For more information on Users see [User Management Users](#)

Groups

Upon clicking the 'Groups' tab in the User Management module you will see the listing of all of your groups on the system

Users Groups Directories Settings

Group Priorities can be changed by clicking and dragging groups around in the order you'd like. Groups with a lower number for priority take priority (EG 0 is higher than 1)

All Directories

<input type="checkbox"/>	Directory	Group Name	Description	Priority	Action
<input type="checkbox"/>	PBX Internal Directory	All Users	This group was created on install and is automatically assigned to new users. This can be disabled in User Manager Settings	5	

You can see users for a specific directory by changing the directory drop down to another directory

All Directories



For more information on Groups see [User Management Groups](#)

Directories

A directory is a listing of Users and Groups. You can create multiple directories for your PBX, for example utilizing both Active Directory and local users that only exist on the PBX

Users Groups Directories Settings

Directory order can be changed by clicking and dragging directories around in the order you'd like. User logins will match based on the first directory then if no match was found waterfall down the list in the order chosen below

<input type="checkbox"/>	Name	Active	Type	Default	Action
<input type="checkbox"/>	PBX Internal Directory	True	FreePBX Internal Directory	✓	

Showing 1 to 1 of 1 rows

For more information on Directories see [User Management Directories](#)

Settings

The settings tab lets you define global User Manager settings

The screenshot shows the 'Settings' tab in the User Manager interface. Under the 'Email Settings' sub-tab, there are several configuration options:

- Send Email on External New User Creation:** A toggle switch set to 'Yes'.
- Send Email as HTML:** A toggle switch set to 'No'.
- Host Name:** An empty text input field.
- Email Subject:** A text input field containing 'Your %brand% Account'.
- Email Body:** A large text area containing a pre-formatted email template with variables like `$(fname)`, `$(brand)`, `$(username)`, `$(password)`, and `$(services)`.

- **Send Email on External New User Creation:** Whether to send an email (using the 'Email Subject' and 'Email Body') to new users when they are created externally (not directly through User Manager)
- **Send Email as HTML:** Whether Email Body will send as HTML or plain text to the user
- **Host Name:** The hostname used for email. If left blank the default value of the address in your browser will be used
- **Email Subject:** Text to be used for the subject of the welcome email.
 - Useable variables are:
 - `fname`: First name
 - `lname`: Last name
 - `brand`: FreePBX
 - `title`: title
 - `username`: Username
 - `password`: Password
- **Email Body:** Text to be used for the body of the welcome email
 - Useable variables are:
 - `fname`: First name
 - `lname`: Last name
 - `brand`: FreePBX
 - `title`: title
 - `username`: Username
 - `password`: Password