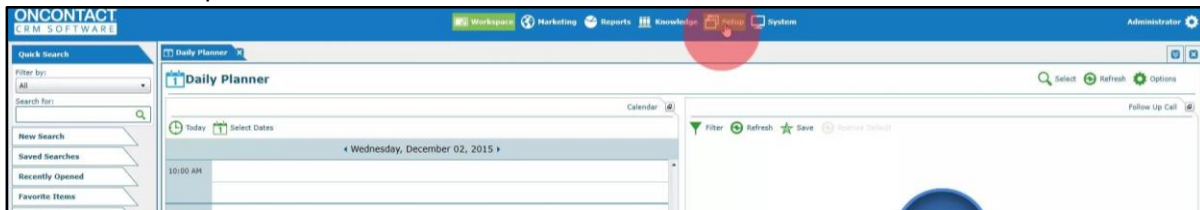
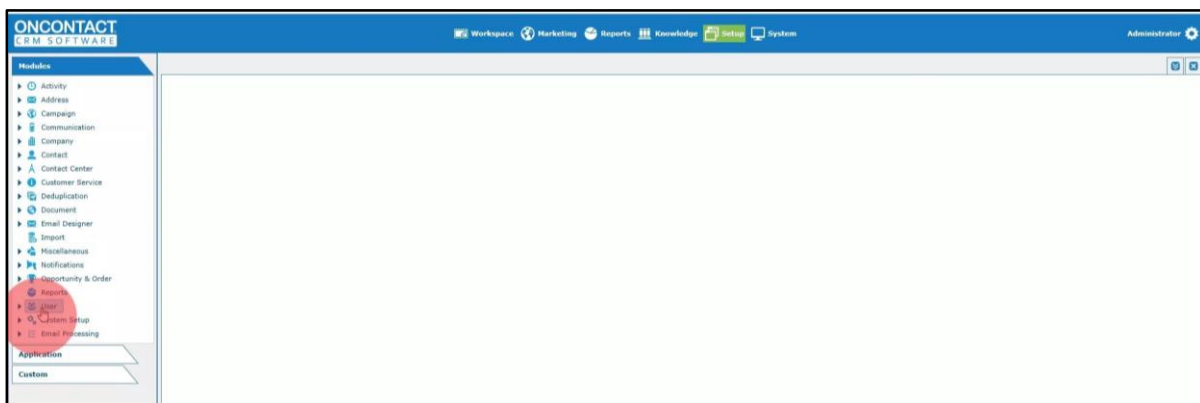


