

# 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 of your personnel. At the top you will find the New button. Which allows you to add a new employee.

The screenshot shows the 'Personnel' list in the Maintenance - Organization - Personnel menu. At the top, there is a navigation bar with 'Organisation' selected. Below it is a filter section with a 'Reset' button and input fields for location, team, surname, forename, and email. A 'New' button is visible in the top right corner. The main area displays a table of personnel with columns for Lastname, Forename, Number, Location, Team, and Usergroup. The table contains three entries: JOHN TRAVOLTA (Bodyshop B, ATR), KLEIN MATERIAAL (Bodyshop A, ICT), and KOMPANY VINCENT (Bodyshop A, 1. Productie, Administrator).

	Lastname	Forename	Number	Location	Team	Usergroup
	JOHN	TRAVOLTA		Bodyshop B		ATR
	KLEIN	MATERIAAL		Bodyshop A	ICT	Default
	KOMPANY	VINCENT	10	Bodyshop A	1. Productie	Administrator

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.

The screenshot shows the 'Personnel data' form. It is divided into two main sections: 'Personnel data' and 'Security'. The 'Personnel data' section includes fields for Lastname (KOMPANY), Forename (VINCENT), Number (10), Location (Bodyshop A), Usergroup (Administrator), Language (Nederlands (BE)), Team (1. Productie), Hourly Cost (€), Date Started, and Date Stopped. The 'Security' section includes Password, Confirm Password, Visible (Login), and a list of checkboxes for Workshop, Planning, Notifications, Inspection, Webservice, Courtesy Car, Reception, and Logistics. There is also an 'ACL' button. At the bottom, there are 'Save' and 'Delete' buttons.

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