

Users

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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. The 'User' field is filled with 'Fred'. The 'Password' and 'Confirm Password' fields are masked with dots. The 'Active' checkbox is checked. The 'Can be responsible officer' checkbox is unchecked. The 'User Initials' field is empty. The 'Language' dropdown is set to 'English'. The 'Admin' section has an unchecked 'Add / edit users' checkbox. The 'Signature' section has a large empty box and 'Add' and 'Remove' buttons. The bottom of the dialog has 'Delete', 'Cancel', and 'OK' buttons.

1. 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

GeneralPermissionsPermissions (2)Permissions (3)Log-on modesDetails

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"/>	

1. Click **OK** when you're done.

2. The user should now be able to log on.

3. After the user logs in, they may want to change their password by choosing **File > Change password**

<note>To continue to the next section of the mSupply® user guide click [here](#)</note>

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

Permanent link:
https://docs.msupply.org.nz/preferences:managing_users?rev=1342026730

Last update: **2012/07/11 17:12**

