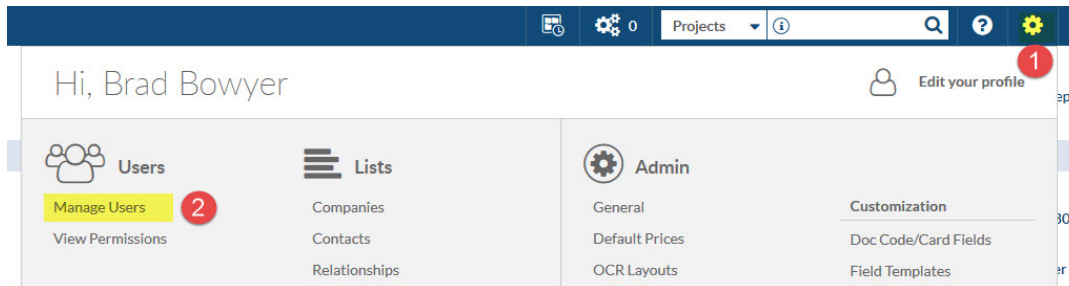# Manage Users

07/04/2025 11:23 am MDT

Admin users can manage their instance's user list from the **Manage Users** screen.

From the **Instance Menu**, select **Manage Users** to navigate here.

Manage Users

From the **Manage Users** screen, admin users can:

1. Manually initiate the sending of outstanding action report

2. View whether Extended Support is available, and how many Technical Support users are assigned/available

3. View the number of available/used licenses for the instance

4. Add users

5. View existing users

6. Edit user permissions

7. Edit user settings

8. Designate the Commercial Contact (the user responsible for the contract with DocBoss - see article: Set Commercial Contact)

9. Designate users with Technical Support access (the user(s) that have been selected for correspondance with the DocBoss support team)

The user list can be filtered by affiliates. The filtering can be applied based on primary affiliate, project access, or

library access to the selected affiliate.

Manage Users

Licenses per affiliate

For information about license allotment per affiliates, see this article.

Add/Edit users

Information about adding, editing, and reactivating users is available here.

User permissions

Information about setting/managing user permissions is available here.