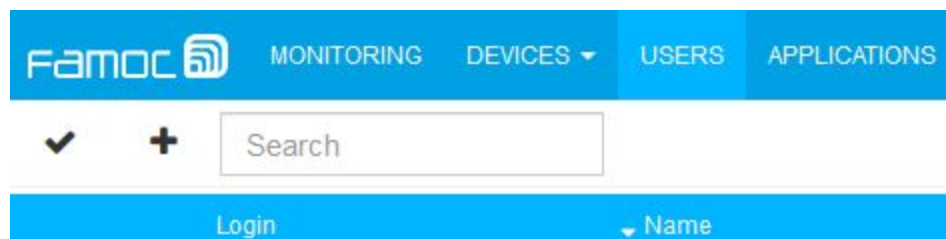



FAMOC's new UI allows system administrator to quickly add new users to organization.

1. To do so, you have to go to **USERS** tab and click  icon.



2. A new window with user details will be displayed. You can enter here basic user details such as Name, Surname or Email address. You can also choose language version of FAMOC for that user and decide whether he will be able to login to the system. Additionally, you can set password and choose to force password change on first login.

New User



This field is required

Country

Poland

Language

Polish

Can login

☐ Enable user login

User password

[Set password](#)

Force password change

☐ Require password change on first login

[Cancel](#) [Create](#)

3. Once the user is created you can provide additional details in the tabs below:

Details

Settings

Certificates

Groups & roles

Basic data

Company:

No value

Department:

No value

Job title:

No value

Employee ID#:

No value

Email username:

No value

Custom fields

user.mail

No value

Exchange data

Exchange username:

No value

Exchange email:

No value

Exchange domain:

No value



Password:

No value

4. Click the field in order to add or edit information.

Company:	<input type="text"/>		
Department:	<i>No value</i>		
Job title:	<i>No value</i>		
Employee ID#:	<i>No value</i>		
Email username:	<i>No value</i>		

5. In the **Groups & roles** tab you can assign the user to specific Group or Role by clicking the icon in the top right corner of a chosen field.

Assigned groups		Assigned roles	
No groups assigned		Administrator	

You can read more about Groups and Roles in the articles linked below:

[Groups](#)

[Roles](#)