

## **Create a profile**

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# 1 Create a profile

In order to create a new profile, the user will need to do the following:

- Access the menu screen on the left side of the page
- Open the *administration* section and select *users*
- Select the *new* option and populate the screen (illustrated below)
- Once all of the fields have been populated, select the *save* option
- The user will then have access to the new profile

 **Note:**

- *Language Code* can be set to *ENG*
- Examples of the *default role* are *planner* or *administrator*

