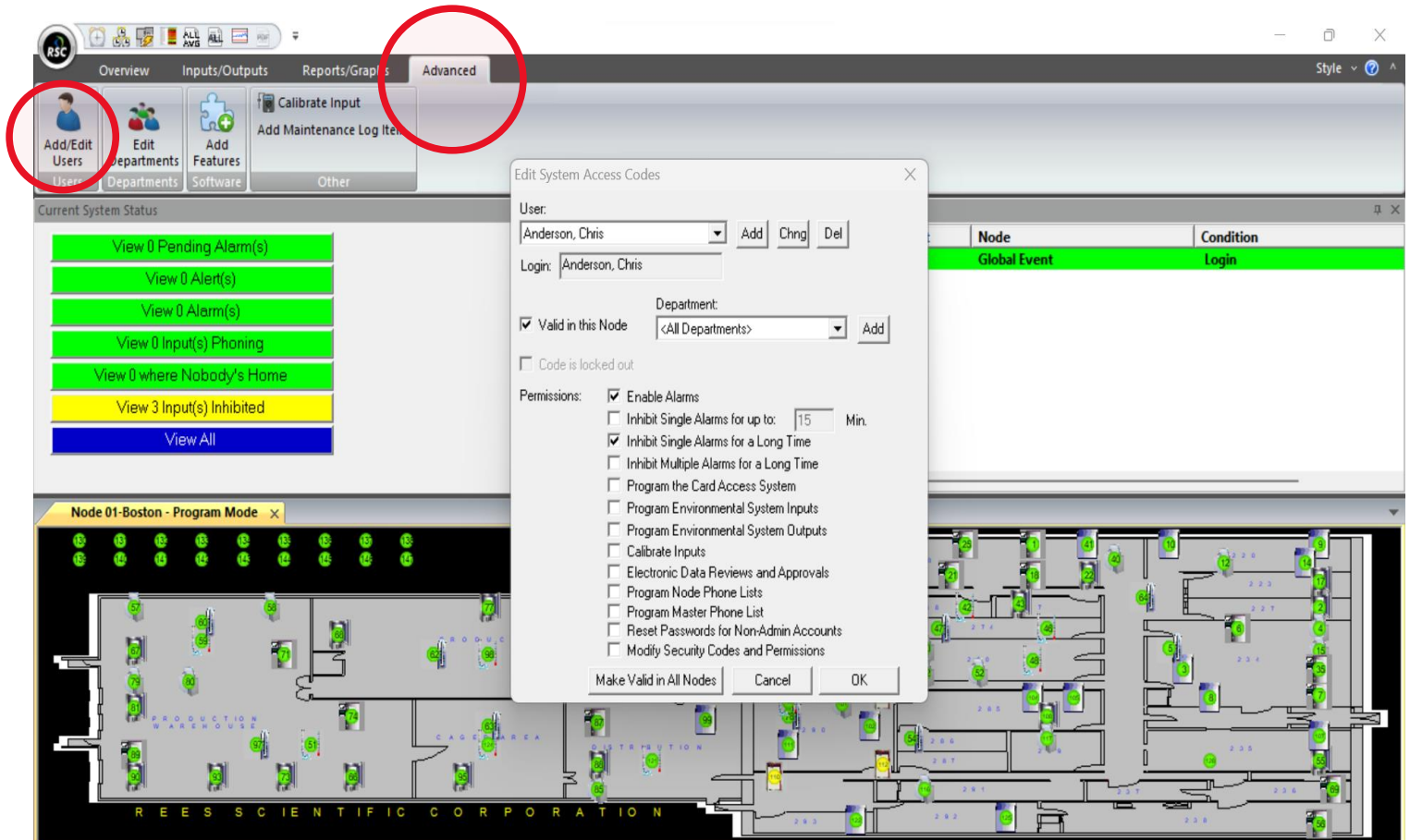


Workstation - Adding a New User

1. Click on the "Advanced" tab at the top of the screen and then select "Add/Edit Users".



2. Select “Add” near the top of the window. You can now add a new user along with the login they will use as their username, a temporary password that will need to be changed by the user once they login for the first time. You must also assign a numeric phone ID for all new users.



3. Be sure to check that the user is made valid in the correct Node. You can then assign the permissions desired for the user as well as if you want them to only have access to inputs in a specific department. Once complete click on “OK”.

