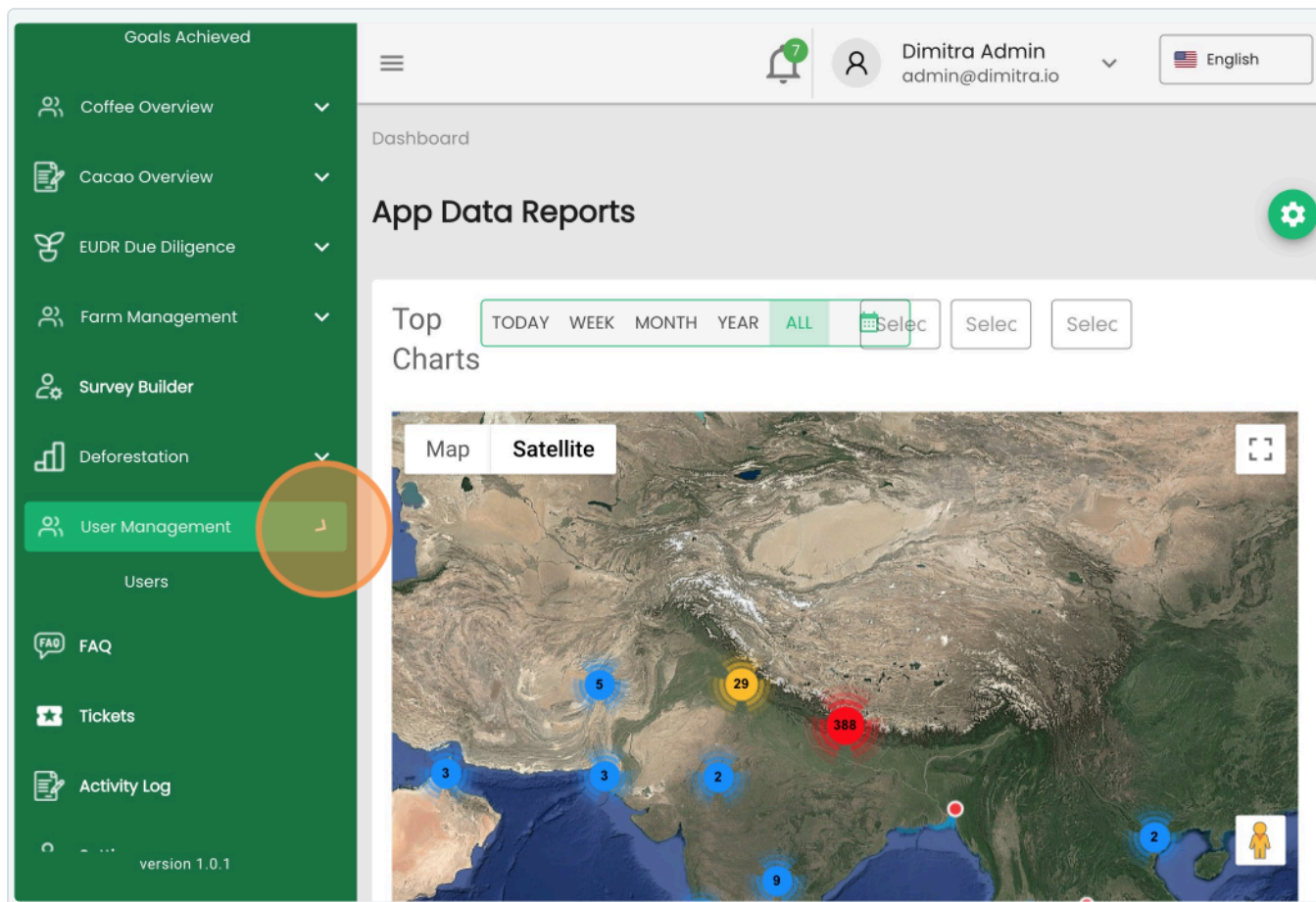


Creating and Managing Users

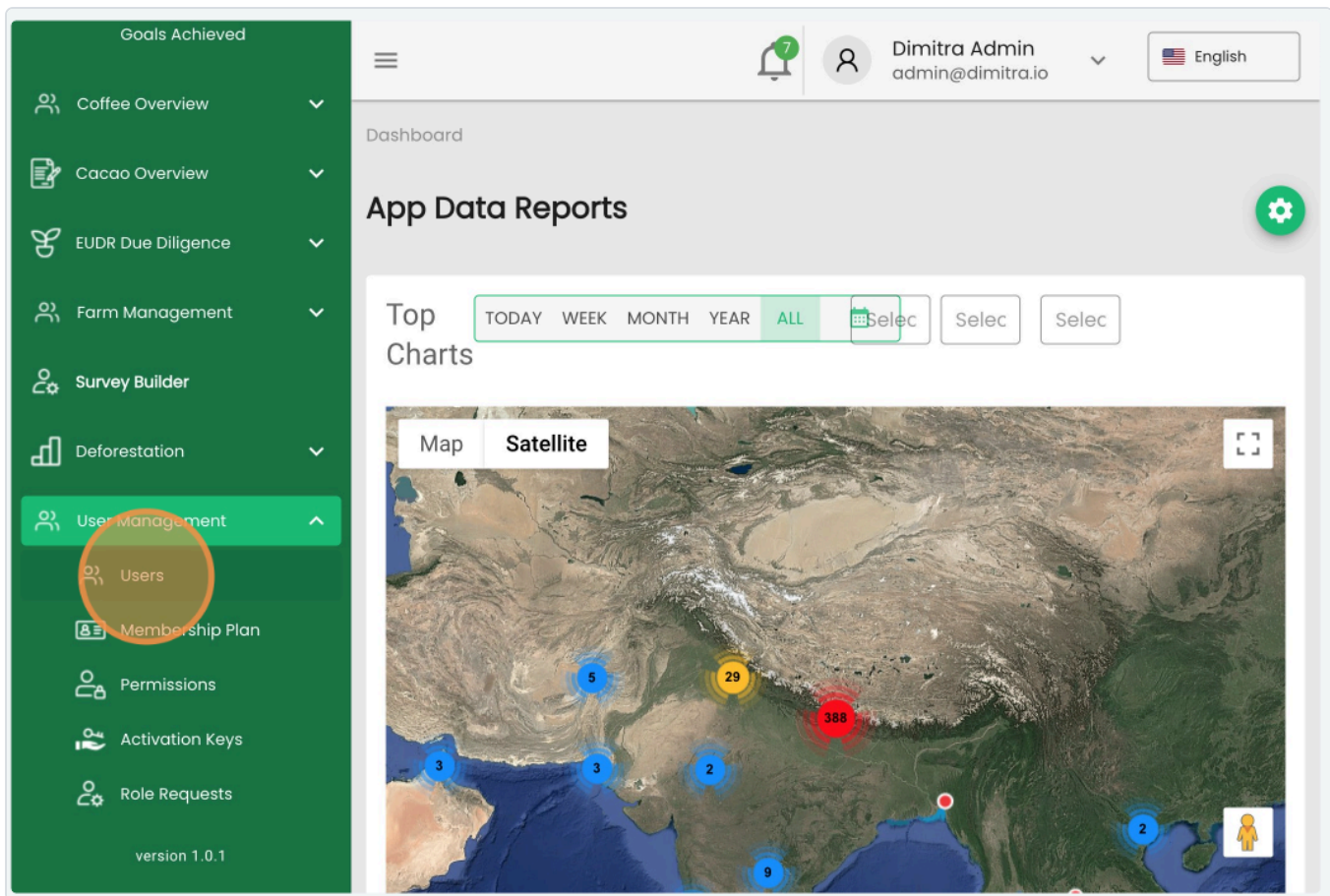
The Dimitra system allows you to efficiently create, manage, and export user information. Follow the steps below to manage users effectively.

Access User Management

1. Log into the Dimitra system.
2. Navigate to the **User Management** tab in the left-hand menu.



3. Click on **Users**. Here, you can view all of your existing users.



- Users are categorized as app users, offline users, or admin users.

4. To export the entire user list, click on the **Export** button to download it in CSV.

The screenshot shows the 'Users' management interface. On the left is a green sidebar with navigation options: EUDR Due Diligence, Farm Management, Survey Builder, Deforestation, User Management (selected), Users, Membership Plan, Permissions, Activation Keys, Role Requests, FAQ, Tickets, and Activity Log. The top header includes a hamburger menu, a notification bell with '7', the user profile 'Dimitra Admin' with email 'admin@dimitra.io', and a language selector set to 'English'. The main content area is titled 'Users' and shows a breadcrumb 'Dashboard > Users'. Below the title is a 'REGISTER USER(S)' button, which is circled in orange. A filter bar shows 'All (10182)', 'App Users (2155)', 'Offline Users (7964)', and 'Admin Users (63)'. Below this is a search bar, an 'EXPORT AS CSV' button, and a filter section showing 'Filter By 1 - 10 of 2155'. A table lists users with columns 'User ID', 'Name', and 'Email'.

