Add User

Contents

1 Add User

This screen allows new users to be created.

- Enter the **User** ID - this is case-sensitive.
- Enter the **User Name**
- Enter the **Password** - this is case-sensitive.
- Enter the default **Company** Code
- Enter the default **Warehouse** ID
- Enter the default **Owner** Code, if the user is to be restricted to viewing only this owner's data. If the user is to see all the data for all the owners, leave this blank. You can select the owners from the drop-down list provided.
- Enter the user's '**Security Level'**. This defines which screens can be seen - any screens of a security level less than or equal to the user's security level may be viewed. For supervisors, enter 8, for normal users 7 or less. For Admin users, enter 9.
- Enter the '**Group Code'** - this defines which systems may be seen. Currently this is:
    - ♦ WCS - Calidus *3pl*-Mobile
    - ♦ WMS - Calidus *3pl*
    - ♦ ADM - Calidus Vision Administration Functions
    - ♦ ALL - All Available Systems

Multiple systems may be defined by delimiting them with a comma, e.g. `WCS,WMS`. Specifying `ALL` allows the user access to all available systems.

💡 **Note:** Default Style is not used and may be left blank.

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