

Users

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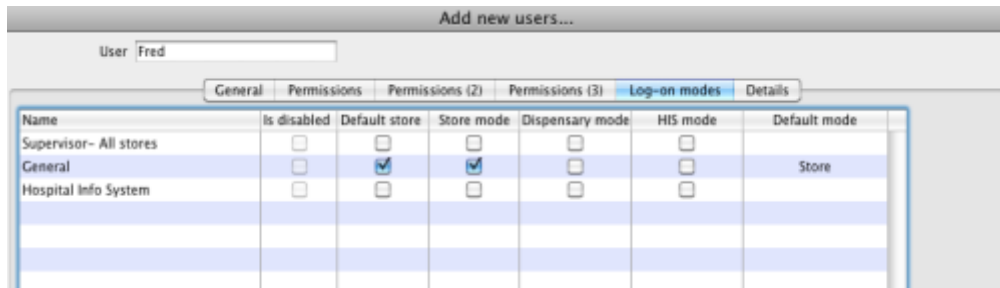
Only users who have been added to the mSupply user list can log in.

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 'General' tab is selected, showing fields for Password, Confirm Password, Active (checked), Can be responsible officer (unchecked), User Initials, and Language (English). There are also tabs for Permissions, Permissions (2), Permissions (3), Log-on modes, and Details. The Admin section has an unchecked checkbox for 'Add / edit users' and a Signature section with an empty text area and 'Add' and 'Remove' buttons. At the bottom are '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:



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>

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