

# Users and organization chart

## Overview

The user management page is split into two main parts:

1. **Organization Chart:** this tree-like structure of folders (nodes) represents the core logic for user's organization, and will be used by most of the other features of the LMS. To simplify user's selection and automate massive operations.
2. **User List:** this is the list of the users in the selected folder. Select the root folder to list all the registered users.

### Organization chart

Forma

- Departments
- Regions
  - Asia
  - Europe
    - France
    - Germany
    - Italy
    - Spain
  - Middle-East
  - Noth-America

Show also children node content  Show also suspended users

Advanced search

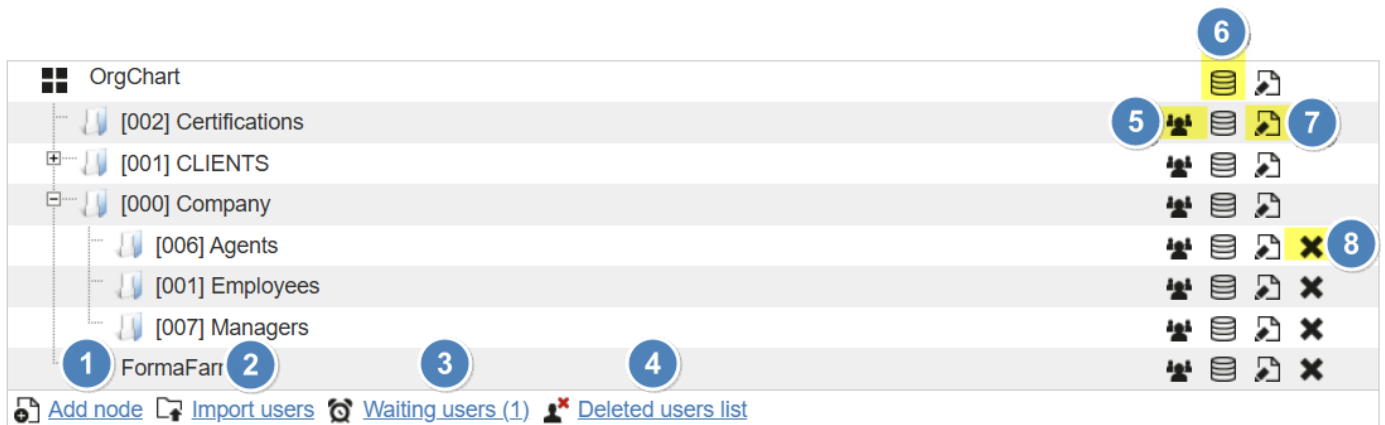
New user More actions 0 Selected elements Select: **Users List** « Start < Previous 1 Next > End » 1 - 7 of 7 25

<input type="checkbox"/>	Username	Last name	First name	Level	Email	Last access date				
<input type="checkbox"/>	admin	Smith	John	Super-administrator		30-04-2020 19:23			✓	
<input type="checkbox"/>	utente1	Cognome1	Nome1	User	utente1@email.xx			✓		✗
<input type="checkbox"/>	utente2	Cognome2	Nome2	User	utente2@email.xx			✓		✗
<input type="checkbox"/>	utente3	Cognome3	Nome3	User	utente3@email.xx			✓		✗
<input type="checkbox"/>	utente4	Cognome4	Nome4	User	utente4@email.xx			✓		✗
<input type="checkbox"/>	utente5	Cognome5	Nome5	User	utente5@email.xx			✓		✗
<input type="checkbox"/>	utente6	Cognome6	Nome6	User	utente6@email.xx			✓		✗

New user More actions 0 Selected elements Select: All pages, None « Start < Previous 1 Next > End » 1 - 7 of 7 25

# Organization Chart

## Organization chart



1. Add node to the organization chart
2. Import Users
3. Waiting Users
4. Deleted Users
5. Assign Users
6. Assign Fields
7. Edit Node
8. Delete Node

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## Add Node

Click on this link to add a new folder:

## Add node ✕ CLOSE

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**Code**

**Default template**

**Name (english)**

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**Code:** Add an alphanumeric code that can be used by other features like registration with code or I/O task

**Default Template:** assign a specific template for the users in this node

**Name (language):** Name for this node, a different field for each language will be shown

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## Import Users

This feature lets you import a list of users from a .CSV file.

