

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

The screenshot shows the 'Add new users...' dialog box with the 'General' tab selected. The 'User' field contains 'Fred'. There are input fields for 'Password' and 'Confirm Password', both masked with asterisks. The 'Active' checkbox is checked. There is a 'Can be responsible officer' checkbox which is unchecked. A 'Language' dropdown menu is set to 'English'. A signature box is present on the right side of the dialog. At the bottom, there are 'Delete', 'Cancel', and 'OK' buttons.

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:

The screenshot shows the 'Add new users...' dialog box with the 'Log-on modes' tab selected. The 'User' field contains 'Fred'. The table below shows the log-on modes configuration:

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=1307432402

Last update: **2011/06/07 07:40**

