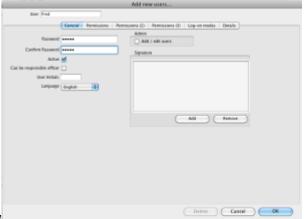
## **Users**

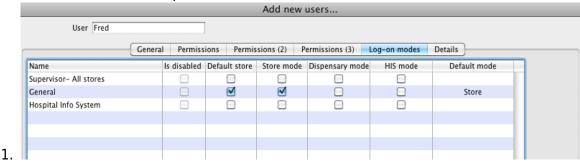
Only users who have been added to the mSupply user list can log in.

## 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:



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

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