Check the [user import guide](#) page for details

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## Waiting Users

This link will be visible if platform registration is set as "Moderated Self Registration" or "Double Optin".

It will display a list of users that either:

- Are waiting for admin confirmation
- Have not yet clicked on the confirmation link

You will then be able to approve or delete the user

<input type="checkbox"/>	Username	First name	Last name	Email	Status	Date	By		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	afakhoury	Abdul-Ahad	Fakhoury	afakhoury@libera.it	link not confirmed	19-11-2025 12:00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Submit](#)  [Delete selected](#)    0 Selected elements    Select: [All pages](#) , [None](#)

« Start < Previous 1 Next > End » 1 - 1 of 1

## Deleted Users

Access a list of deleted users.

### Forma < 4.1.x:

In Forma LMS until version 4.1.x, activate this feature to keep a list of deleted users, find this setting under:

[Settings > System Configuration > Settings > Security]

The list is just a plain log and it won't be possible to recover deleted user

Username	First name	Last name	Email	Delete date	deleted by
afyodorov	Alexander	Fyodorov		09-04-2026 12:32	alberto
afakhoury	Abdul-Ahad	Fakhoury		09-04-2026 12:32	alberto
aevseev	Arkady	Evseev		09-04-2026 12:32	alberto
acarter	Archie	Carter		09-04-2026 12:32	alberto
acarbajal	Arminda	Carbajal		09-04-2026 12:32	alberto
aayot	Alexis	Ayot		09-04-2026 12:32	alberto

« Start < Previous 1 Next > End » 1 - 6 of 6

### In Forma 4.2 or later

In Forma 4.2 this feature have been completely refactored and acts as "Trash" area for the deleted users.

List of trashed users

Select all  Search

<input type="checkbox"/>	Username	First name	Last name	Email	Delete date	deleted by	Reactivate/Activate	Reactivate/Suspend	Delete
<input type="checkbox"/>	stefano96.39411.deleted	stefano	stabile	stefanostabile1996@gmail.com.deleted	21-10-2022 10:01	admin	✓	🔒	✖
<input type="checkbox"/>	svadlm76r68z129b.20667.deleted	Daniela	Sava	danielav2007@hotmail.it.deleted	04-11-2022 11:16	admin	✓	🔒	✖
<input type="checkbox"/>	tccvir89b52f335z.20502.deleted	Valeria	Taccia	valeria.taccia@gmail.com.deleted	04-11-2022 11:17	admin	✓	🔒	✖
<input type="checkbox"/>	teclapiersanti.46789.deleted	tecla	piersanti	teclapiersanti@gmail.com.deleted	29-11-2023 16:08	admin	✓	🔒	✖
<input type="checkbox"/>	tersicore1981.28363.deleted	sara	favarato	tersicore1981@gmail.com.deleted	07-08-2021 11:03	admin	✓	🔒	✖
<input type="checkbox"/>	TLRMCT69B42H919W.40551.deleted	MARIA CATERINA	TALERICO	marytale@libero.it.deleted	31-01-2023 16:20	admin	✓	🔒	✖
<input type="checkbox"/>	tmprrt71r56l872f.35076.deleted	roberta	tempesti	robygiulia88@gmail.com.deleted	04-11-2022 11:09	admin	✓	🔒	✖
<input type="checkbox"/>	tmsgdi8166h501u1.53263.deleted	Giada	Tomaselli	giada.tomaselli@aslroma2.it.deleted	27-05-2024 10:00	admin	✓	🔒	✖
<input type="checkbox"/>	topolino.30380.deleted	Manuela	Marchione	topolino@deaschool.it.deleted	27-01-2022 11:55	admin	✓	🔒	✖

Start Previous 1 ... 96 97 98 99 100 Next End Showing 2,476 to 2,484 of 2,484 entries

