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

		Add new users
User Fred		
	General Permissions	Permissions (2) Permissions (3) Log-on modes Details
		Admin
Password	•••••	Add / edit users
Confirm Password	•••••	Ganzhura
Active	1	Signature
Can be responsible officer		
User Initials		
Lannuane	(Paulish)	
Language	English	
		(Add Remove
		Delete Cancel OK

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]					
	General	Permiss	ions Permis	sions (2) P	ermissions (3)	Log-on modes	Details	
Name		is disabled	Default store	Store mode	Dispensary mode	HIS mode	Default mode	
Supervisor- All stores								
General			2	2			Store	
Hospital Info System								

- 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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Permanent link: https://docs.msupply.org.nz/preferences:managing_users?rev=1342026795



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