



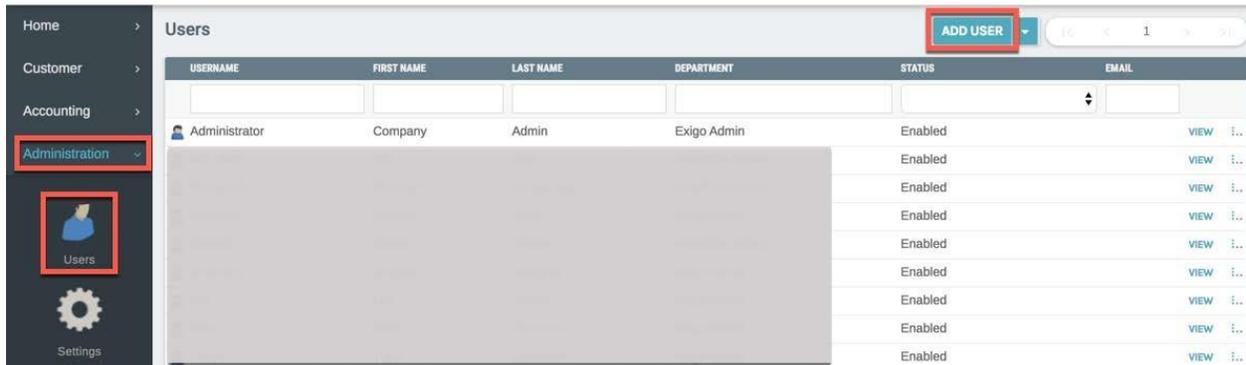
**Users:**

# **Creating New Users**

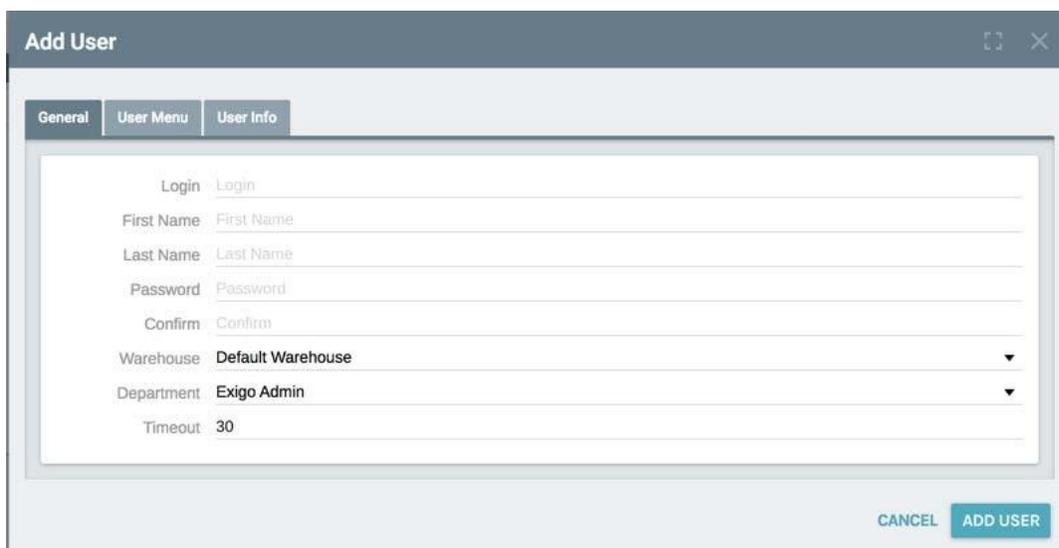
v 1.1

## CREATING NEW USERS FROM SCRATCH

1. Log in to Exigo.com.
2. Go to Administration > Users



3. Clicking "ADD USER" opens the following window.



**Add User**

General | User Menu | User Info

Login: Login

First Name: First Name

Last Name: Last Name

Password: Password

Confirm: Confirm

Warehouse: Default Warehouse

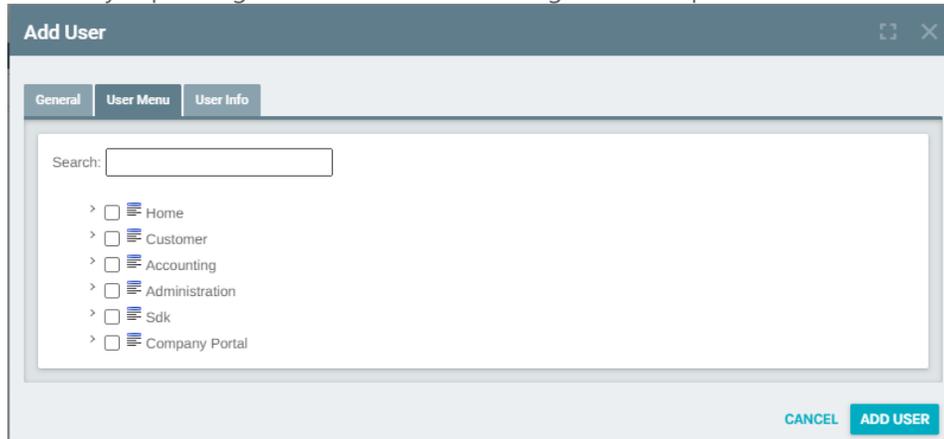
Department: Exigo Admin

Timeout: 30

CANCEL ADD USER

4. General tab:
  - a. Login = User Name or Name used to log in to Exigo.com. (Required)
  - b. First Name = First Name of the User (Required)
  - c. Last Name = Last Name of the User (Required)
  - d. Password = The initial password of the User (Can be changed by User) (Required)
  - e. Confirm = The initial password of the User (Required)
  - f. Warehouse = Users can associated to a specific warehouse
  - g. Department = User access can be easily assigned using departments. We cover this in greater detail in a separate training.
