

# Local Users

Local Users lists the **accounts you create manually in the panel**, as distinct from guests who register through the portal. Accounts opened for staff, employees, long-stay guests and meeting attendees live here.

“ How do I open this screen? From the left menu, go to **Guests → Local Users**

The screenshot shows the Useroam web application interface. On the left is a dark blue sidebar menu with the 'Useroam' logo at the top. The menu items include: Dashboard, Bumerang, Misafirler (highlighted), Aktif Misafirler, SMS/Whatsapp, Engelli Kullanıcılar, Otel Misafirleri, Yerel Kullanıcılar (selected), Onay Bekleyenler, Gruplar, Kupon Kodları, Toplu Kullanıcı, Yeni Kullanıcı, and Karşılama Portalı. The main content area is titled 'Kullanıcı Listeleri' (User Lists) and 'Şuan Buradasınız' (You are here). Below this is a breadcrumb trail: 'Dashboard > Yerel Kullanıcılar'. The main section is 'Yerel Kullanıcılar' (Local Users) with a search bar labeled 'Arama...'. A table header is visible with columns: KULLANICI ADI, İSİM, SOYİSİM, E-POSTA, TELEFON, DEPARTMAN, KAYIT TARİHİ, DURUM, and KONUM. The table body shows 'Kayıt Yok' (No records). At the bottom of the page, there is a blue footer bar with 'Copyright ©2025, Useroam Teknoloji' on the left and 'Yardım | Şartlar | Gizlilik' on the right.

## Table columns

- **USERNAME:** the account's login name.
- **FIRST NAME / LAST NAME:** the user's name.
- **E-MAIL:** the email address on the account.
- **PHONE:** the user's phone number.

- **DEPARTMENT:** the unit the user belongs to — used in corporate deployments to filter the list by department.
- **REGISTRATION DATE:** when the account was created.
- **STATUS:** whether the account is active.
- **LOCATION:** the device/location the account is defined on.

When there are no records, the table reads "*No Record*".

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## Creating accounts

- For a single account: **Guests → New User**
- For many accounts at once: **Guests → Bulk Users**

A user's quota, speed and duration rules come from the **group** they belong to (**Guests → Groups**).

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## Navigating the list

The **Search** box filters instantly across all columns; the **10 / 25 / 50 / 100 / All** selector sets records per page.

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“ **Related pages: Analytics and Reports → Local User Report, Guests → Groups, Guests → New User.**

Revizyon #2

tugay tarafından 11 Ağustos 2026 07:10:19 oluşturuldu

tugay tarafından 11 Ağustos 2026 08:20:37 güncellendi