Adding Users

Quick Steps: Go to Administration > Users > Add

1. Within the Management Console, select **Administration** from the top menu, then **Users** from the left menu.

2. Click **Add** at the top of the page.

3. Give the User a name. This can be their actual name or titled based on their position.

4. Set Console Access to **Yes** and give the user a Username and Password.

5. Go through each of the other Tabs and set up the User to have access to the areas that they require access to.

A **round radio button** symbolises a menu option. If set to Yes that user will be able to access, if set to No the menu will not show.

A **square tick box** symbolises a function within that menu. If ticked the user will be able to complete that task (eg delete a member), if left unticked the user will not be able to complete that task.

6. Once you have given the user access to all required modules, click **Save**.

Additional Information:

If you already have Users set up that require similar permissions to the new user, **Copy** the existing user to copy over their permissions and then edit as required.