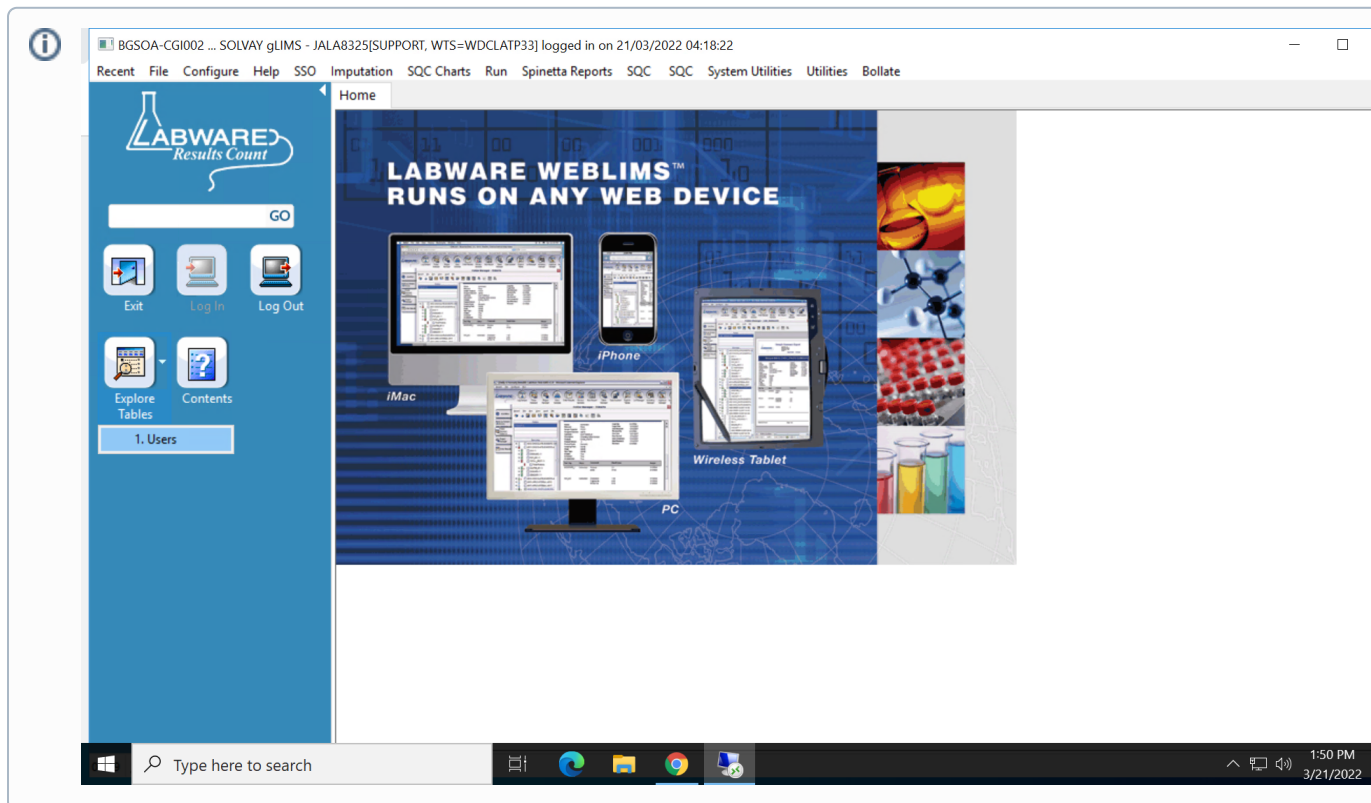


# Labware - Account Creation for a New User

## Step-by-step guide

1. **Connect to Labware Production/Validation System.**
2. **Go to Explore Tables Users**



3. **Search the Reference User in the list of Users.**

User Name	Description	Group Name
JMCSPAN	Contractor, first initial,last name	ORANGE
JOCH4146	Lea, Kraus	BERNBURG
JOHN9094	Johnson, dominique	SHREVEPORT
JOHNSONG	Johnson, Gary	WILLOW
JOHNSONW	Johnson, Robby - Lab Tech	PLEASANT
JOKU_CRI	Copy of Coy, Christopher Lab Analyst (for ICMS Testing)	DEERPARK
JONE1387	Jones,Aaron	AP-RD
JONE1953	Jones, Sean	WELLAND
JONE5819	Jones, Gregory - Lab Technician, Augusta, GA	AUGUSTA
JONE6417	Jones, Jasmine	SHREVEPORT
JONESAM	Jones, Amanda - Production Operator	PLEASANT
JONESJON	Jones, Jonathan - Production Operator	PLEASANT
JORGER	Jorge, Raefel	PLEASANT
JQLV	LV, Jingqin	ZHENJIANG
JRYS	DE MACEDO Joanna, Lab technician	LYON_RI
JSONG2	Johnson Song	HENGCHANG
JUSTINJONES	Justin Jones	DEERPARK
JWALTERS	Jack, Walters	OLDBURY
JXXU1	Xu Jianxia, Lansol AHF Inspector	LANSOL
JYANG7	Yang, Jing	ZHENJIANG
KAMENETZKY	Eduardo Kamenetzky - Stamford R & I	STAMFORD
KANA1089	Kanani, Pratikumar	PANOLI
KCROSS	Contractor, first initial,last name	ORANGE
KELLEYS	Kelley, Stephen	WELLAND
KENG9254	KENGINI, Silvere	MARIETTA
KERN6609	Kernin Loic- Benvic	TA-P-PVDC
KESTERW	KESTER, William	PLEASANT
KGREENHO	Greenhouse, Kelly	OLDBURY
KIRLEP1	Kibler, Jeffrey	WILLOW

