



How to create user

Solution

1. Maintenance > Users

User Name	Full Name	Remarks	Email
ADMIN			
LENGLENG	WONG LENG LENG	SUPERVISOR	
LIM	LIM XIANG QI		
MANDY	MANDY LEE MENG MENG	MANAGER	
XIAN			

2. Go to Home button and click New

User Name	Full Name	Remarks
ADMIN		
LENGLENG	WONG LENG LENG	SUPERVISOR
LIM	LIM XIANG QI	
MANDY	MANDY LEE MENG MENG	MANAGER
XIAN		

- Update the user's name, full name, email.
In the remark column, update any information. Example you can update the department.

By default, this user is active. If the user has resigned you can untick this option

The screenshot shows the 'Security System User' form. The 'User Name' field is 'SANDY' and the 'Active' checkbox is checked. The 'Full Name' is 'SANDY LIM MEI FEI', 'Email' is 'sandy@abc.com.my', and 'Remarks' is 'SALES TEAM'. The 'Roles' table below shows a 'Default' role with 'Administrative' and 'Can Edit Model' permissions.

Name	Administrative	Can Edit Model
Default	<input type="checkbox"/>	<input type="checkbox"/>

- To select the roles, click on the link button

Click this link to learn how to define user roles

<https://support.qne.com.my/support/solutions/articles/81000412630-how-to-create-user-roles->

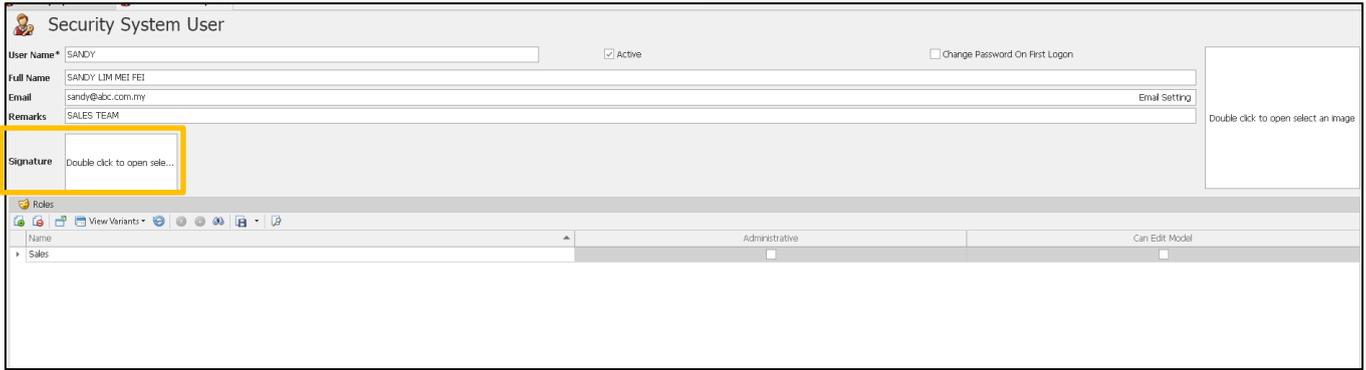
The screenshot shows the 'Security System User' form with the 'Roles' dialog box open. The dialog box lists several roles: ADMIN DEPARTMENT, Administrator, Default, Manager, Purchase, and Sales. The 'Sales' role is selected. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog.

- By default, there is a "Default" role. You can click on the unlink button to unlink it