Add a New User

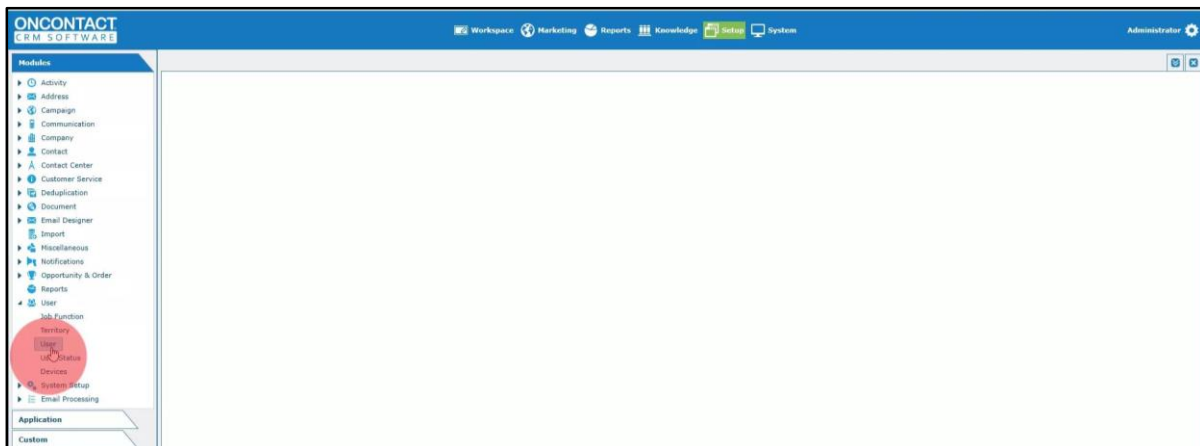
1. Left Click Setup



2. Left Click User.

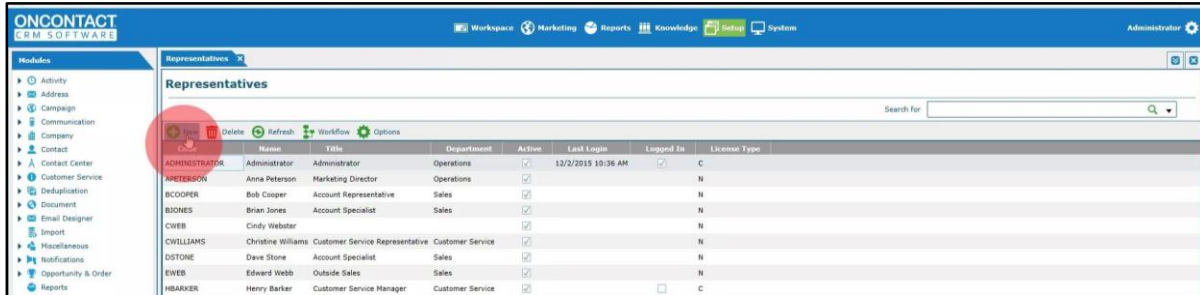


3. Left Click User.

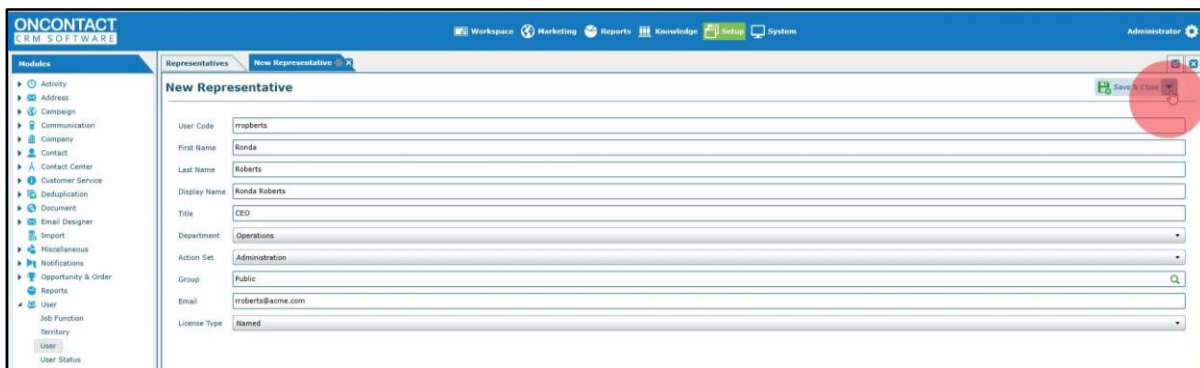


Add a New User

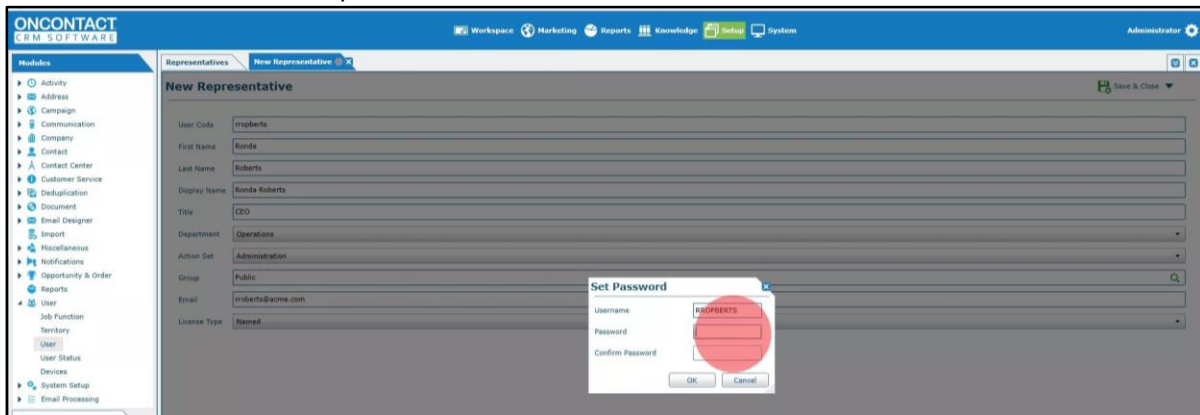
4. Left Click New.



