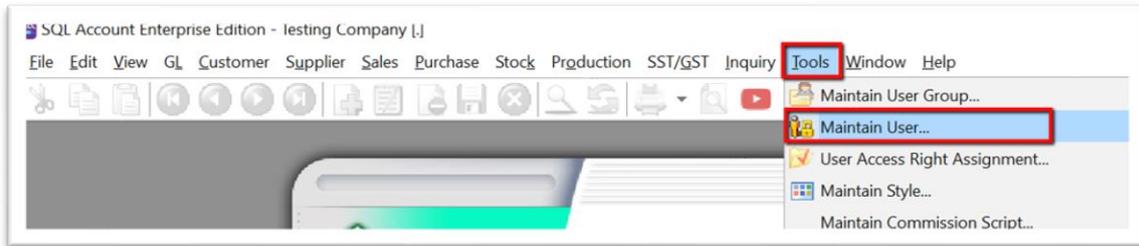
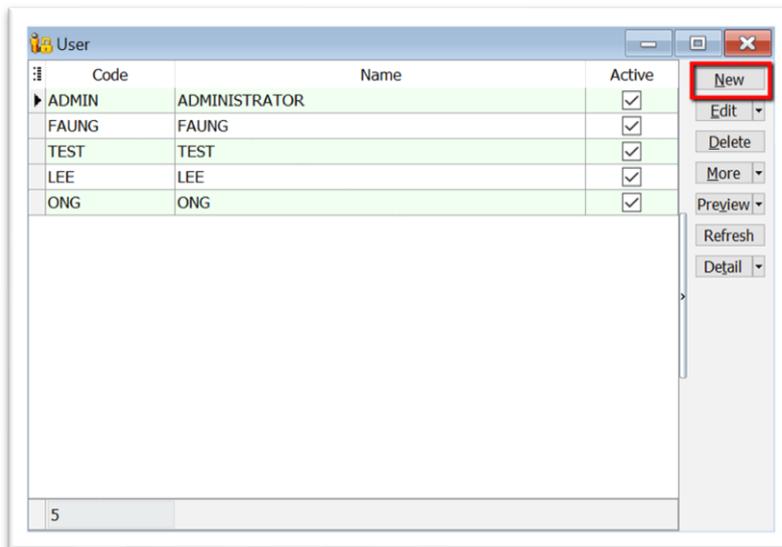


How to create a new user?

