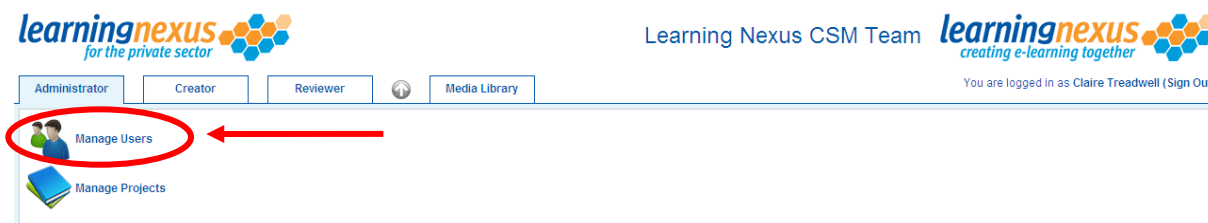


Creating New Users

Only those that have the Administrator role are able to create new users.

- 1) From the **Administrator** tab select the 'Manage Users' Option:



- 2) The 'Manage Users' screen will appear. Select the 'Add New User' option to enter the new user's details.



- 3) In the new screen, enter the details of the new user in the relevant fields, keeping in mind that the password needs to be at least 6 characters long.
- 4) From the Roles option, select which role(s) you wish to assign to the new user.
- 5) Click on the **Save** button to complete the process.

