

# 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.

	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.

Personnel data		Security	
Lastname	KOMPANY	Password	
Forename	VINCENT	Confirm Password	
Number	10	Visible	<input type="checkbox"/> Login
Phone	Phone		<input checked="" type="checkbox"/> Workshop
Email	Email		<input checked="" type="checkbox"/> Planning
Use e-mail for			<input checked="" type="checkbox"/> Notifications
Contact	Contact Name		<input type="checkbox"/> Inspection
Contact Phone	Contact Phone		<input type="checkbox"/> Webservice
Contact Email	Contact Email		<input type="checkbox"/> Courtesy Car
			<input type="checkbox"/> Reception
			<input type="checkbox"/> Logistics
		ACL	<input checked="" type="checkbox"/> ACL

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