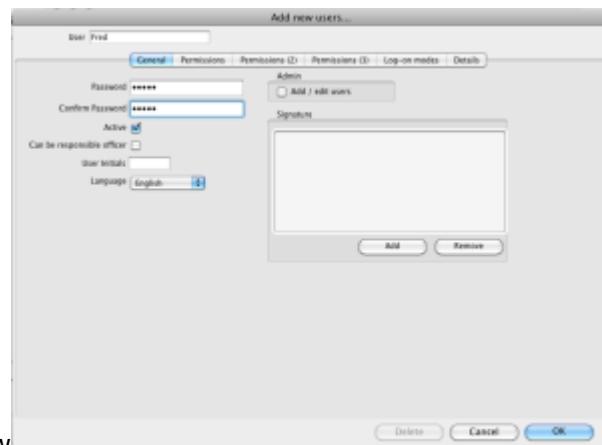


# Users

Only users who have been added to the mSupply user list can log in.

## Adding a new user

1. Choose **File > Edit users**
2. Click the **New** button



3. You will be shown the user window
4. Fill in:

1. The user name
2. assign a password
3. enter password again
4. Go to the permissions tabs and set up permissions (3 tabs)
5. Go to the Log-on modes tab and set up log-in modes
6. For a normal store user set up like this:

| Name | Is disabled | Default store | Store mode | Dispensary mode | HIS mode | Default mode |
| --- | --- | --- | --- | --- | --- | --- |
| Supervisor- All stores |  |  |  |  |  |  |
| General |  |  |  |  |  | Store |
| Hospital Info System |  |  |  |  |  |  |

- 1.
7. Click **OK** when you're done.
8. The user should now be able to log on.
9. After the user logs in, they may want to change their password by choosing **File > Change password**

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