

# **New User**

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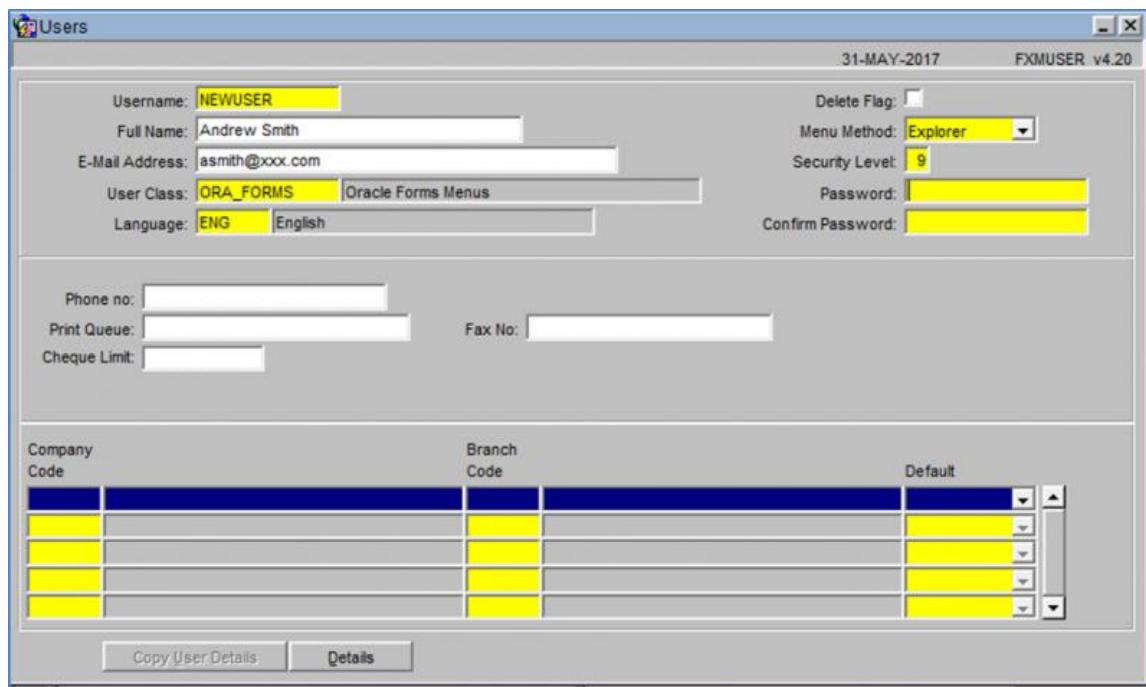
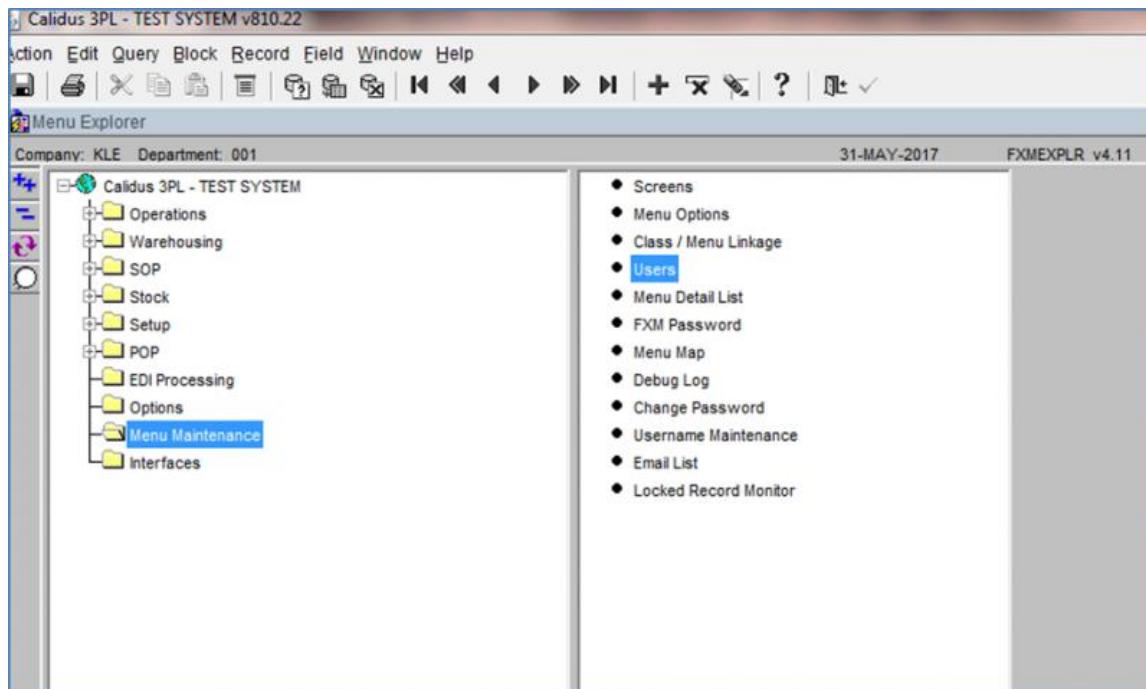
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# 1 New User

## 1.1 Creating a New User

Menu Maintenance -> Users



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



Action Edit Query Block Record Field Window Help

31-MAY-2017 FXMUSER v4.20

Users

Username: **NEWUSER** Delete Flag:   
 Full Name: Andrew Smith Menu Method: **Explorer**  
 E-Mail Address: asmith@xxx.com Security Level: **9**  
 User Class: **ORA\_FORMS** Oracle Forms Menus  
 Language: **ENG** English Password:  
 Confirm Password:

Phone no:   
 Print Queue:  Fax No:   
 Cheque Limit:

Company Code

Information  
 FWL-08264: Null password entered - password has been set to NEWUSER  
 OK

Default

Copy User Details Details

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.

Action Edit Query Block Record Field Window Help

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Users

Username: **NEWUSER** Delete Flag:   
 Full Name: Andrew Smith Menu Method: **Explorer**  
 E-Mail Address: asmith@xxx.com Security Level: **9**  
 User Class: **ORA\_FORMS** Oracle Forms Menus  
 Language: **ENG** English Password:  
 Confirm Password:

Phone no:  Information FWL-08276: Username "NEWUSER" has been successfully created  
 Print Queue:  OK  
 Cheque Limit:

Company Code Branch Code Default

Copy User Details Details

New user name successfully created.



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.



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.

