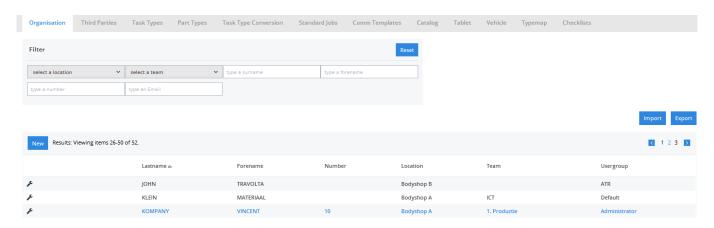
## Maintenance How do I create a new user?

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.

ersonnel data	1			Security	
estname	KOMPANY	Location	Bodyshop A	Password	
prename	VINCENT	Usergroup	Administrator	Confirm Password	
ımber	10	Language	Nederlands (BE)	Visible	Login
	Click here to change the address.	Team	1. Productie		✓ Workshop
one	Phone	Hourly Cost	€		✓ Planning
ail	Email	Date Started			Click here to edit knowledge and efficiency of each task type.
e-mail for		Date Stopped			✓ Notifications
ntact	Contact Name	Bute stopped	ш		Inspection
tact Phone	Contact Phone				Webservice
ntact Email	Contact Email				Courtesy Car
					Reception
					This will allow the user to be able to use the reception app.
					Logistics
				ACL	ACL
ad ID Card					

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