

How to Add a New User

#1 From your Home screen, make sure the drop-down menu says Users.

#2 Select **Admin**.

The screenshot shows the top navigation bar of the Aspira One License Manager. The 'Admin' dropdown menu is highlighted with a red box and labeled '#2'. The 'Users' option within the dropdown is highlighted with a blue box and labeled '#1', with a blue arrow pointing to it. The page title is 'HQ General Administration Operations-HQ09'. The user is identified as 'Zayna Dahle - ID Contract' and the login location is 'Program Staff-HQ General Administration Operations-HQ09'. There are sections for 'BULLETINS' (no active bulletins) and 'CUSTOMERS' (searchable by Customer Class, Identifier Type, Identifier#, ZIP/Postal, Last Name, First Name, Date of Birth, Business Name).

#1 Select **Add User**

The screenshot shows the 'Users' management interface. The 'Users' tab is selected. In the 'Actions' section, the 'ADD USER' button is highlighted with a blue box and labeled '#1'. Below this is a search section with fields for 'Search for' (set to 'User Name'), 'Search Value', 'User Status', 'Assigned with Role', and 'User Location'. A 'SEARCH' button is located below the search fields. At the bottom, a table header is visible with columns: 'USER NAME', 'ACTIVE', 'LOCKED?', 'FIRST NAME', and 'LAST NAME'.

Adding User Information

- #1 Fill out information for the User. Create a simple password to give them. The email address is recommended but not required. This email is used for password resets and report deliveries.
- #2 Always select the **User must change password at next login** box for security purposes.
- #3 Select **APPLY**.

The screenshot shows a web form titled 'Users' with a 'User Name' dropdown set to 'New' and a note '(User Name will be automatically generated by System)'. The 'Status' is set to 'Active'. The 'Password' and 'Confirm Password' fields are filled with asterisks. A checkbox labeled '#2' is checked, with the text 'User must change password at next login'. The 'User Details' section includes 'First Name' (Pat), 'Last Name' (Christensen), 'Phone', 'Fax', 'Email' (cyndiesplace@yahoo.com), 'Address', 'State', and 'Zip/Postal Code'. At the bottom, the 'APPLY' button is highlighted with a green box and labeled '#3'. Blue arrows point to the 'Active' status, the password fields, the 'First Name' and 'Last Name' fields, and the 'Email' field.

- #1 This box will pop up with their User Name. Select **OK**.

The screenshot shows a success message dialog box with the text: 'The User Account has been created successfully. The User Name is id-pchristensen'. A red arrow points to the user name 'id-pchristensen'. Below the message is an 'OK' button highlighted with a blue box and labeled '#1'. To the right of the button is a grey box containing the text 'This is their User Name.' in red.

Assign Role and Location

#1 Select **Assign Role Location**.

The screenshot shows the 'Users' management interface. The 'User Details' form is visible, with fields for User Name (id-pchristensen), Status (Active), Password, Confirm Password, First Name (Pat), Last Name (Christensen), Phone, Fax, Email (cyndiesplace@yahoo.com), Address, State, and Zip/Postal Code. Below the form are buttons for OK, CANCEL, and APPLY. The 'User Roles & Locations' section is also visible, with an 'Actions' button labeled '#1' and an 'ASSIGN ROLE LOCATION' button highlighted with a blue box.

#1 Assign appropriate role for your user.

#2 Assign your location from the list.

#3 Select **OK**.

This completes the process. This user can now login to the assigned location and perform transactions.

The screenshot shows a dialog box titled 'Please select the Role and Location to be assigned to the User'. It contains two dropdown menus: 'Role' (ID - External Agent Manager) and 'Location' (Cyndies Featherville Café(Agent ID:169)). The 'Role' dropdown is highlighted with a blue box and labeled '#1'. The 'Location' dropdown is highlighted with a red box and labeled '#2'. There is an 'ADD' button below the 'Role' dropdown and a 'REMOVE' button to the right of the 'Location' dropdown. At the bottom of the dialog, there are 'OK' and 'CANCEL' buttons, with the 'OK' button highlighted with a green box and labeled '#3'.