## Creating Users in BowTie Pro™ Cloud Edition

This document describes the process to allow an Administrator to Create a User.   Once a user has been created an Automatic email goes out to the user which allows the user to activate their account within the following 24 hrs.   If the user does not activate their account within this period the Administrator can resend the password using "Resend Password Email" button.

Procedure

1. Login into the system using your user name and password.
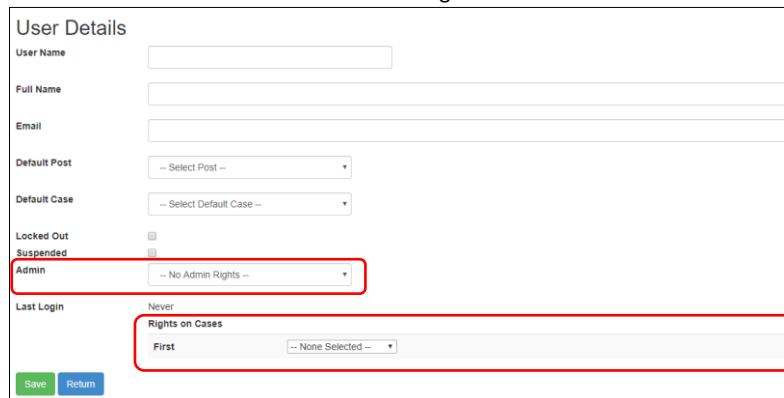
2. Click the "Admin" button at the top of the screen.
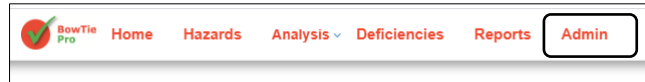
3. Click on the "Users" button in the "Configure" section

4. Press the "Create New" button to Add or the "Edit" button on the right hand side to amend

5. In the Edit Screen enter the details
   a. If the user needs Admin access this is selected on this screen
   b. At the bottom there are the section for the user rights for each Case

6. User Rights for Cases can also be set in the "Cases, Locations, Users and Security" screen from the "Admin" screen, shown above.

7. On the right hand side of the Cases and Locations there is a button called "Users".

8. From this screen assign the rights for each user via the drop down list

User Rights - First

| Admin | User Full ▾ |
| BTPUser | User Full ▾ |

Save   Return

9. Press the "Save" button and an email will be sent out from the system to the email address entered.

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