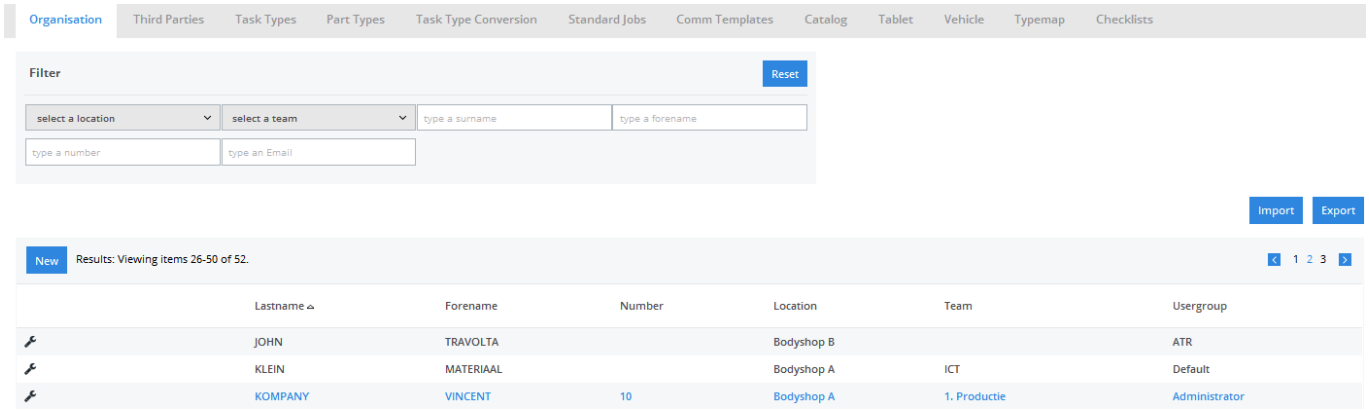
Maintenance

How do I create a new user?

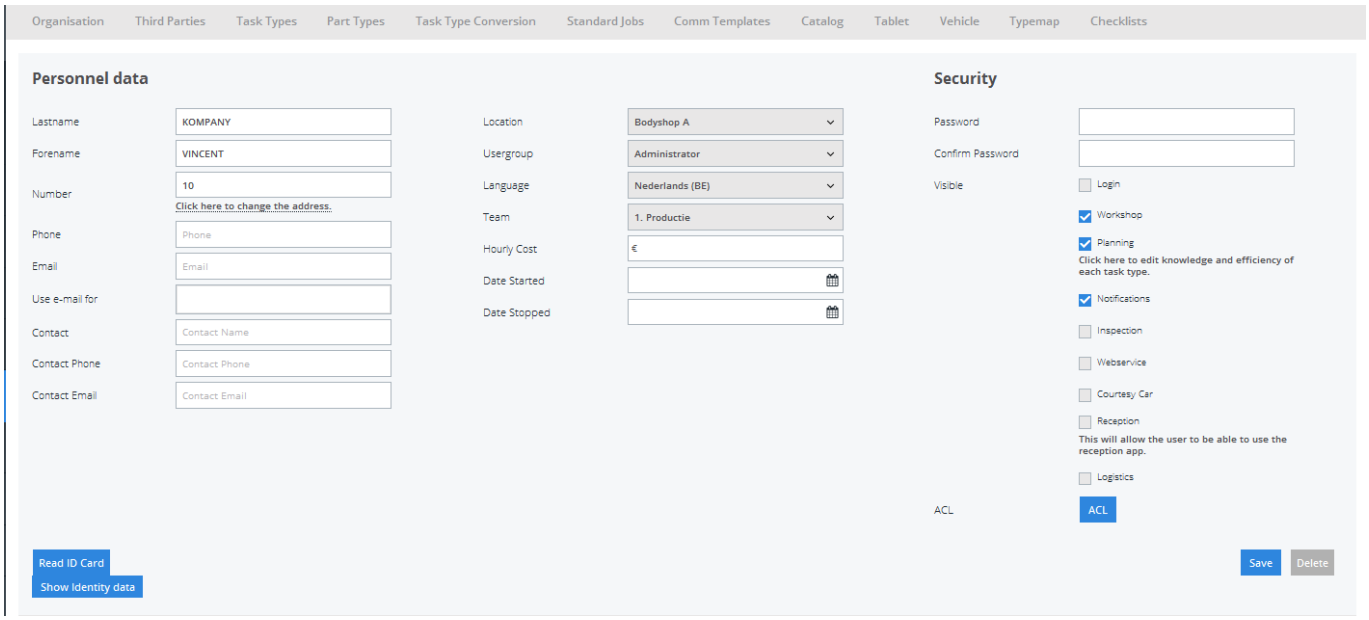
You can manage all users through the maintenance screen.

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.



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