## 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.

Jser List			User Informat	er Information						
⊨ [			NEWLICER							
0		p	User ID:	INEW USER						
			Name:	La	st		First			
💄 NEW USER			Title:							
			Password:			E	mn No:			
			10350010.				inp no.			
	•				Employees					
	Emp No.		Employee Nar		Active	Phone	Shift	Division	Or	
	1	Robert ION	inc comproyee run	inc.	Vac	2200 6269	1	COMPANY ONE		
	2	Larny More	100		Vec	2210 2212		COMPANY ONE	Canad	
	2	3 Susan PAINTER			Vec	2210 3212	1		Gance	
		Jap CARTAI	IN		Ver	07 7722 2277				
	5	Lisa LEWIN			Yes	011125 5211	1		Search.	
	6	Bronwyn B	ROWN		Yes	7458 5478	1			
	7	Wilbur WE	STWARD		Yes	11505110	1		Print	
	8	Colin COA	TIY		Yes		1			
	9	Bob BOUN	DARY		Yes		1			
	10	Henry HAV	ENLY		Yes		1			
	11	Joel JOHNS	TONE		Yes		1			
	12	Wendy WE	LLINGTON		Yes		1			
	13	Gregory GF	RANGE		Yes		1			
	15	Gordon GL	JESS		Yes		3			
	17	Bruce BLAC	K		Yes		1			
	18					07 2887 7788		COMPANY ONE		
	20	Laser Schee	dule Clock Employee		Yes		1	COMPANY ONE		
	25	FRED FERR	IS		Yes		1			
	32	Larry Moret	ton		Yes		1			
	33	Adriana Ad	min		Yes		1			
	34	Joe Blow			Yes		1			
	35	Larry Laser	op		Yes		1			
	36	Fred Smith			Yes		1			
	37	Tom JONES			Yes		1			
	319	Rebecca RE	MMINGTON		Yes		1	DIVISION 3		
	666	J K			Yes		1	COMPANY ONE		

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