


CREATE USER

To create a new user account, follow these steps:

- On **Users** pane, click  on the tool bar
- The **New User Details** screen appears
- Following are the mandatory fields to create a new user account that are marked as *
- In the **User Name** box, type the user name in email id format you wish to create and then click **Check Availability** to check if the typed user name is available

Note: The username must be a mail id. Example: john@hotmail.com

- You can see **E Mail** field have the **User Name** value
- In the **Job Title** box, type the designation. For example: Manager, Reviewer etc
- In the **First Name** box, type your first name
- In the **Last Name** box, type your last name
- In the **Office Phone** box, type the office phone number
- In the **Role** box, select the role for the user account
- You can also see the following fields that are optional in the **Add New User** form. Fill in the fields which ever applicable
 - Address 1
 - Address 2

CREATE USER

- Country
 - State
 - City
 - Zip Code
 - Secondary E Mail
 - Department
 - Mobile
 - Home phone
 - Fax
- ☛ Click **Ok** to create the new user account or **Cancel** to exit the window
- ☛ **New User** appears in users list