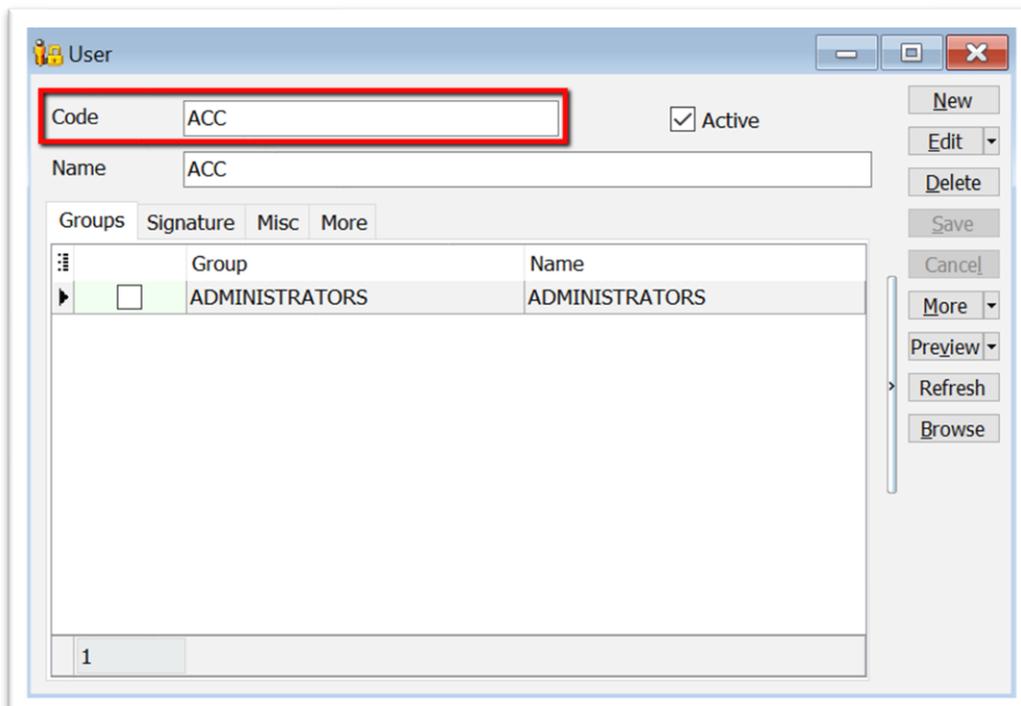
1) Tools > maintain user



2) Press on NEW

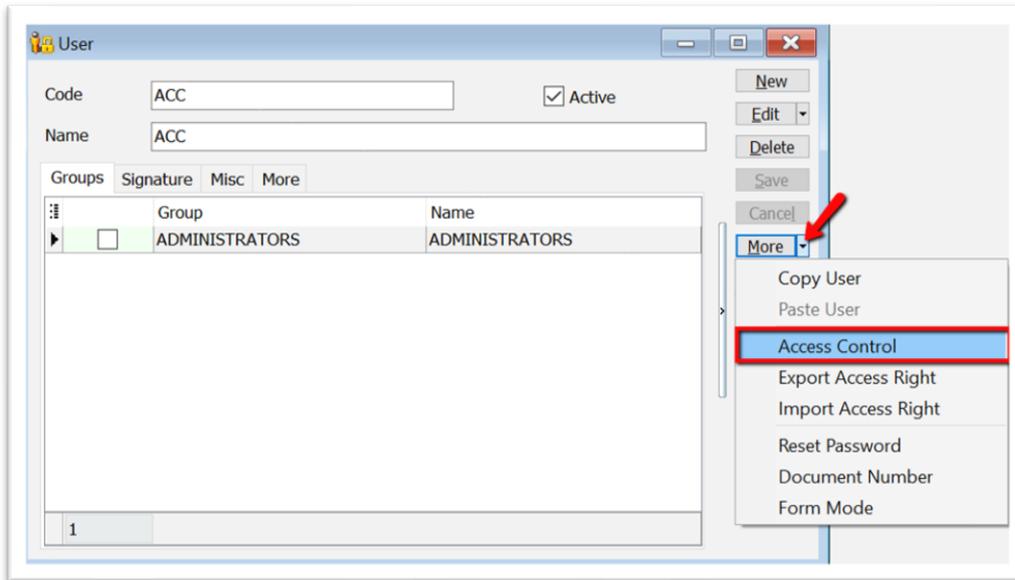


3) Insert the login name & press save button

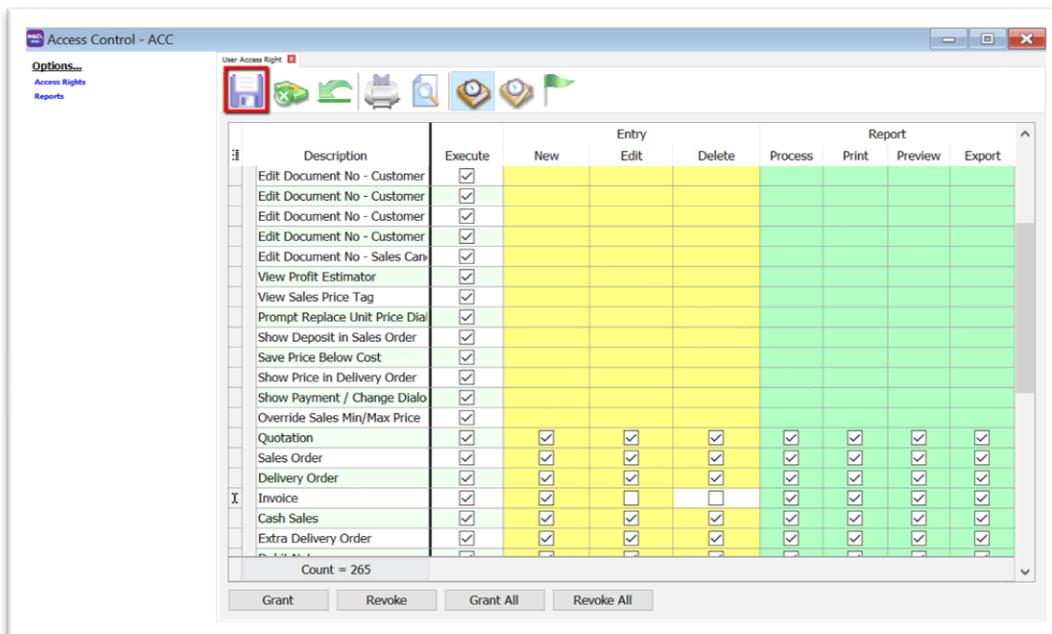


How to set Access Control?