✓ Reactivate 🔒 Reactivate ✖ Delete selected

Indietro

The system will automatically store deleted users as trashed, and it is now possible to:

- **Restore a trashed user:** this will keep all the user's trackings. Plus you can decide whether to restore user in active or suspended state
- **Delete a trashed user:** the user and all its trackings will be removed from the database. Can't be undone.
- **Massive delete/restore users**

If you are upgrading from a Forma version prior to 4.2 and the deleted user list was active, all the deleted users will be reported in the new "trash" area adding a ".deleted" suffix to the username, and it will be then possible to completely remove them from the database

## Assign users to a node

Click this icon to select users that you want to assign to this node

By default, users can be assigned only to a single node. It is possible to assign users to multiple nodes, although this is strongly discouraged to avoid possible undesirable or unpredictable behaviors in other platform areas (i.e., reports, administrators assignments, or other). To enable multi-node user assignment, check the relative option under advanced configuration

## Assign Field to node

This feature lets you define which custom fields must be assigned for users in this node:

### Assign node fields ✕ CLOSE

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List fields for the folder: Departments

Field name	Assign field	Descendants	Mandatory	Invisible to the user	user inherit
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Assign Field:** the selected fields will be available in the profile of users in this node

**Descendants:** the selected fields will be available in the profile of users in the subnodes of this folder

**Mandatory:** filling this field will be mandatory in the user registration form

**Invisible to user:** the selected field will be hidden on user registration form

**User Inherit:** all users of this node will get the same value. If you change the value for a user, it will be sett for all the others.

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## Users' List

1 2

New user More actions 0 Selected elements Select: All pages, None « Start < Previous 1 Next > End » 1 - 4 of 4 25

3							4					
<input type="checkbox"/>	Username ▲	Last name	First name	Level ▼	Email ▼	Last access date ▼						
<input type="checkbox"/>	aabadi	Abadi	Asma	User	AsmalbtihalAbadi@jourrapide.com							
<input type="checkbox"/>	askillman	Skillman	Arlene	User	ArleneBSkillman@cuvovx.de							
<input type="checkbox"/>	baswad	Aswad	Batul	User	BatulSuhaylaAswad@jourrapide.com							
<input type="checkbox"/>	bjamison	Jamison	Bobby	User	BobbyDJamison@teleworm.us							

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New user More actions 0 Selected elements Select: All pages, None « Start < Previous 1 Next > End » 1 - 4 of 4 25

# Add new user

Click to insert a new user in the selected node.

1. **Details Tab:** fill user fields
2. **Organization chart Tab:** select the nodes to assign the user to

## New user

CLOSE

Details Organization chart

**Username** testuser

**First name**

**Last name**

**Email**

**Password** .....

**Retype the password**

Require password change upon next login

**Level** User

**Language** english

Submit Undo

## Search Users

**Show also child nodes content:** the list will show also the users from subnodes of the selected node. If you are displaying the root node, all users will be displayed.

**Show also suspended users:** show or hide suspended users from the list

**Search:** will search on any of the visible field in the user list below

**Advanced Search:** will display an advanced search form with possibility to add search over specific fields and conditions:

Add  Add

Gender  Delete

First name  Delete

All conditions must be satisfied  At least one condition must be satisfied

Search Reset

## Dynamic columns

Select from the dropdown which data field to show in the correspondent columns, and sort for the displayed data.

The search engine will search over the displayed data.

## User Actions

Actions you can take over each user:

**View user profile:** opens a pop-up window with user information

**Remove from node:** user will be removed from the selected node, but remain registered to the platform

**Activate/Suspend:** lets you suspend or reactivate users. Suspended users will be still visible in reports if needed, but can't access the platform

**Delete:** user will be deleted from the platform. This action can't be recovered

## Massive Actions

Lets you massively apply actions over all the users selected in the list.

- **Export** the selected users in a CSV file
- Massively **suspend, activate, delete**
- Massively **edit**:

## Edit

 CLOSE

Users: 3

**New password**

**Retype the password**

**Send new login credentials to users**

**Require password change upon next login**

**Send an email with the link to reset password**

**Level**

Super-administrator ▼

Submit

Undo

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