How to Add a New User

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

#1 Select **Add User**

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.**

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

Assign Role and Location

#1 Select **Assign Role Location.**

#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.