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

East Fred		
	General Permissions	Permissions (2) Permissions (3) Log-on modes Details
Password		Admin
Canfirm Password		Signature
Adive	M	
Can be responsible officer		
those britishs		
Language	English 4	
		AN Renoe
		Delete Cancel Cancel

- 5. 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:

Add new users									
User Fred]							
Gener	General Permissions Permissions (2) Permissions (3) Log-on modes Details								
Name	Is disabled	Default store	Store mode	Dispensary mode	e 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**

