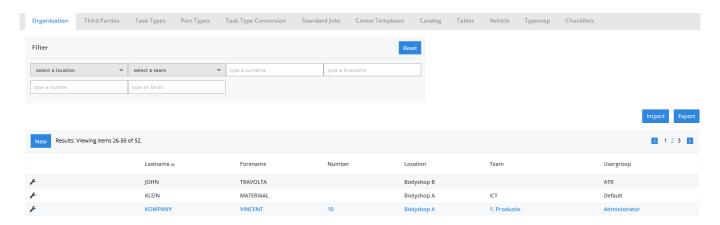
Maintenance How do I create a new user?

You can manage all users through the maintenance screen.

Navigate to the menu Maintenance - Organization - Personnel. In this list you can, by clicking on the edit button (the hammer and wrench icon) on each line, edit the data off your personnel. At the top you will find the New button. Which allows you to add a new employee.



After clicking on the New button you get a blank input screen. There you can complete name, first name, etc. of your staff.

In the case of an employee who needs to log in to edit / create files. Make sure he / she is located in the user group "User". When it is a member of the bodyshop that needs to clock, use the group "ATR" and check the box to ATR. The latter will reveal the person on the screen in the ATR.

Organisation Thi	rd Parties Task Types Part Types	Task Type Conversion Standard	Jobs Comm Templates	Catalog	Tablet	Vehicle	Typemap	Checklists
Personnel data						Security	/	
Lastname	KOMPANY	Location	Bodyshop A	~		Password		
Forename	VINCENT	Usergroup	Administrator	~		Confirm Pass	sword	
Number	10	Language	Nederlands (BE)	~		Visible		Login
	Click here to change the address.	Team	1. Productie	~				Workshop
Phone	Phone	Hourly Cost	€					✓ Planning
Email	Email	Date Started		m				Click here to edit knowledge and efficiency of each task type.
Use e-mail for		Date Stopped		m				✓ Notifications
Contact	Contact Name							Inspection
Contact Phone	Contact Phone							Webservice
Contact Email	Contact Email							Courtesy Car
								Reception
								This will allow the user to be able to use the reception app.
								Logistics
						ACL		ACL
Read ID Card Show Identity data								Save Delete

Unique solution ID: #1501

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