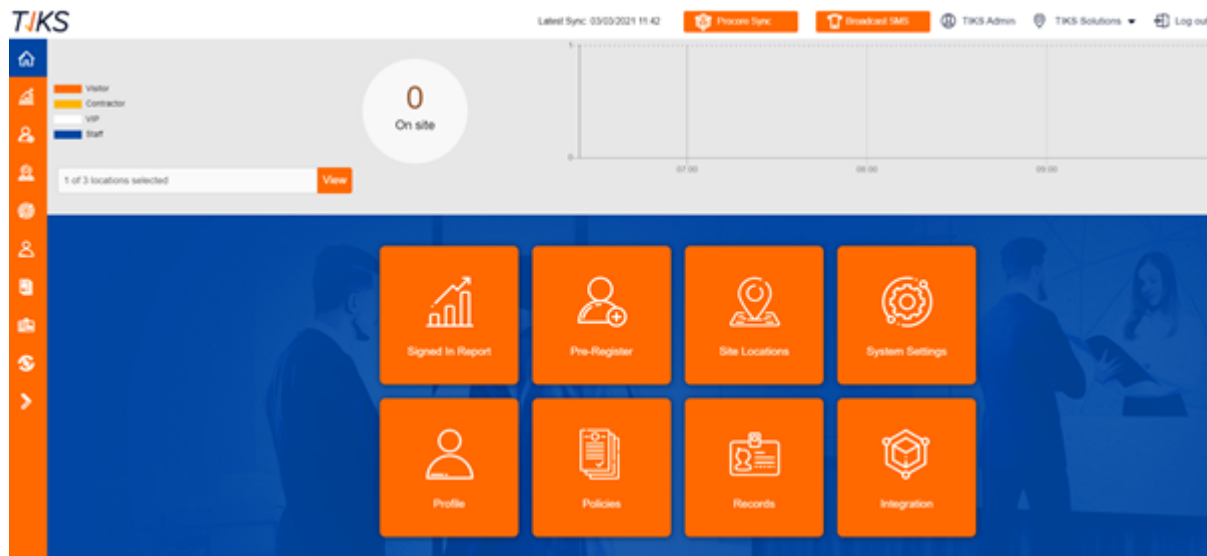
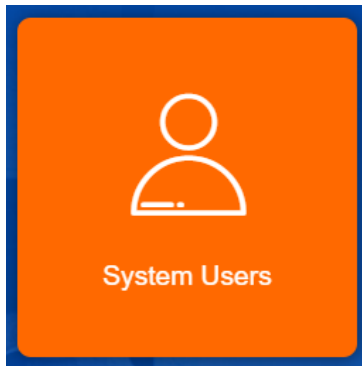


How do I add a new system user?

From the Admin Dashboard, click the System Settings tile.



Then click the System Users tile.



You will see the below option.

A screenshot of the "System Users" form. It has a blue header with the title "System Users" and a search icon. Below the header is a light blue form area with fields for "Full Name", "Email", and "Phone" (with a "+65" country code dropdown). There is also a "Choose a role" dropdown menu. At the bottom left, it says "1 of 3 locations selected". At the bottom right, there are three buttons: "Bulk Import", "View Status", and "Register".

To add a new user enter their details, select their admin permission level, select the site (or sites) they are to be associated with and then click "Register".

Revision #1

Created 3 years ago by [Admin](#)

Updated 3 years ago by [Admin](#)