

EN - Create an account for a site manager

What you need

The login of the user (BEXXX,...)

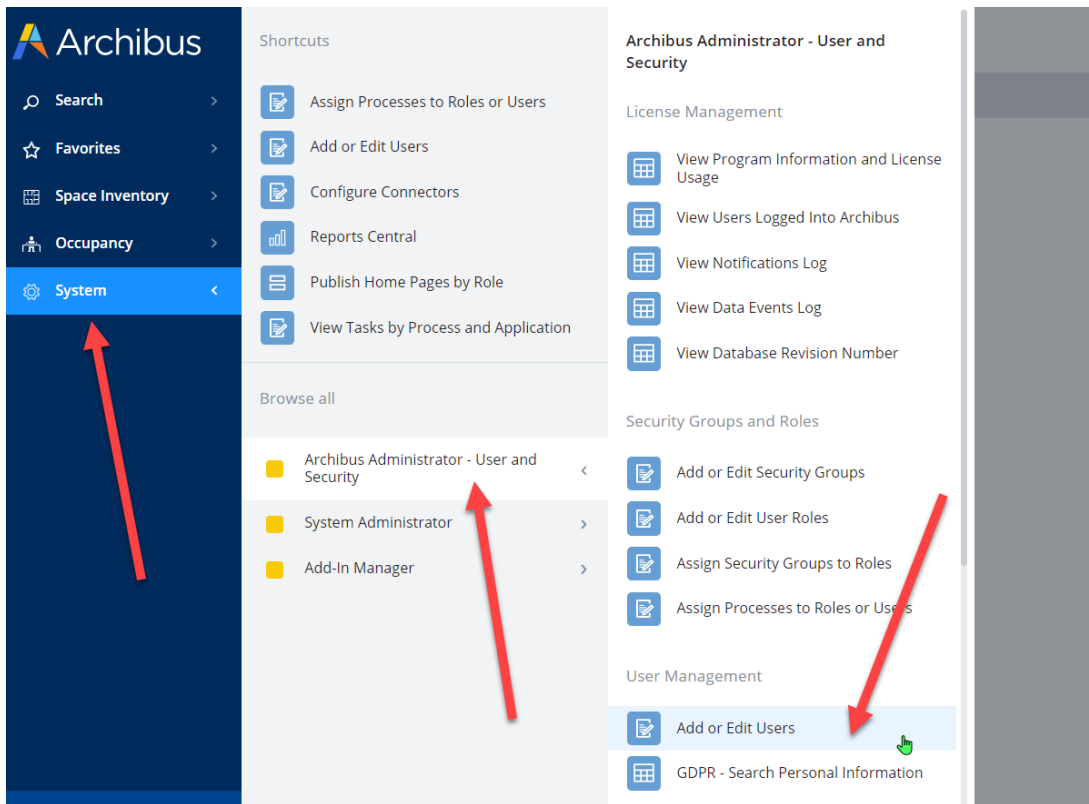
The email of the user

The site code

The buildings codes (not mandatory)

Steps

Go to the **Add or Edit users** page



Click on the button **Add New User** and fill the fields like this:



Add or Edit Users



Users Add New User

User Name: 9 1 A 32 B 14 C 3 L 5 E 2 F 5 G 5 H 6 I

User Name

Flush Cached User Accounts and Roles

Add New User Save Delete Cancel

| | |
|--------------|--------------------|
| 99204044 | |
| ABERNATHY | |
| ACHEN | |
| ADAMS | |
| ADMIN | |
| ADMS-LRUAULT | |
| AFM | |
| AFMDEMO | |
| AFMDEMO1 | |
| AFMDEMO2 | |
| AFMDEMO3 | |
| AFMDEMO4 | |
| AFMDEMO5 | |
| AFMDFMORIM | |
| SMITH | 3 - ANALYSIS (ACP) |
| Z-CAEDIT | Z-CAEDIT |
| Z-EDIT | Z-EDIT |

User Name*

Role Name*

Number of Failed Login Re-tries Attempted Reset

Email Address

Navigation

Color Scheme

Locale

Country Code: USA

Currency Code: USD

User-Display Units-of-Measure

Is Named User?

Use CAD/BIM License?

Mobile Device Enabled?

Mobile Device ID

Create Employee?

Legal ID

VPA Building Code List

VPA Site Code List

VPA Option 1

VPA Option 2

VPA Option 3

VPA Option 4

User Preferences (XML)

Note: you can filter on building (VPA Building Code List) and/or site (VPA Site Code List) to limit the visibility to the user. Add **NULL** string in the list to allow the user to see people not localized.

Click on the **Save** button:



Add or Edit Users



Users **Add New User**

User Name: 9¹ A⁵² B¹⁴ C⁵ D⁵ E² F⁵ G⁵ H⁶ I

User Name

99204044

ABERNATHY

ACHEN

ADAMS

ADMIN

ADMS-IRIJALIT

Flush Cached User Accounts and Roles

Add New User **Save** Delete Cancel



User Name*

Role Name*

Number of Failed Login Re-tries Attempted **Reset**

Email Address

Navigation

Color Scheme

Locale

Archibus