

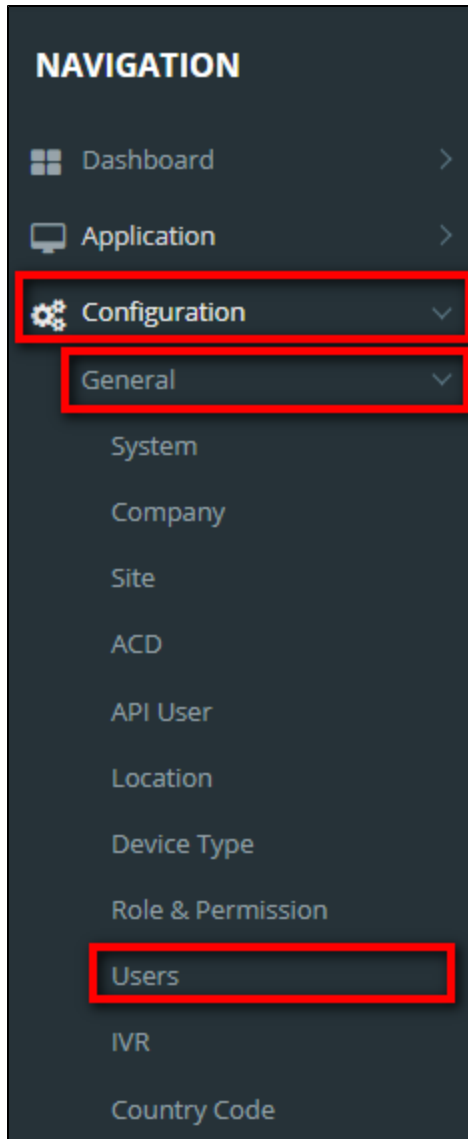
# How to create a new user

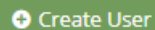
When you want to put another person who can log in and manage the Linkscope web, you must create a new user account and set an authorization role for this account.

## Step-by-step guide

To create a new user:

1. From the Linkscope Web application, you click to **Configuration ? General ? Users** at the menu.



 Create User

2. Click the **Create User** button, the **Create Linkscope Web User** popup is displayed.

3. At the Create Linkscope Web User popup, you enter **UserName**, **Password** (Min. 5 Chars), **Confirm Password**, **Email**.

Create Linkscope Web User

User Name

linkscope

Password: (Min. 5 chars)

.....

Confirm Password

.....

Email

admin@primas.net

Company

Select Company

Location

Select Location

Role Membership Applied \*

☐ Administrators

☐ Agents

☐ Managers

☐ Supervisors

☐ Test Role

☐ UW Text App Role

☐ UWRole

Upload Photo

Select files...

Create User

Close

4. Next, select location and set the role for **Membership Applied Role**.

If the creator is assigned to a company, the list of roles/locations only displays the roles/locations that belong to the same company.

Create Linkscope Web User

User Name

QCs

\*

Password: (Min. 5 chars)

.....

\*

Confirm Password

.....

\*

Email

QCs@primas.net

\*

Company

Primas

▼

Location

Dept1

▼

\*

Role Membership Applied \*

☒ PRIMA - Administrators

☐ PRIMA - Agents

☐ PRIMA - Managers

☐ PRIMA - Supervisors

☐ PRIMA - Testers

Upload Photo

Select files...

Create User

Close

If the creator is the administrator who is not assigned to any company, display two dropdowns for the admin to select a company and location:

- If **not** select company, display **General roles** only.
- If the selected company is not the default company, display all roles/locations that belong to the same company.

### Create Linkscope Web User

User Name

linkscope

Password: (Min. 5 chars)

.....

Confirm Password

.....

Email

admin@primas.net

Company

Primas

Location

Dept1

Role Membership Applied

☒ PRIMA - Administrators

☐ PRIMA - Agents

☐ PRIMA - Managers

☐ PRIMA - Supervisors

☐ PRIMA - Testers

Upload Photo

Select files...

Create User

Close

5. Final, click **Create User** button.

If the system shows this message, you created successfully a new user.

User has been successfully created.

Home > Configuration > General > Users

Reset Password For ALL InActive

New Password

Reset Password

All Users

Create User

Delete All Selected

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- [Close/Exit Notifier](#)
- [Auto update new version of Custom DLL](#)
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