1) Click on More > Access Control



2) Tick or untick the access right , once done, click on save button



Execute = can access (view)

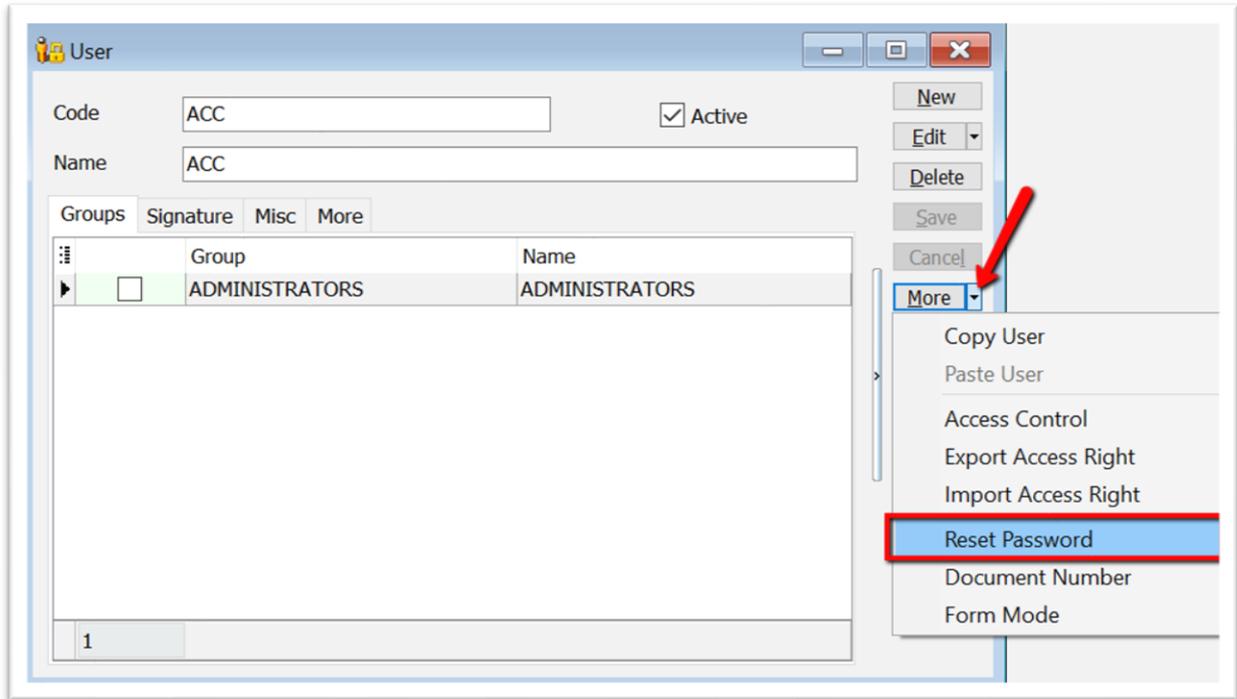
New = Allow to issue NEW document

Edit = After save, allow to edit

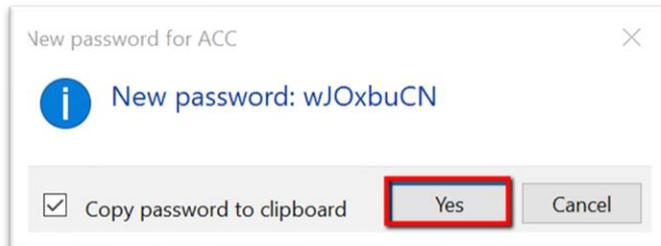
Delete = After save, allow to delete

How to reset password?

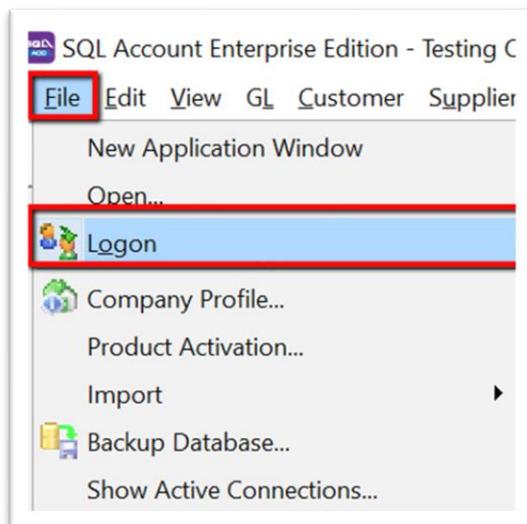
1) After save, click on MORE button, and select reset password



2) Click yes, to copy the temporarily password



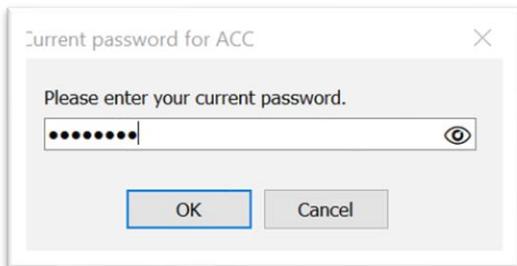
3) Click on File > Logon to Logout your current user



4) Insert the Login Code & paste the temporarily password, then click on the Log On button



5) Paste again the temporarily password & click on OK



6) Insert your new password



7) Click OK once your new password set

