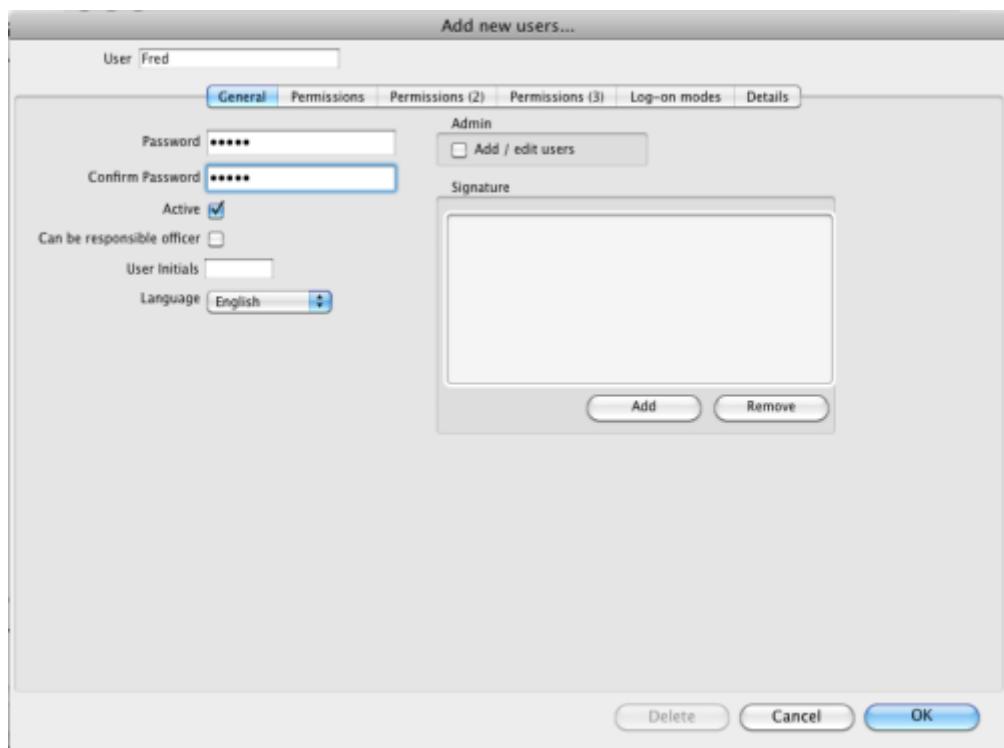# Users

*

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
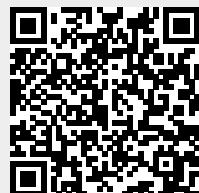   6. For a normal store user set up like this:

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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