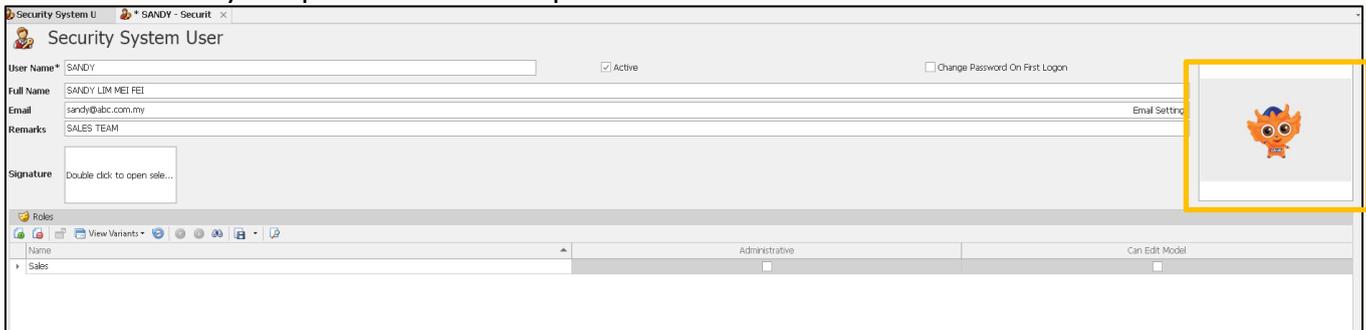
The screenshot shows the 'Security System User' form with the 'Roles' table. The 'Default' role is selected, and the 'unlink' button (represented by a chain link icon) is highlighted in the 'Roles' table.

Name	Administrative	Can Edit Model
Default	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input type="checkbox"/>	<input type="checkbox"/>

- Update Signature if you want it display in the transaction example Purchase Order, Sales Invoice, Quotation.



- You can insert your picture from the picture column.

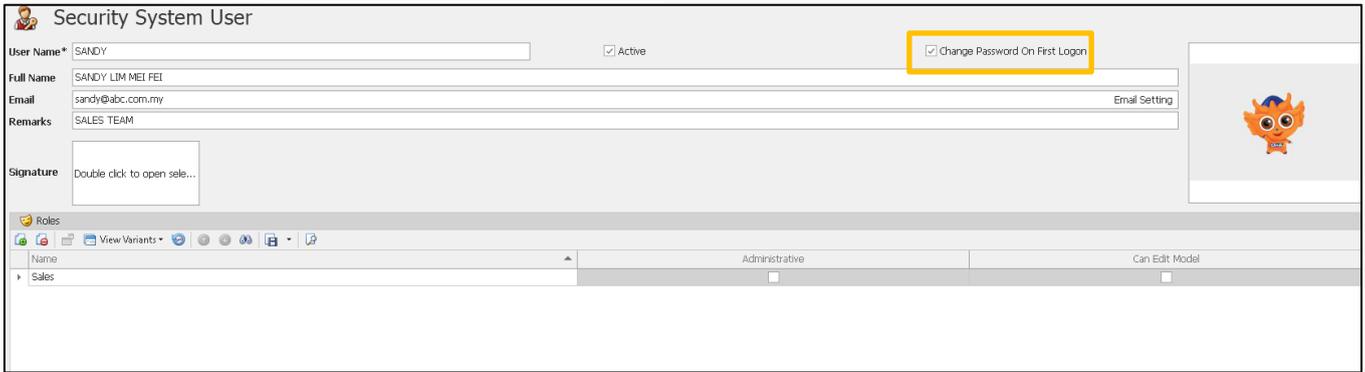


So that it will display during the login screen after you enter the user's name. This is useful for those users who always forgot the user's name.

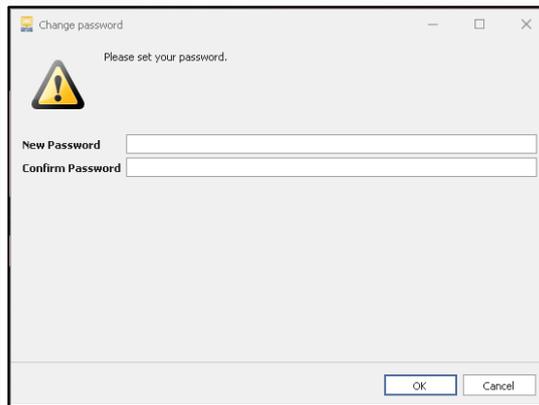


8. Lastly, you can set the password by clicking this "Change Password On First Logon".

After tick this option > Click Save.



9. Login with user "SANDY" without password, system will prompt for setting new password. So, the user SANDY can define the password now.



10. For the next login, the user will need to define the password and login

