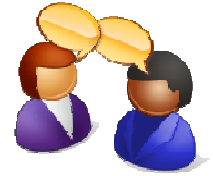


## How to add a User

To control access to the database it is necessary to create users on the system.

The stages are:

1. You log in as a system admin user: Access the system QRG
2. The potential user needs to exist as a Person on the database: see create a Person QRG
3. assign the user to a User Group: a role based group



Having logged onto the system as a System Administrator click on the file menu and choose User Profile.

### The User Profile screen

On the left of the screen are the key areas of the user profile. The Information tab shows an individual user and also has the Add User Button.

Customer No.	:	<input type="text"/>	...
User ID		<input type="text"/>	
Password		<input type="text"/>	
Confirm Password		<input type="text"/>	
Email		<input type="text"/>	

Click on the add user brings up the adjacent dialog box. Use the Customer No. field to find an existing user on database.

Type in a user name e.g. firstname, and assign a password, re-enter the password and then type in the users email address. **CLICK ON SAVE!**

Having created the user, you can then click on the Tools menu item and then the Security option from the menu list. Choose **Find** to see the available roles. Select the role by double clicking.



You will then see a list of all people associated against that role.

Click the note icon (left) and you will see a dialog box. On the left are users who are unassigned. Click each user and click the assign button to add them to the assigned list. Click on Close to end the process

<input type="checkbox"/> Select All		<input type="checkbox"/> Select All
Unassigned Values		Assigned Values
<input type="checkbox"/> CCS		<input type="checkbox"/> Adam
<input type="checkbox"/> CID		<input type="checkbox"/> Matthew
<input type="checkbox"/> CovCVS		<input type="checkbox"/> Nick
<input type="checkbox"/> CWIC	<input type="button" value="Assign"/>	<input type="checkbox"/> Pete
<input type="checkbox"/> NWCVS	<input type="button" value="Remove"/>	
<input type="checkbox"/> WAYC		
<input type="checkbox"/> WRCC		

**Illuminating Comments:**

A user has the power to create/delete and change records and in a multi user environment this has the potential to inflict real damage to an organisation. It is therefore essential that you can trace actions against individuals.

Passwords: A password should be robust enough so that it cannot be easily guessed and should ideally contain a mix of upper and lowercase characters and numbers.