

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.

Organisation

Third Parties

Task Types

Part Types

Task Type Conversion

Standard Jobs

Comm Templates

Catalog

Tablet

Vehicle

Typemap

Checklists

Filter

Reset

select a location

select a team

type a surname

type a forename

type a number

type an Email

Import

Export

New

Results: Viewing items 26-50 of 52.

<

1

2

3

>

	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.

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Personnel data

Lastname

KOMPANY

Forename

VINCENT

Number

10

Click here to change the address.

Phone

Phone

Email

Email

Use e-mail for

Contact

Contact Name

Contact Phone

Contact Phone

Contact Email

Contact Email

Location

Bodyshop A

Usergroup

Administrator

Language

Nederlands (BE)

Team

1. Productie

Hourly Cost

€

Date Started

Date Stopped

Security

Password

Confirm Password

Visible

☐ Login

☒ Workshop

☒ Planning

Click here to edit knowledge and efficiency of each task type.

☒ Notifications

☐ Inspection

☐ Webservice

☐ 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

Unikátní ID: #2459

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Aktualizováno: 2020-04-20 15:11