

# 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 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |              |
| General                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Store        |
| Hospital Info System   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |              |

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**

From:  
<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:  
[https://docs.msupply.org.nz/preferences:managing\\_users?rev=1302846452](https://docs.msupply.org.nz/preferences:managing_users?rev=1302846452)

Last update: 2011/04/15 05:47



