

# How do I create a new user?

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

### User Details

**General** Rights

#### User Information

First name:	<input type="text"/>	Login timeout:	<input type="text" value="0"/>
Last name:	<input type="text"/>	Language:	<input type="text" value="English"/>
User name:	<input type="text"/>	<input checked="" type="checkbox"/> Change Password	
Rank:	<input type="text"/>	New password:	<input type="text"/>
E-mail:	<input type="text"/>	Confirm Password:	<input type="text"/>
User type:	<input type="text" value="Application"/>	<input type="checkbox"/> User must change password at next login	

#### Groups

- Administrator
- Captain
- Chief engineer
- Crew WAV
- Engineers
- Office
- Officer
- Only defects
- Superintendent
- Technical Department
- test

#### Locations

- Mastex Office
- VM sec off
- Mastex Trader
- Mastex Trader II
- Mastex tug
- ▶ Fleet Europe
- ▶ Fleet USA
- ▶ Warehouses

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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