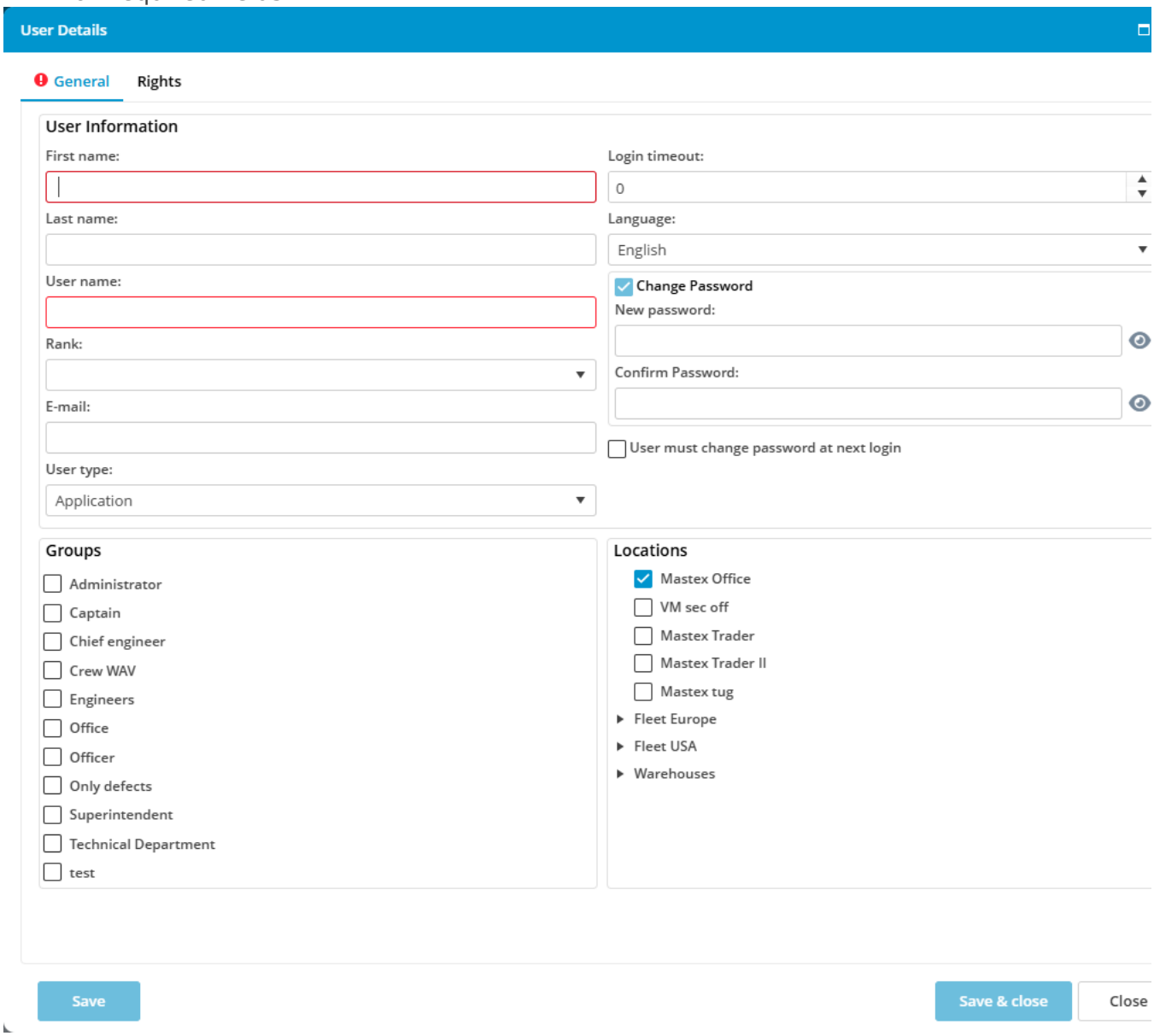
How do I create a new user?

1. Go to **Administration > Users**.
2. Click **New...**
3. Fill in all required fields



4. Click on **Save & close**.

> - The generated password should comply the rules as configured in Administration > Users > Settings.
> - Select the user groups for the newly created user.
> - Select the locations that should be visible to the user.
> - Office: this allows the user to login into the office application
> - Other locations: the user can login into these locations and these locations are visible for the user if he logs into the office.

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