New User

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1 New User

1.1 Creating a New User

Menu Maintenance -> Users
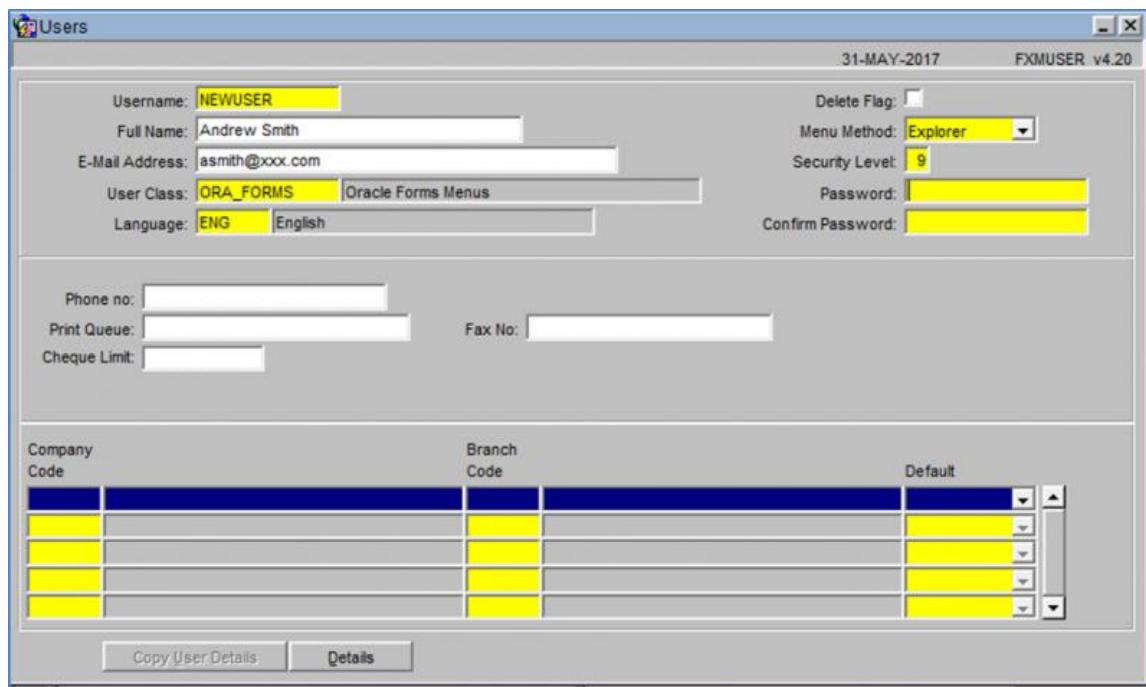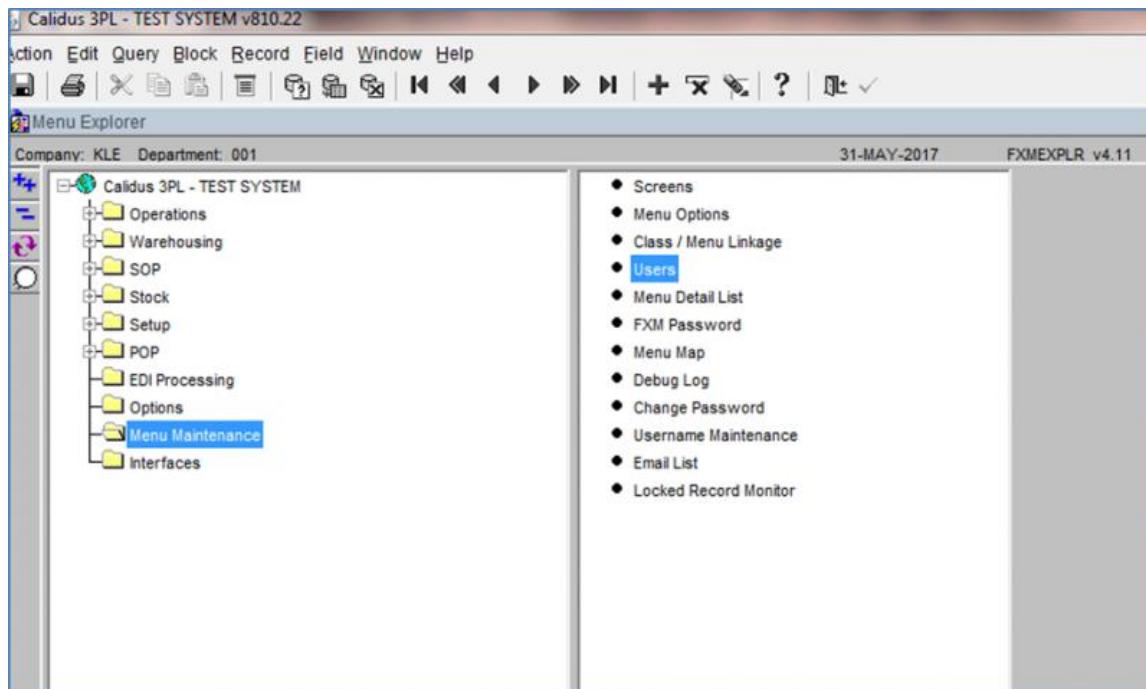
Enter new user name, ensure no spaces or non-alpha/numeric characters are used.

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Enter the same User Class, Language, Menu Method and security level as above.

You can either enter a password or save the record without entering a value and the system will set the password to the same value as the username.

New user name successfully created.

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Click into the Company Code field, then select the Copy User Details button.

In the pop up box enter the id ?OBS? and select Copy User.

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Select ok, the system will then copy in all of the remaining values required to set the new user up on the system. **NB** this will not create a new user on the RF.

How the completed record should look.

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