(i) 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:

Settings	users + Add	
PERSONAL	Q Find	
Account Info	Child, Lee	
Alert Preferences	Grisham John	
SETUP		
Calendars	Redgrave, Colin	
SECURITY	Smith, Sam	
Users		
Groups		

Click on + Add to add a User



(i) 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**)

USERS 4 CQ Find Child, Lee	- Add	NEW USER	Username			
Grisham, John			Email Address			
Redgrave, Colin		First Name		Middle	Last Name	
Smith, Sam		Password Retype P		assword		
		MEMBER OF GROUPS (0)				
		Add group				
			ADMIN OF GROUPS (0)			
		Add group.				



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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