User ID	Name	Email
163274	N/A	temesgenkebede1731@gmail.com
163272	N/A	raazshahi23@gmail.com
163271	N/A	sandesh+1001@dimitra.io
163269	john doe	N/A
163268	jane doe	N/A
163267	N/A	cropregistrationcrash@yopmail.com

This screenshot is identical to the one above, but the 'REGISTER USER(S)' button is clicked, and its dropdown menu is open. The menu contains three options: 'REGISTER USER(S)', 'Single User', and 'Multiple User'. The 'Single User' option is circled in orange.

2. Click **Next** to proceed and enter the **Activation Key**.

Users

App

arch

tion

2-3

2-2

2-2

N/A	pmprod1@yopmail.com	N/A	2024-12-2
Test	N/A	N/A	2024-12-2
N/A	krishnasamy0017@gmail.com	N/A	2024-12-2
IPANEMA COFFEES	test@ipanemacoffees.com.br	00491111999222	2024-12-2

Create a New User

Please choose one of the following options:

☒ Single User

☐ Multiple User

CANCEL

NEXT

> Users

9) App (1000) (1000) (1000) (1000) (1000)

Create a New User

Please enter activation key to register a new user

Activation Key

54uummq7TFdPxVtmdm3T7r

CANCEL NEXT

ID	Name	Email	Activation Key	Created At
67				2024-12-30
64				2024-12-27
63				2024-12-27
62	N/A	pmprod1@yopmail.com	N/A	2024-12-27
61	Test	N/A	N/A	2024-12-27
56	N/A	krishnasamy0017@gmail.com	N/A	2024-12-26
47	IPANEMA COFFEES	test@ipanemacoffees.com.br	00491111999222	2024-12-23

3. Fill in the required user details.

Create a New User

First Name*

Rodger

Last Name*

Kevin

Email ID ?

rodgerkevin@dimitra.io

Mobile Number ?

01010101010

Language

English

User Role

Country

Albania

Province/State*

Qarku i Dibres

Region/District

Region/District

Village/City/Town

Village/City/Town

Address

Address

Family Tribe

Enter your family tribe

Website

Enter website

Status*

IPANEMA COFFEES

test@ipanemacoffees.com.br

00491111999222

2024-12-23

4. After completing the form, scroll down and click **Save** to register the user.

Country: Albania

Province/State*: Qarku i Dibrës

Region/District: Region/District

Village/City/Town: Village/City/Town

Address: Address

Family Tribe: Enter your family tribe

Website: Enter website

Status*: ☒ Active ☐ Deactivated

Facility Picture: Browse

Membership Plan:

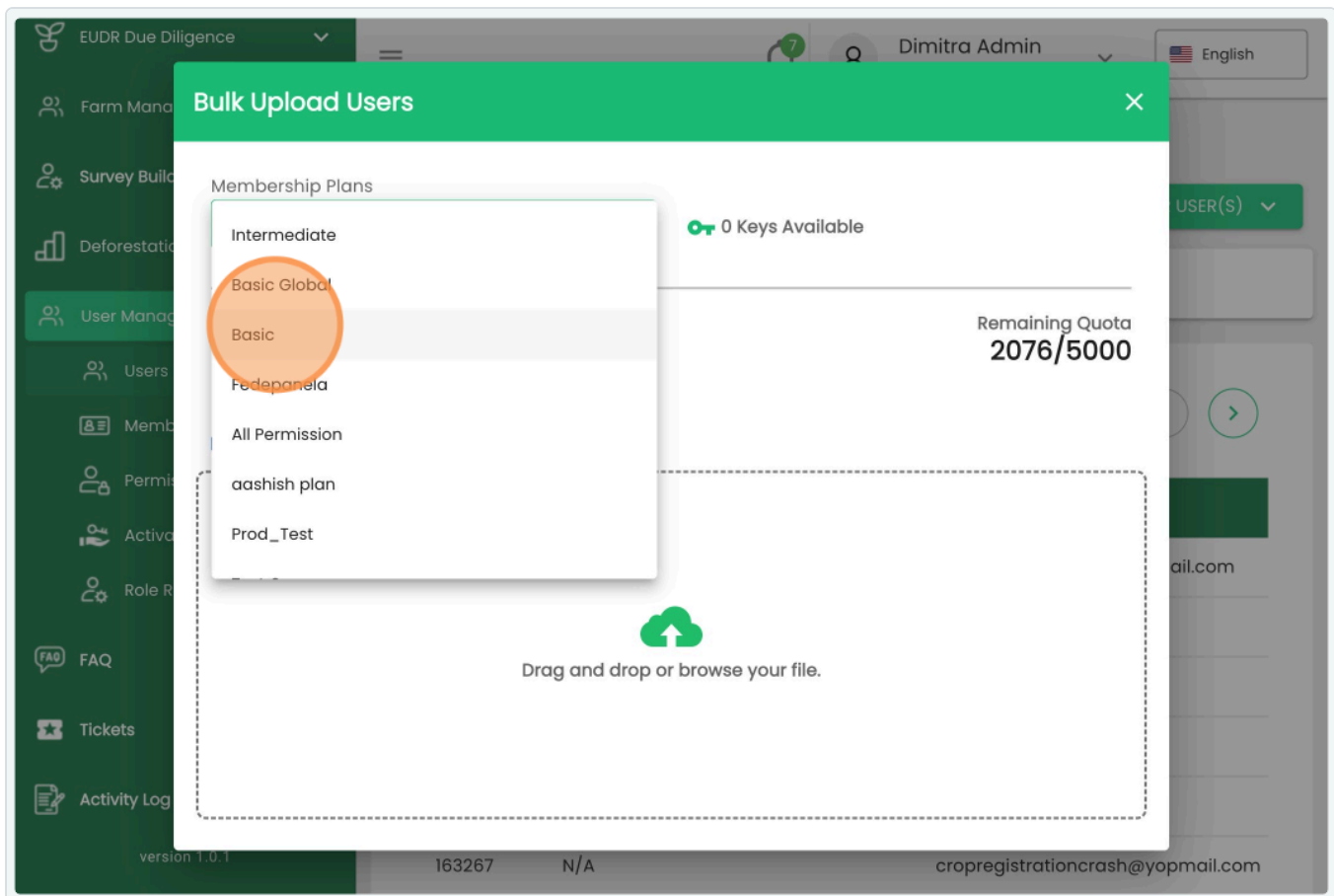
Membership Validity Up To:

