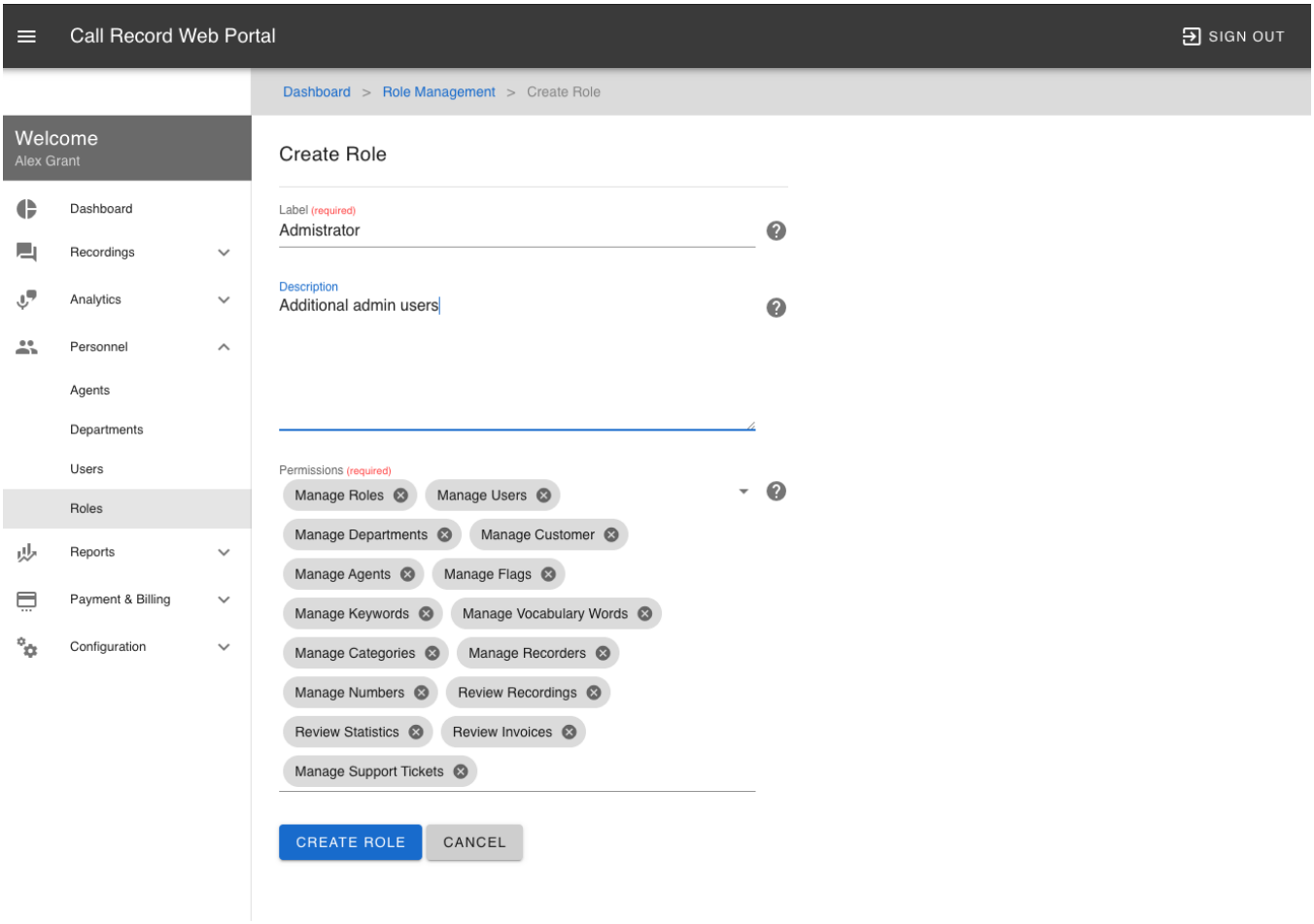
Users and Roles

INFO: Before creating any additional users you must first create a Role. This Role will be assigned to the user that you create.

