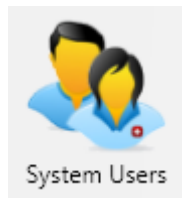


## Office – Adding a System User



Click on the Office icon



Select the **System Users** icon.



Click on the **Add** icon.

**Staff Information - Add**

Forename:

Surname:

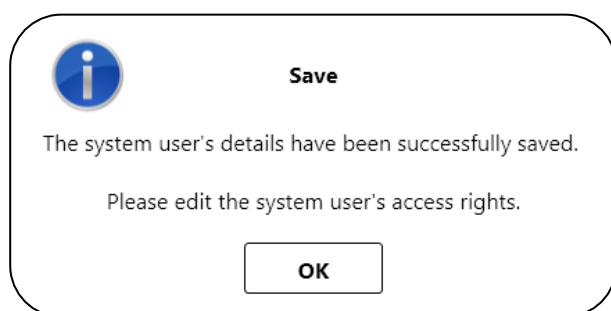
Username:

Password:

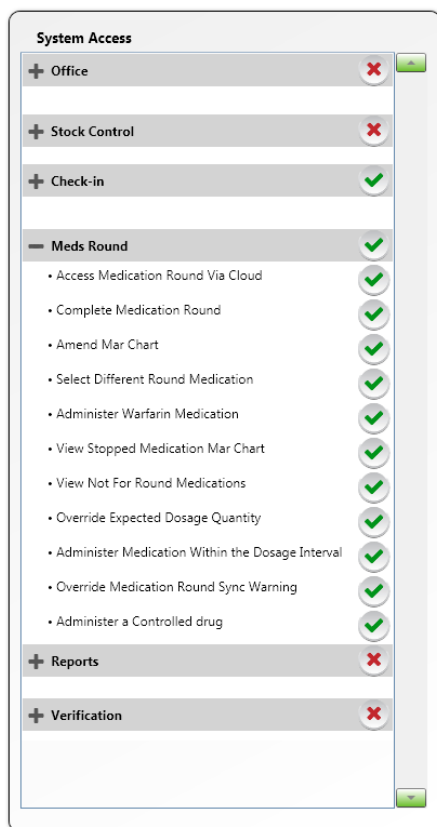
Input their **Forename, Surname, Username** and **Password**.



Click **Save**.



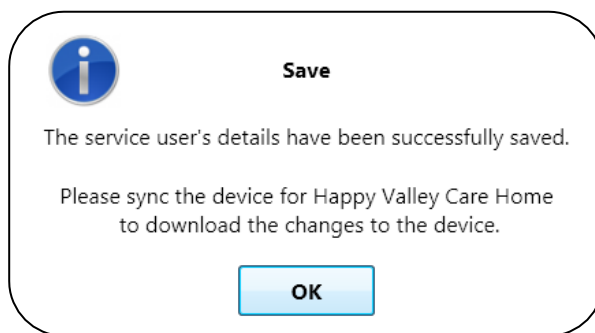
You will be prompted to edit the System User's access rights. Here you select which functions this user can perform. For a more in-depth explanation, please see the user guide: **Office – Editing a System User's Access Rights**



Tick which functionality you wish this user to perform. For a more in-depth explanation, please see the user guide: **Office – Editing a System User's Access Rights**



Click **Save**.



Once saved, a **Save** box will appear.  
Click **OK**.