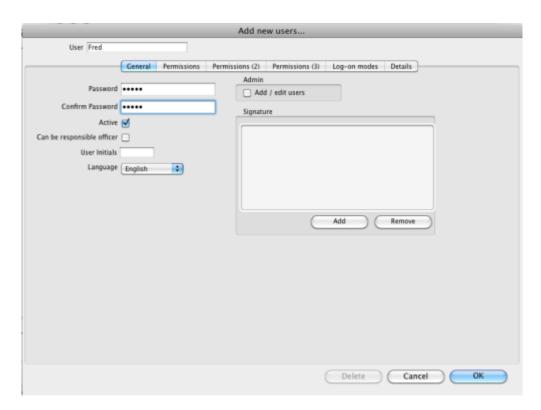
Users

*

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

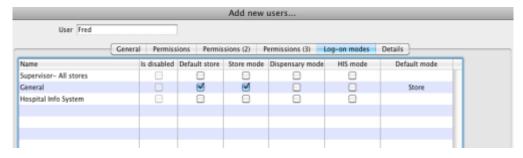
Adding a new user

- 1. Choose File > Edit users
- 2. Click the **New** button
- 3. You will be shown the user window



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**

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