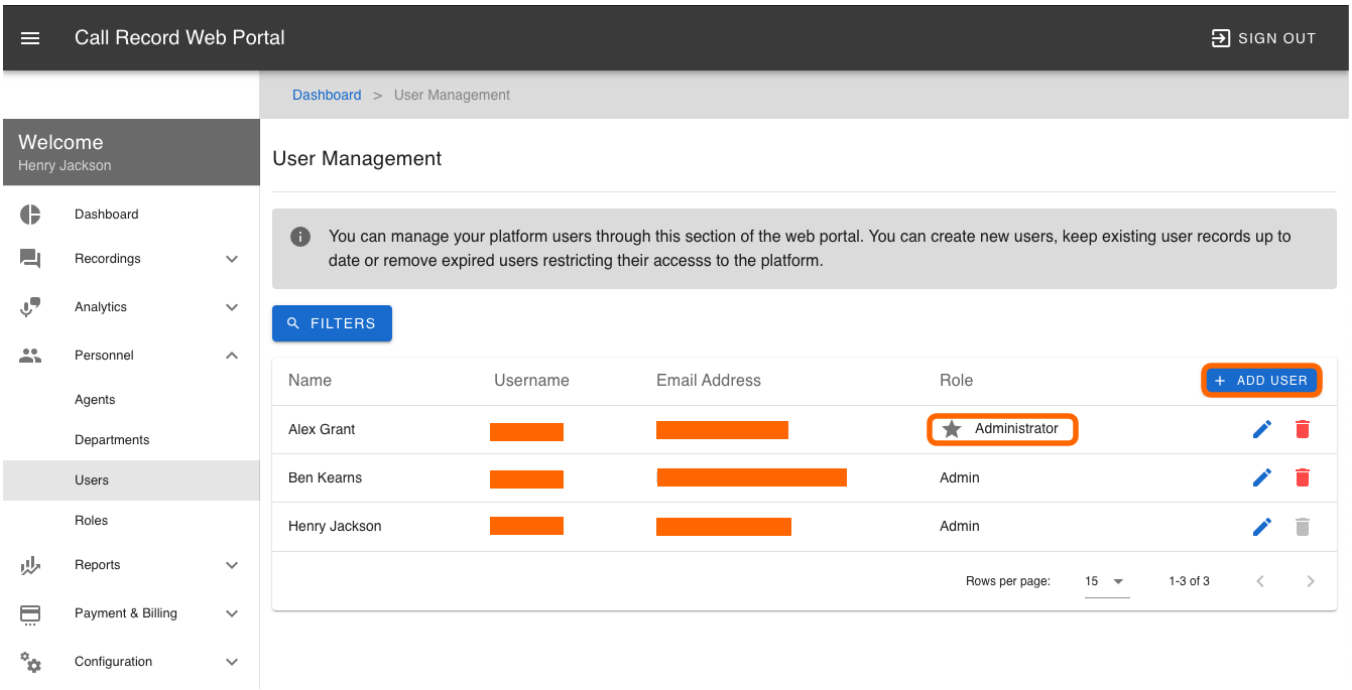
To create a Role click on **Personal** and then click on **Roles** in this example we are going to create an additional Administrator with all permissions.

On the **Create Role** page enter a **Label** and **Description** for the role. Next select which permissions are required, in this example we are creating another Administrator so we would select all permissions. Now click **Create Role.**



You have now created a **Role** for an Administrator with all permissions.

Next we need to create a User to assign this role to. Click on**Personal** then click on **Users**. On the **User Management** page you will see a list of current users. The primary Administrator is highlighted with a star and should not be deleted.



Click on **Add User** to create a new user, on the **Create User** page enter the users **Name, Email Address, Username and select the Role** that you have created.

INFO: Please ensure that the email address is valid. The password will automatically be emailed once the user has been created. Make sure that you check your spam/junk folders. If you have not received the email you can use the **Forgot Password** link on the login page to request a new one.

Revision #5
Created Mon, Jan 18, 2021 3:10 PM by Admin
Updated Wed, Jan 20, 2021 8:44 AM by Admin