Add a new User

To add a further user to your account you have to click on the "Add User" button at the bottom of the User Overview table.

Structure

A modal window opens with the following settings:

First Name:

Should contain the first name of the user.

Last Name:

Should contain the last name of the user.

E-mail Address:

A valid e-mail address has to be entered. This is a required field because the e-mail address is used as the user's username for login. Therefore the address has to be unique for the account and cannot be changed later on.

• Password:

Contains the user's login password. The status bar below the input field indicates the password strength. There are three categories: weak, good and strong. A weak password should be avoided.

A password length of under 8 characters is denied. Furthermore, common passwords are also marked and should not be used.

• Password Confirmation:

The password has to be repeated. The user can only be created if both passwords are identical.

Invite User via email:

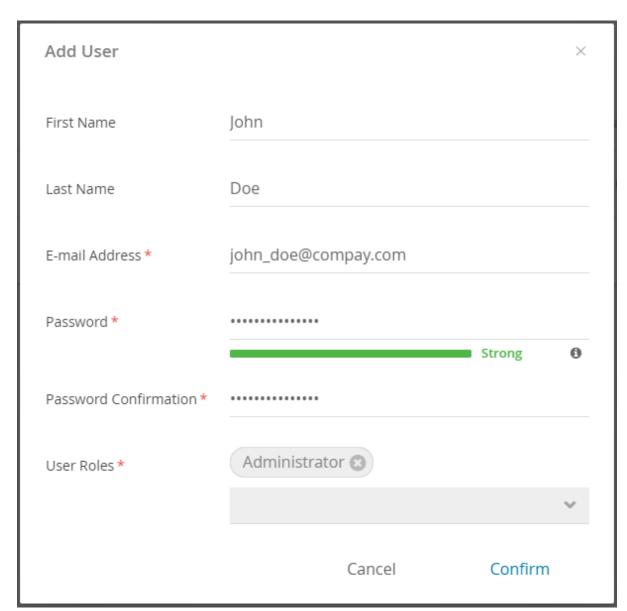
As an alternative to setting a temporary password for a new user, you can also send an invitation email to the new user. Here, he/she can set the password for their own. The invitation is valid for 30 days.

User Roles:

Every user must be assigned to at least one user role.

The user creation process cannot be completed without assigning the user role.

Example



Read on about the U ser Settings