5. Enter the User's information. The User Code you enter will become the user's OnContact login ID. Save and close the record.

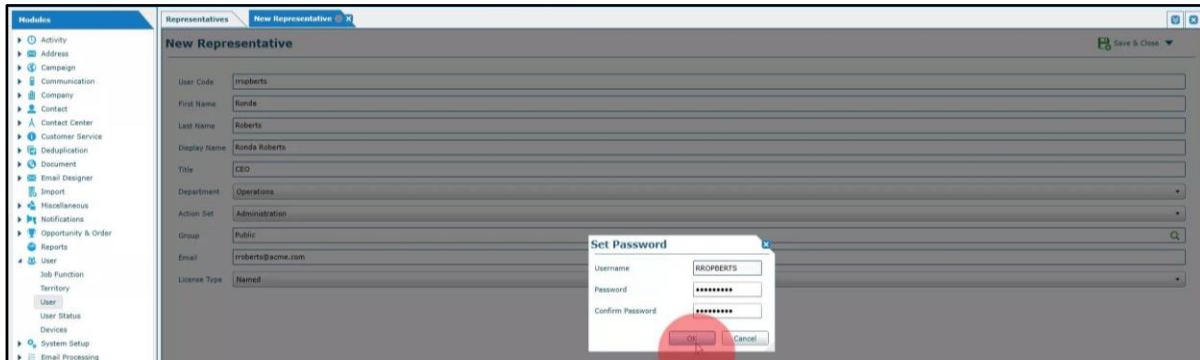


6. You must create an initial password for the user, of at least 8 characters.

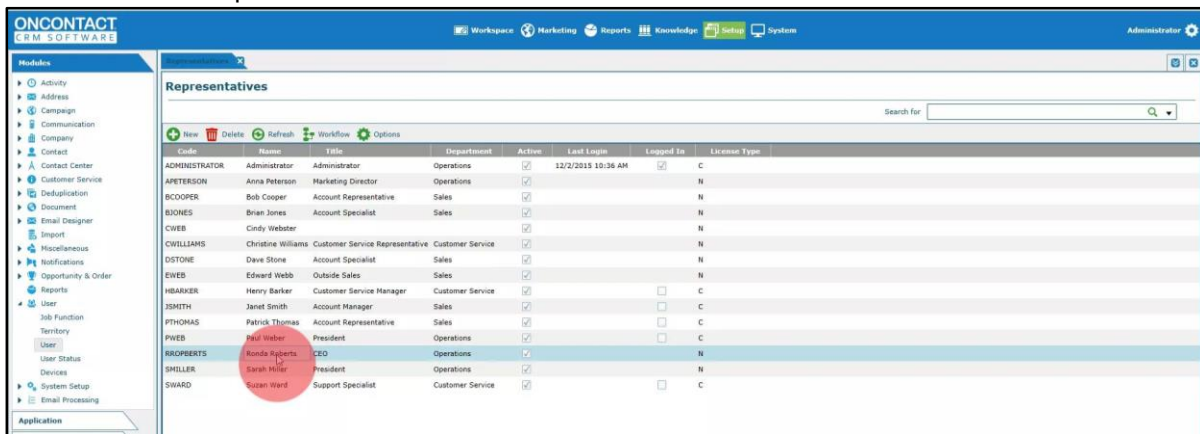


Add a New User

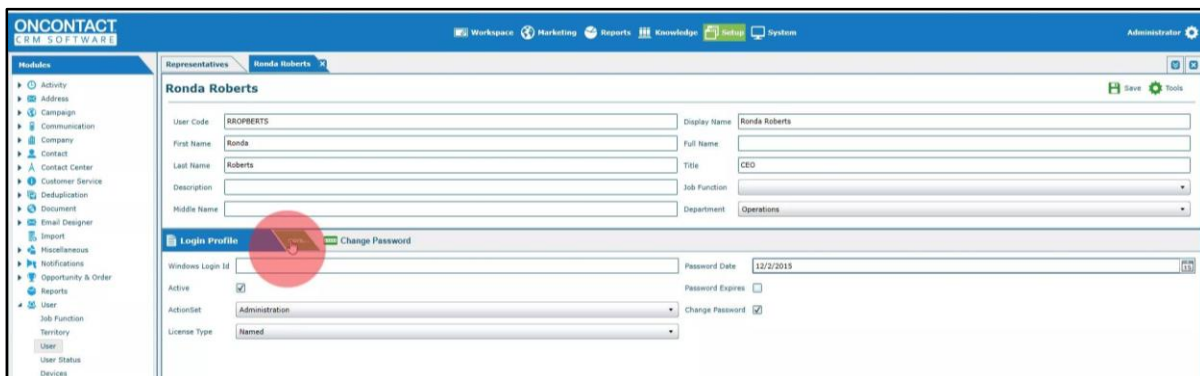
7. Left Click OK.



