

This dialog box opens when you select **Users and Permissions** from the **Admin** menu (you can see the Admin menu only if you are logged in as Administrator).

Name	Login Name	Status	Description
Dave Lubinski	admin10 (Admin)	Active	
Eric Stockbridge	estckbridge	Active	
Jessica Halverson	jhalverson	Active	

To add a new user, click the **Add New** button. To edit an existing user, select (click on) the user, and click the **Edit** button. Either action will open the **User Setup** dialog box (see next slide).

If a user forgets her password you cannot retrieve the old password, but you can give her a new one. Once the user logs in with the new password, she can, and should, change her password and keep it private.

User Setup

General | Permissions

User Profile

Login name: estckbridge *

Full name: Eric Stockbridge *

Email: [Empty]

Description: [Empty]

Password

New password: [Empty] *

Confirm password: [Empty] *

If you change the password, the user will not be able to login with the old password. Use only when the user forgot his or her password.

Account Status

Admin account Note: Admin users have completely unrestricted permissions and access to the whole system.

Account is disabled

Buttons: Help, OK, Cancel, Apply



User Setup

General Permissions

To setup permissions, click the [Permissions](#) tab.

A user who does not have any permission to a module will not be able to access this module at all.

[Read Only](#) permission allows the user to access the module, but he will not be able to edit or change anything.

[Full](#) permission grants the user an unrestricted access, except for the [Setup menu group](#) (in the right sidebar), and the ability to change form and report captions. [Only administrators can change setups and captions.](#)

Module Access Permissions

	Full	Read Only
Document Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corrective Action	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Internal Audits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>
Nonconforming Product	<input type="checkbox"/>	<input type="checkbox"/>
Supplier Control	<input type="checkbox"/>	<input type="checkbox"/>
Customer Complaints	<input type="checkbox"/>	<input type="checkbox"/>
Measuring Devices	<input type="checkbox"/>	<input type="checkbox"/>

Permissions to the [Document Control](#) module work differently. Permitted users have unrestricted access, but only to documents for which they have explicit [Editing Permission](#) set in the [Control Record](#) for the document (other documents will not be visible).

Help OK Cancel Apply

End of Slide Show. Thank You for Watching