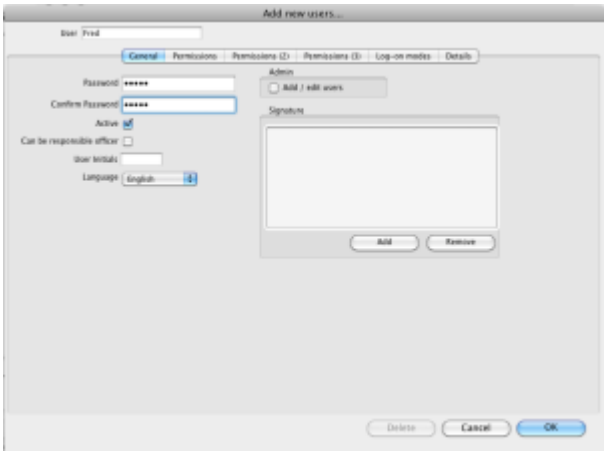
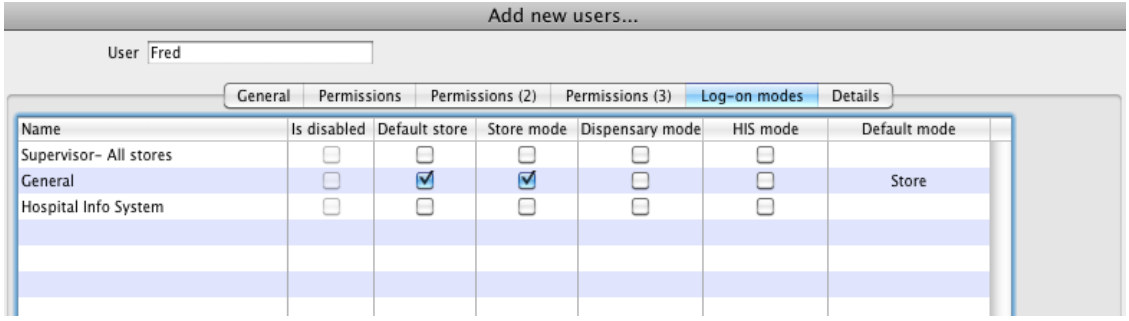
Users

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. 
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:
    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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https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link:
https://docs.msupply.org.nz/preferences:managing_users?rev=1302846418

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