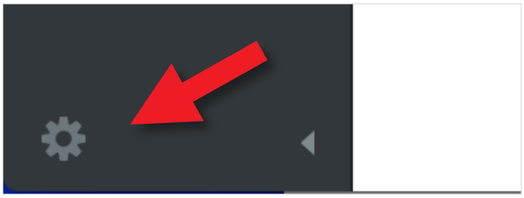
Adding a User - 1

There are two parts to adding a **User** to the system:

1. **Adding the User**
2. **Adding the User to a Group**

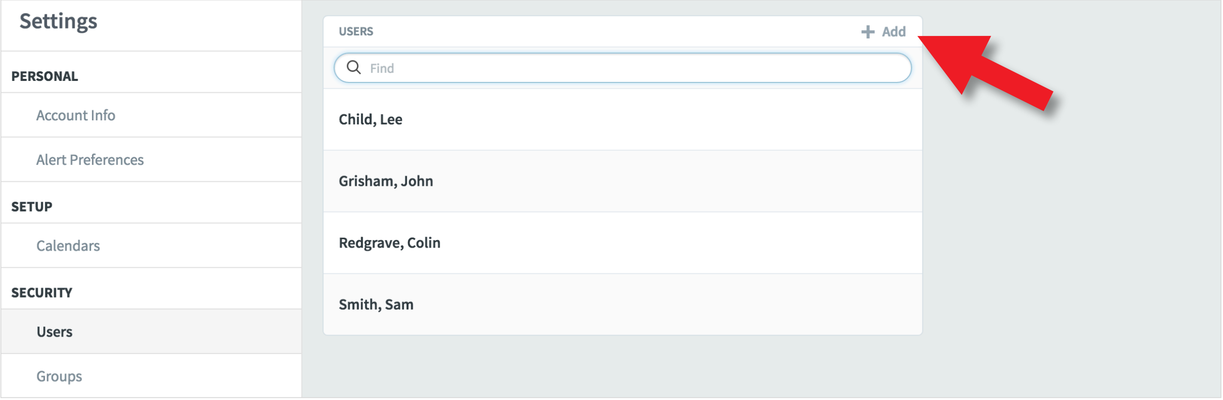
A User will not have **Permission** to do anything until they have been added to a **Group**. Your trial system comes with three default groups:

1. **Administrator** - An administrator can do anything
2. **Communicator** - A communicator can own objectives and metrics, update actual values, write notes, set alerts and create tasks
3. **Viewer** - A viewer can view the system



Click on the small cog at the bottom left hand side of the screen to open the **Administration** view.

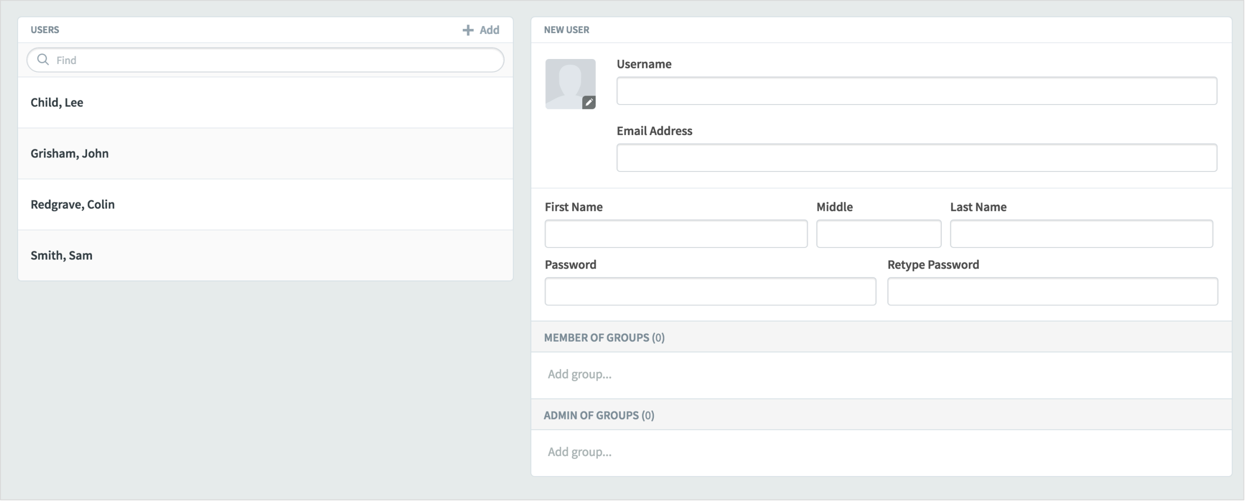
You will be presented with the **Account Information** screen. Click on **Users** under **Security** about half way down the Settings list. You will see the following:

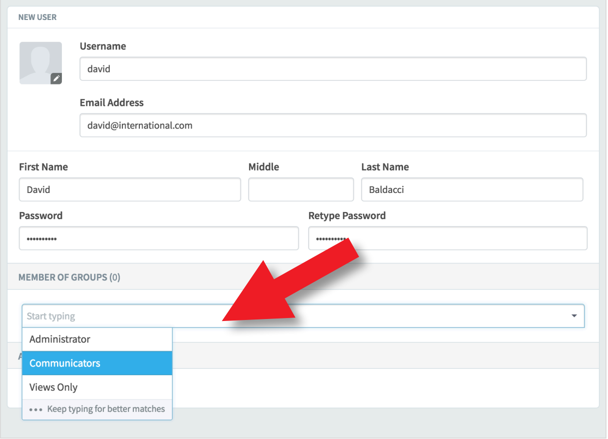


Click on **+ Add** to add a User

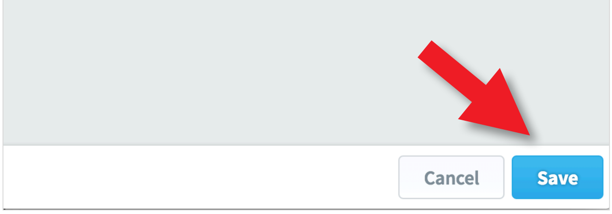
Adding a User - 2

The **New User** dialogue box will appear to the right. Add the new **User** details (important: the fields are **case sensitive**)





Click on **Member of Groups** and select the **Group** into which you want this user to be a member



Very Important - Do not forget to click **Save** at the bottom of the screen (the new user will not show up in the list until the screen is refreshed)

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