  - h. Timeout = This is set in minutes. This is the duration before a user will be logged out due to inactivity.

5. Check the following boxes to give the User All Security Permissions to the system.  
NOTE: New Users set up by the Implementations Team are given All Security Permissions. Clients are responsible for updating and managing Security Permissions. Permissions can be assigned per feature by expanding each section and selecting individual permissions.

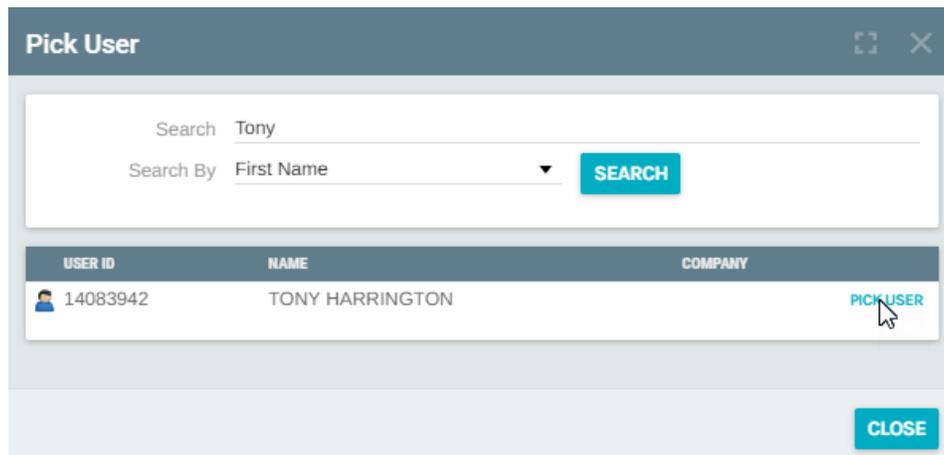


6. The User Info Tab is not required for basic setup. User Information is managed by Clients.
7. Click "ADD USER".
8. The User has been created.

## CREATING NEW USERS FROM MODEL

To save time, the new user can be created from a model. Use this method only if the new user is to have the same setup as an existing user.

1. On the Users screen, click the down arrow on the "Add User" button
2. Click on "Users From Model"
3. Search for the user whose configuration you wish to replicate
4. Click "Pick User" next to the desired result



USER ID	NAME	COMPANY
14083942	TONY HARRINGTON	

5. On the "Add User" screen, fill out the general tab as described on the previous page.