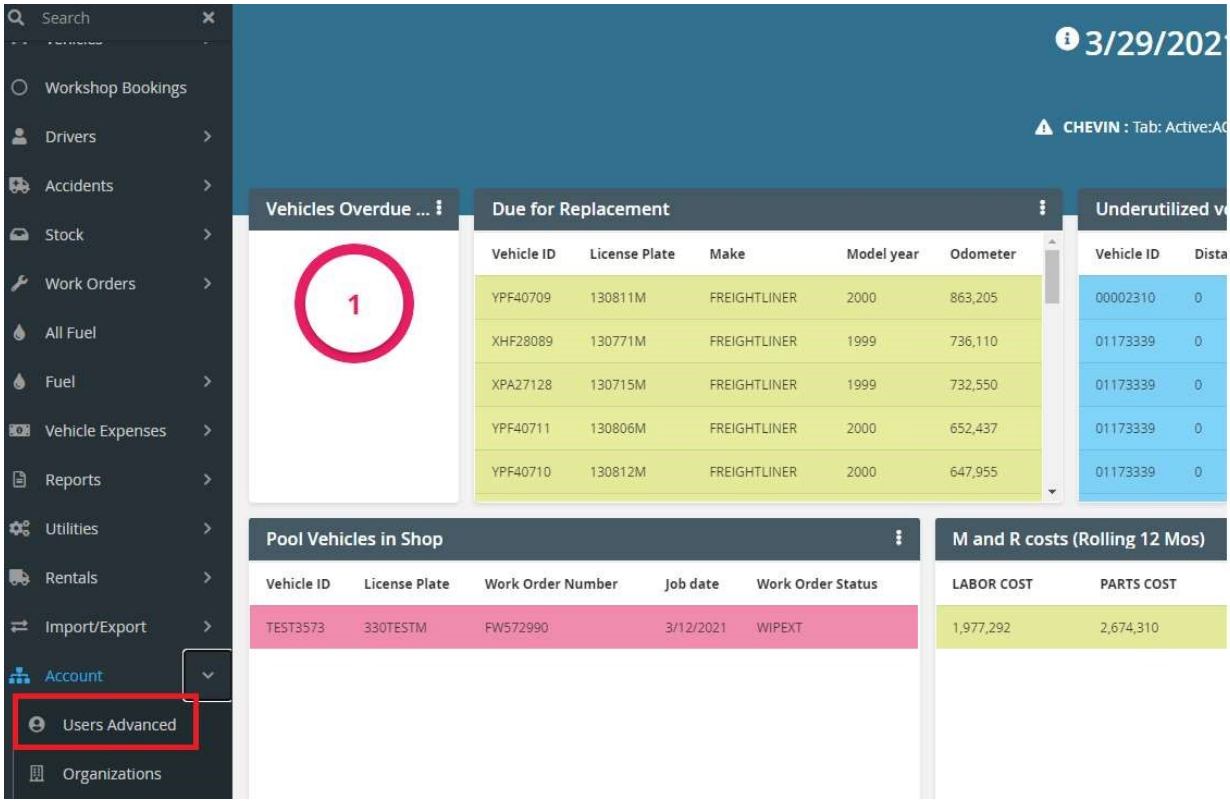
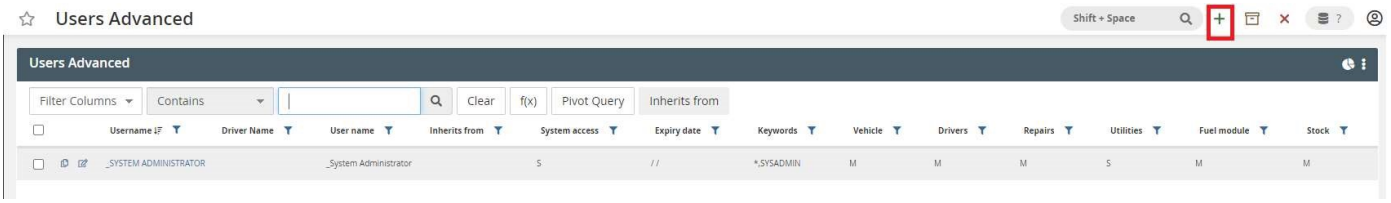
Add a New User to the System