8. Double Click to open the User's record.

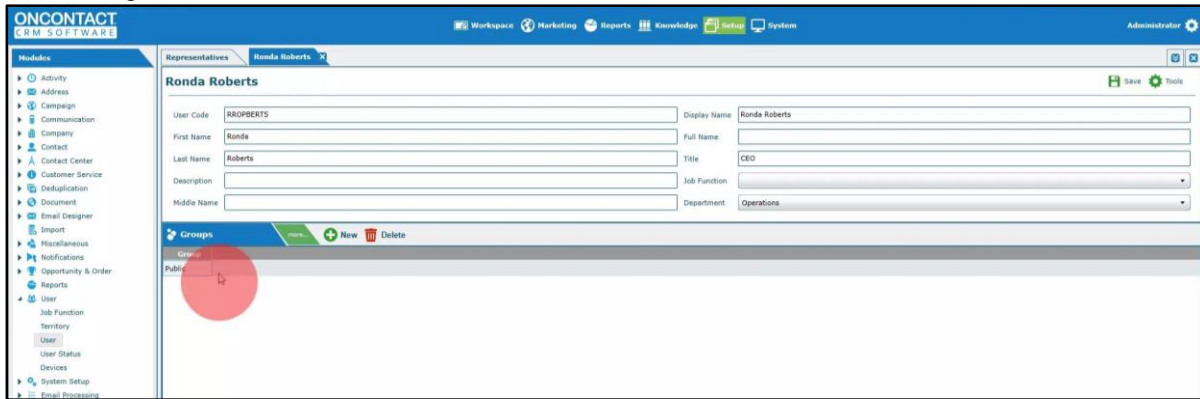


9. Left Click More.

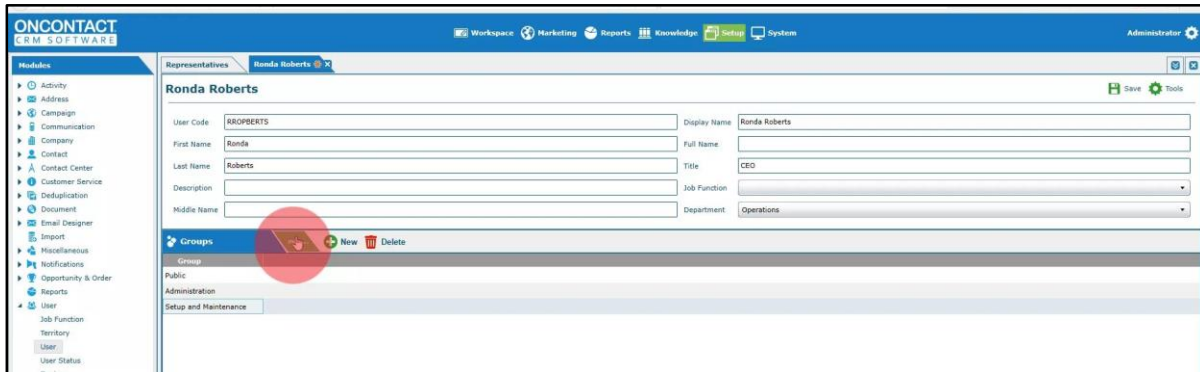


Add a New User

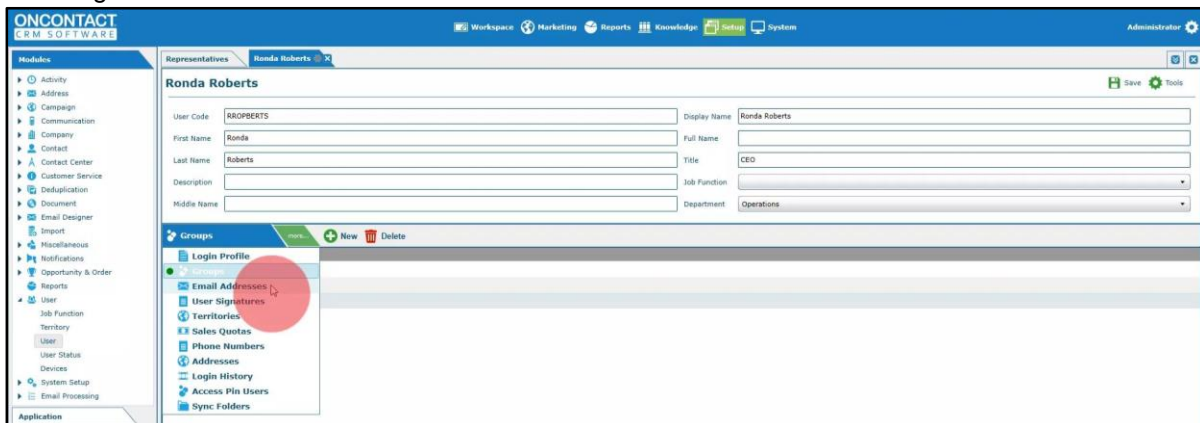
10. Add all the security groups the User should belong to. These are documented in the User Groups reference guide.



11. We added the Administration and Setup and Maintenance groups for this user.

