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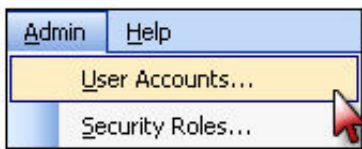
Security: Adding Users

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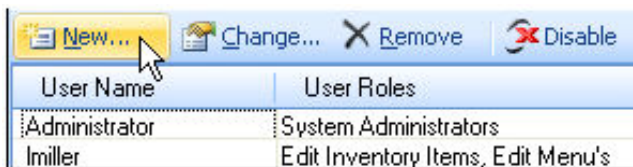
You can add users before or after adding security roles. It is not mandatory that users are assigned to a particular security role, however it is recommended.

To add user accounts:

1. Log in to the Desktop application with administrative privileges.
2. Under the Admin tab, click User Accounts.



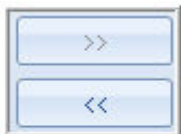
3. Click New...



4. Enter a User Name. This will be the Login name that the user will type to access the Desktop application.
5. Enter a First and Last Name.
6. Enter applicable phone numbers.
7. Enter an email address.
8. Enter and confirm a password for the user.
9. Click OK to save the user account. See below for additional options.

Security Roles

1. From the Security Roles tab, highlight the correct security role and use the arrow button to move the user into that role, or to delete the user from that role. You can add more than one role to a user.



Additional Rights

If you wish to give the user additional rights, other than the default rights associated with his or her security role, you can click the Rights tab. Simply highlight a category and choose from the list of rights to add to the user. Click the appropriate right and OK to save your changes.

Address

Click the Address tab to add an address for the user.

Notes

Click the Notes tab to add administrative notes regarding the user. Each user will have their own separate notes tab, however the administrator's notes will not be displayed to the user. Likewise, the user's notes will not display to the administrator.