

# Configuration

## Add or Modify a User

### Where is the Users Function Located?

- **Configuration > Find > Users**

### Why & When Should I Create or Modify Users?

User functions enable creation of new users, and the modification of privileges for existing users. Use the Users function to:

- Create a username and password
- Configure roles, user interface views, and permissions
- Configure email
- Configure Salesboards, Company, and Block Assignments

### How to Add a User:

1. **Configuration > Find > Users**
2. In the upper left-hand corner, click on **New** to create a new entry.
3. Fill in all required yellow fields.
4. The tabs across the top of the screen include **Roles, Stations, Salesboard Assignments** and **Company Assignment**. Inside each tab use the **Assign** and **Remove** buttons to assign roles to the selected user.
5. The **UI Views and Privileges** and the **Block Assignments** tabs open a series of checkboxes that allow you to configure permissions. Clicking beside **Black** text will make the selected Navigation Group and Find Selection categories visible. Individual entries in pink are permissions that appear in the **Start a Task** windows. Those permissions that appear in indigo are view and edit permissions.
6. Once the user's permissions in all relevant tabs are complete, **Save and Close** to save your work.

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