

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:

Last name:

User name:

Rank:

E-mail:

User type:

Application

Login timeout:

0

Language:

English

☒ Change Password

New password:

Confirm Password:

☐ 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

Save

Save & close

Close

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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