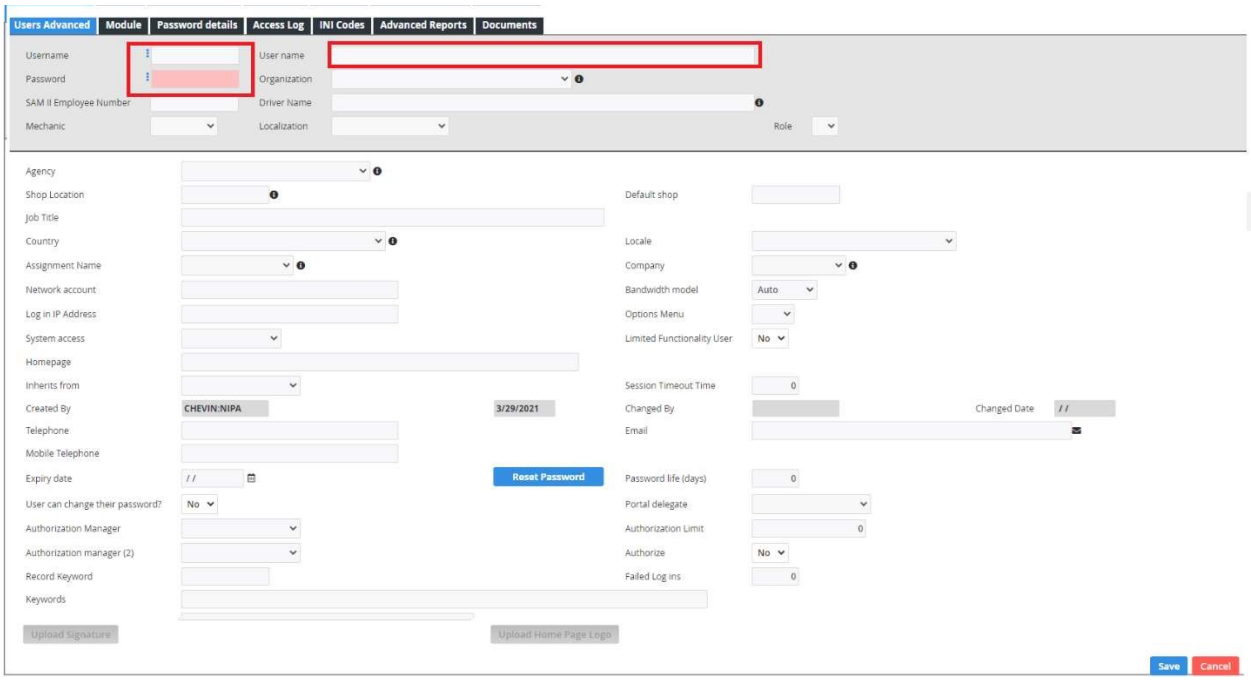
1. Navigate to Account-> Users Advanced module via the left menu bar.



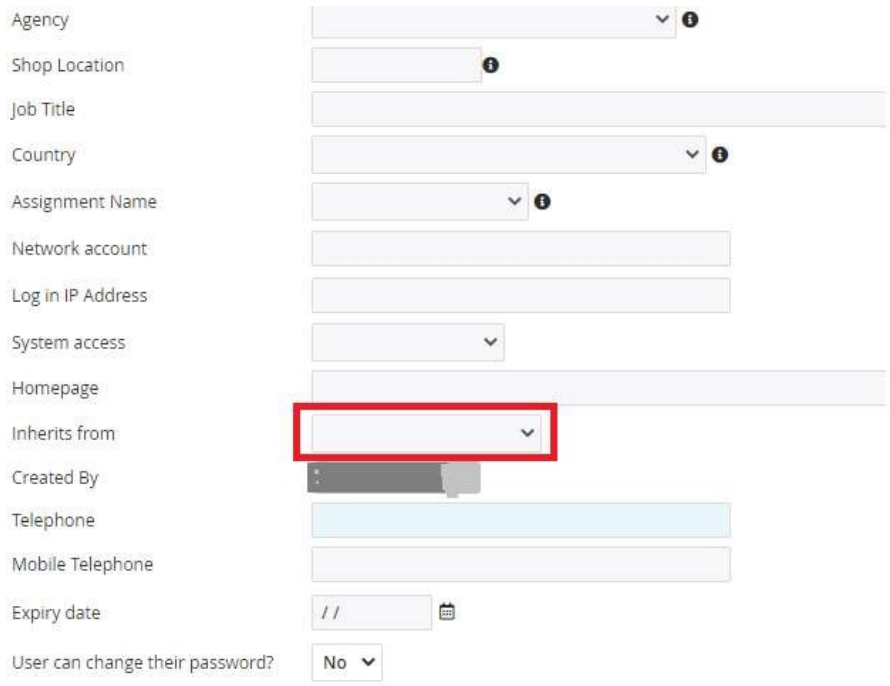
2. From the Users Advanced screen, click the "+" to add a new user.

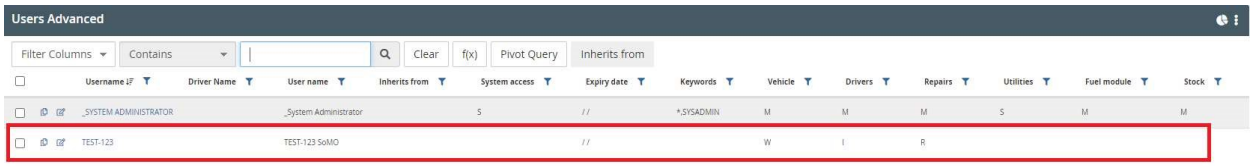


3. Complete the User ID, Password and User Name.



4. Complete other fields as needed. User can inherit from a template profile through “Inherits From” drop down option.



5. Save the record by clicking “Save”.

6. System shows browse view where you can see the new user.