

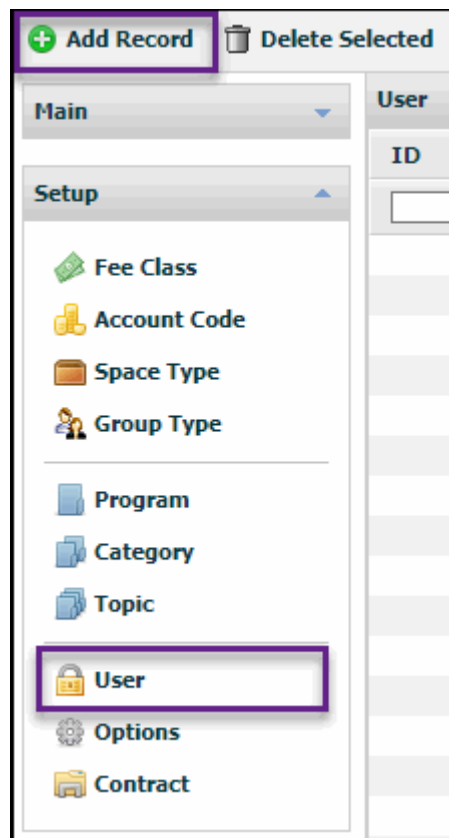


Create a New User

Add new Users with unique user profiles to support varied roles and responsibilities of staff in your organization. Specifically, User access grants each admin permission to log into the RegWerks system, with Users able to view and manipulate only those Tables, Categories, Reports, and Buildings to which they are assigned.

Adding a User

1. Under the **Setup** Menu, select **User**.
2. Next, select the **Add Record** button at the top left corner of the page.



3. The User window will open, and the **User** radio button will be selected automatically.

[9037] User

User Type User Group

First, Last * Jane Garcia

Email * jg@fauxemail.com

Username * jg@fauxemail.com

Password * [masked] Active

Phone [empty]

Access Credit Card Refunds Access Site Options

Access Check-In Application Access Account Merge

Tables Categories Reports Buildings

All None

View	Add	Edit	Delete	Table
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reservation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Building
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Space
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Group
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Course
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Person

Reports Cancel Save

- Complete all required fields, including **Username** and **Password**. Users will use these credentials to log into RegWerks.
- Edit access to **Tables, Categories, Reports, and Buildings** as needed, then **Save**.