CANCEL SAVE

IPANEMA COFFEES test@ipanemacoffees.com.br 00491111999222 2024-12-23

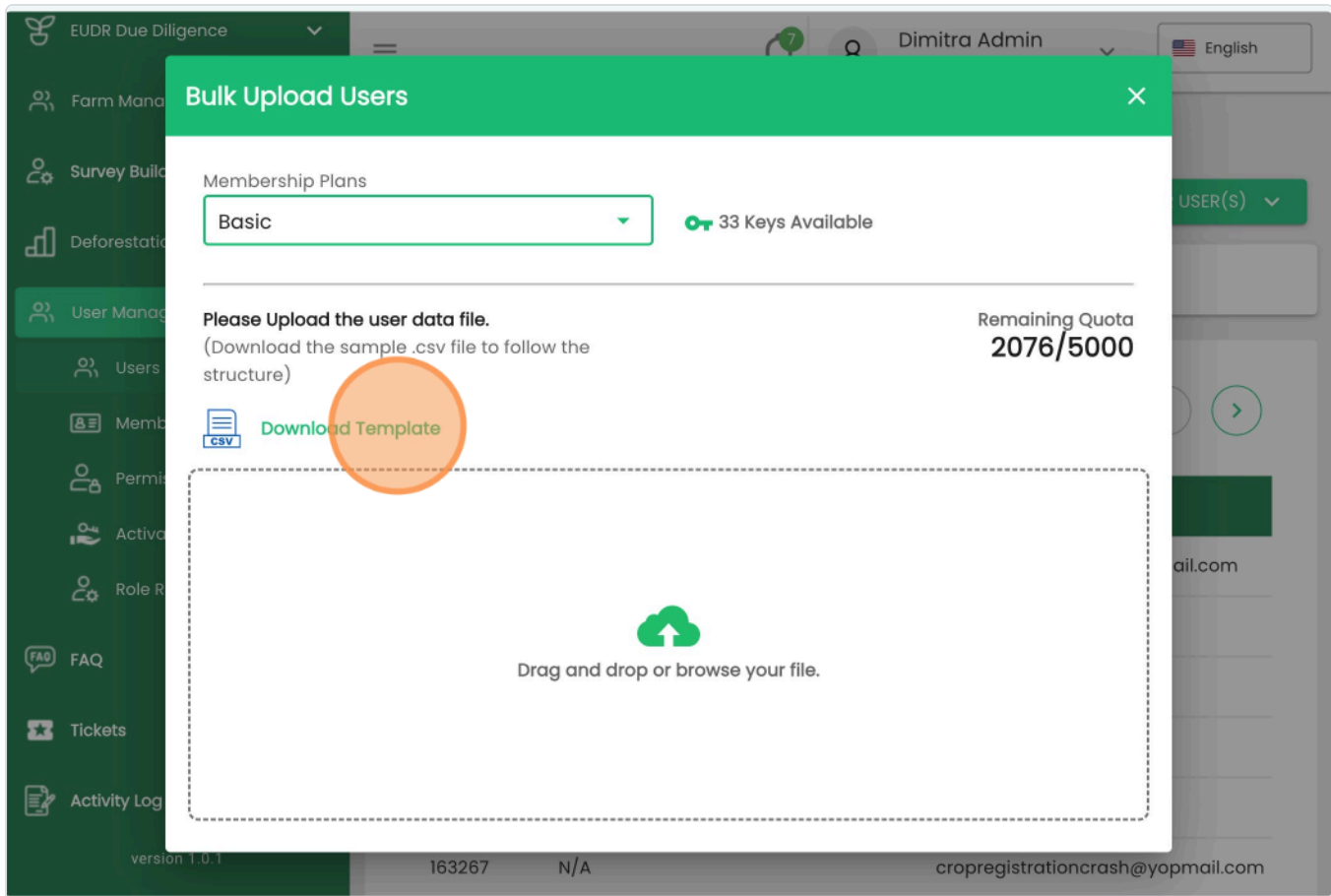
CREATING MULTIPLE USERS

1. Click on **Register Users** and select **Multiple Users**.



The system will display the number of available activation keys. (e.g. 35 activation keys)

3. Download the provided template file by clicking on **Download Template**.



4. Fill out the template with the necessary user details, ensuring all fields are completed.
5. Upload the completed template by dragging or dropping the file in the box provided and clicking **Import**.

Now you've successfully created multiple users and can view their activation keys.

The screenshot displays a web application interface for user management. On the left is a dark green sidebar with a list of navigation items: Coffee Overview, Cacao Overview, EUDR Due Diligence, Farm Management, Survey Builder, Deforestation, User Management (highlighted with an upward arrow), Users, Membership Plan, Permissions, Activation Keys, Role Requests, FAQ, and Tickets (version 1.0.1). The main content area has a breadcrumb trail 'Dashboard > Bulk Upload Users' and a header '1000 records found'. Below this is a search bar and a 'Basic' filter button. A green box indicates the file name 'Bulk-Upload-User.csv'. A summary section shows four metrics: Total Records (2), Success Records (2 in green), Failed Records (0 in red), and Removed Records (0 in red). At the bottom, a table lists the uploaded records with columns for an unchecked checkbox, 'Activation Key', and 'First Name'. The table contains two rows: one with activation key 'mAvuggEDS3RDEg7tMcybxk' and first name 'john', and another with '577vg4oY5EFtU4iJCgz5UT' and 'jane'. A mouse cursor is pointing at the first row.

Coffee Overview

Cacao Overview

EUDR Due Diligence

Farm Management

Survey Builder

Deforestation

User Management

Users

Membership Plan

Permissions

Activation Keys

Role Requests

FAQ

Tickets version 1.0.1

Dashboard > Bulk Upload Users

1000 records found

Search Basic

File-Name: Bulk-Upload-User.csv

Total Records 2

Success Records 2

Failed Records 0

Removed Records 0

☐	Activation Key	First Name
☐	mAvuggEDS3RDEg7tMcybxk	john
☐	577vg4oY5EFtU4iJCgz5UT	jane

6. When you're done, click **Confirm**.