

Setting for User Module

This video will show users how to do the setting for User module

Navigate to Organization, Users, Create New.
Fill in fullname, username, email and password.
Click Save then assign roles. STEP-BY-STEP:

1. Go to Organization menu
 2. Select Users
 3. Click Create button
 4. Enter mandatory fields: Full Name, User Name, Email, Password, and Confirm Password.
Password requirements:
 - Minimum 8 characters length
 - Minimum 1 uppercase
 - Minimum 1 lowercase
 - Minimum 1 number
 - Minimum 1 special character: @ ! .For example: Andy@123, Jenny.25
 5. Choose a user from the top left table to view / assign available roles
 6. In the Assigned Roles tab, select available roles from the Available Roles table, then click the Right Arrow button to assign the selected roles to the user.
 7. In the Accessible Branches tab, the user can be assigned to different branches.
If there is only one branch, system will auto assign that branch to users during the user creation.
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