

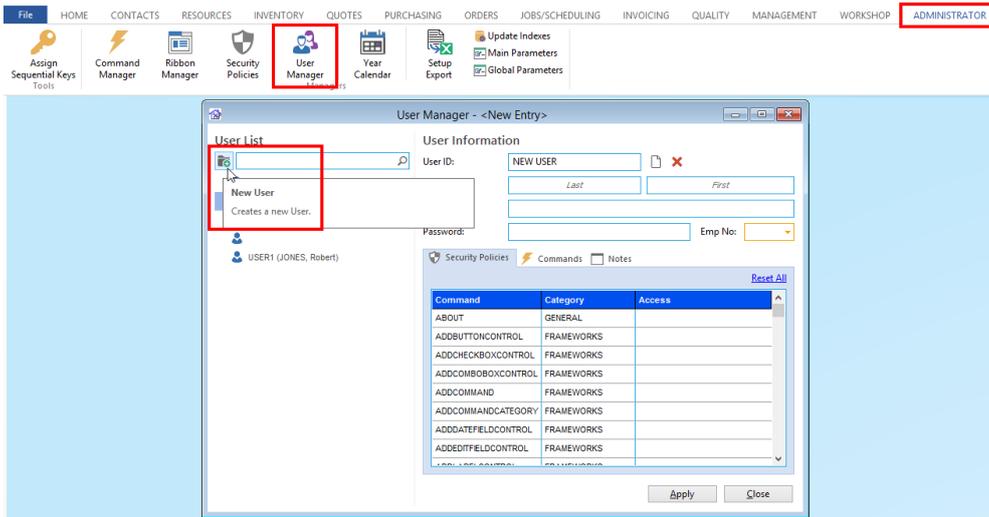
## 2013-403 - Set-up a New User in OPTO

### Overview:

The Opto Administrator will be responsible for system security and will be required to setup USERS within Opto. Your Opto System can have as many USERS as they have employees if necessary but there can only be the number of available User Licenses logged in at one time.

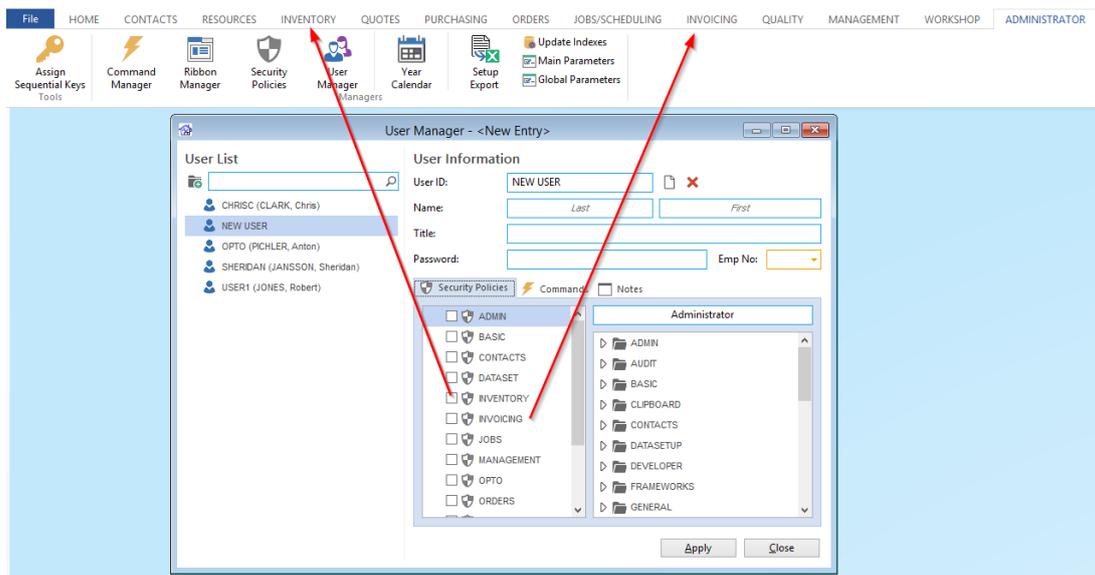
### How to setup a new User

Log onto **Opto** as the 'USER: ADMIN' and then **click** on the **Administrator** tab in the **Opto Ribbon**. **Click** on 'User Management' icon to display system users, security settings and access.



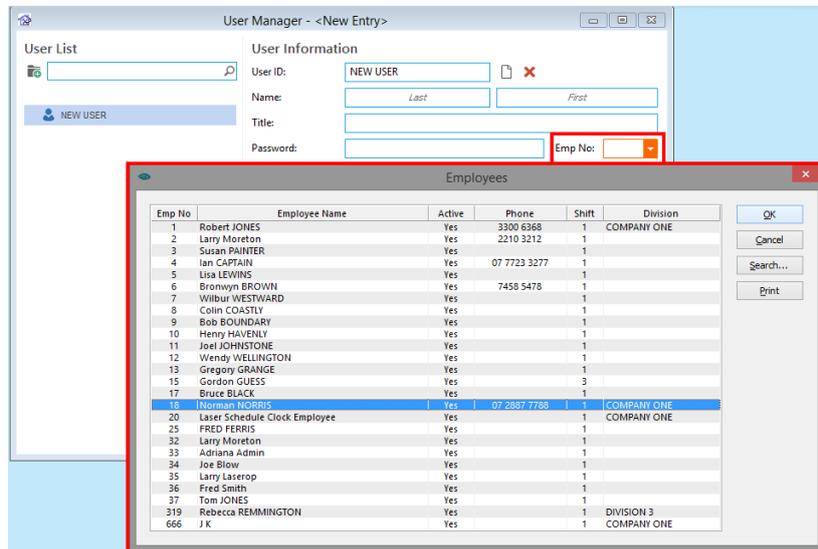
**Click** on the **Create** icon in the 'New User' window - the password for all new users are by default the word *password*.

The User Manager window also allows access to be set for window access and tasks within each module and the permission to either read, write and delete. **Permission to delete should never be given without prior consultation with a OPTO team member.** Access to certain modules can be disabled by **clicking** on the check boxes. (See picture below)



Close the 'User Management' window. Log on as the new user number using the word 'password' as the password and log back off again. The new USER number will then be displayed in the list in the 'User Information' window.

Assign an Employee a New USER number. **Click** in the "Emp No" column next to the new USER number (circled below) and select the employee or enter the employee number to be assigned to the new user, **press** <TAB> and the employee's name will appear in the 'Emp Name' column.



**Press** <F9> to save – To change the user password, please see – Changing a User Password.