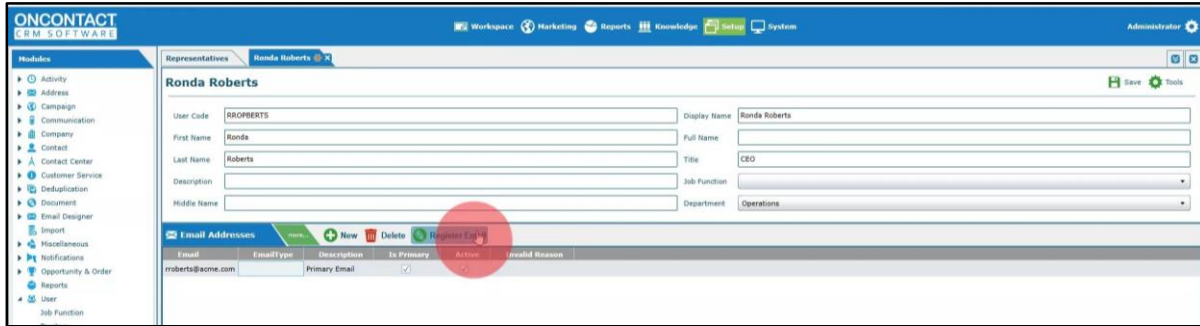


12. If WorkWise is hosting OnContact and the user will be sending out emails from OnContact, you must register their email address with Amazon Cloud services.

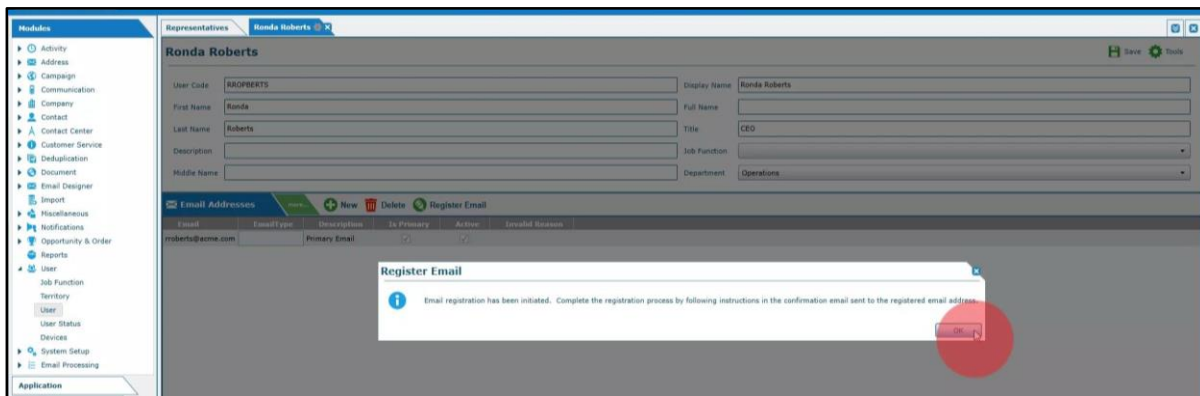


Add a New User

13. Select the email address, and click the Register Email icon.



14. Left Click OK.



15. Left Click Save.