4. Select the Reference User ID(i.e., " Double Click on the Reference User ID")

5. Click on "Save as" icon as shown in the picture.

Changed By: INAV1205  
 Changed On: 02/09/21 03:44:22 AM  
 Description: Yang, Jing

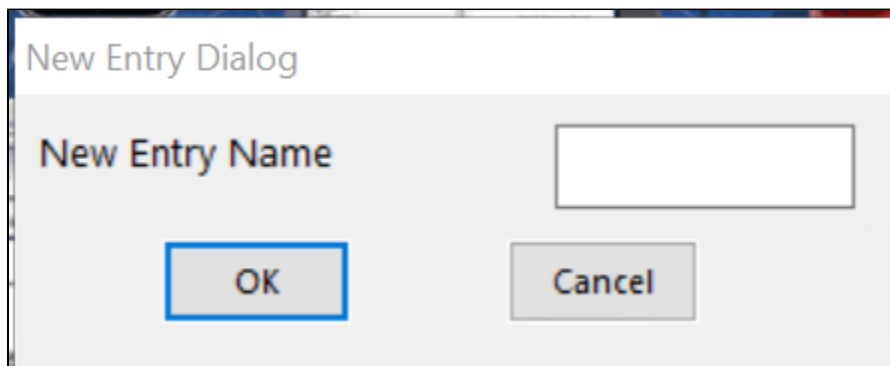
Failed Logins: 0  
 Holiday Schedule:   
 Interp Code Grp:   
 Last Failed Ip:   
 Last Failed Login: JAN / 00 / 0000  
 Last Good Ip:   
 Last Good Login: JAN / 00 / 0000  
 Ldap Dn:   
 Paper Set:   
 Process Template:

Remember Me:   
 Sap Client:   
 Site:   
 Sso Uid:   
 Token Serial No:   
 Track Changes:  True  False  
 Web Label Printer:   
 Web Label Printer Port:   
 Web Label Ptr Port:   
 X Bsn:

X Debug:   
 X Department:   
 X Job Title:   
 X Label Printer:   
 X Site: ZJ

6. Enter the User ID of the User for which the account needs to be created.

7. Click on "OK"



8. Go to "Required" Tab and enter the Full Name, Email address of the User.

Name Format - "Lastname", "Firstname"

9. Enter the same name in the Description.

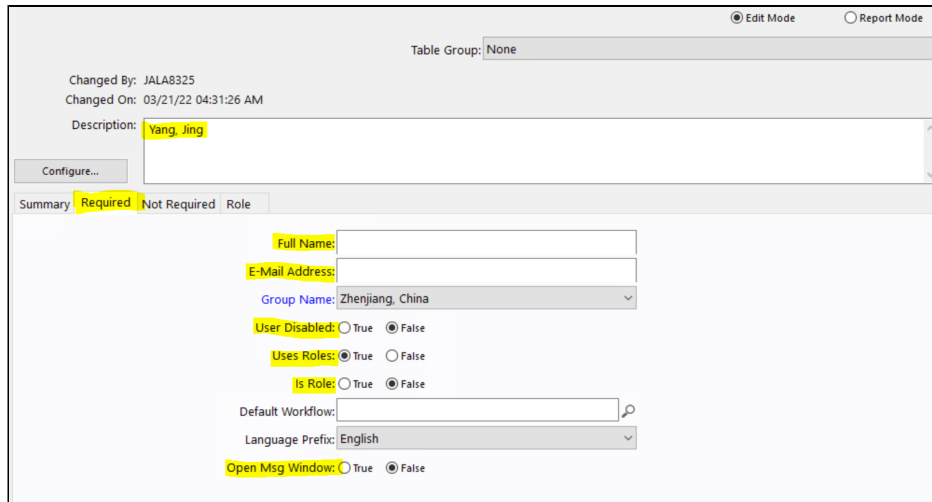
And Please check the following cases as shown in the picture:-

User Disabled "False"

User Roles "True"

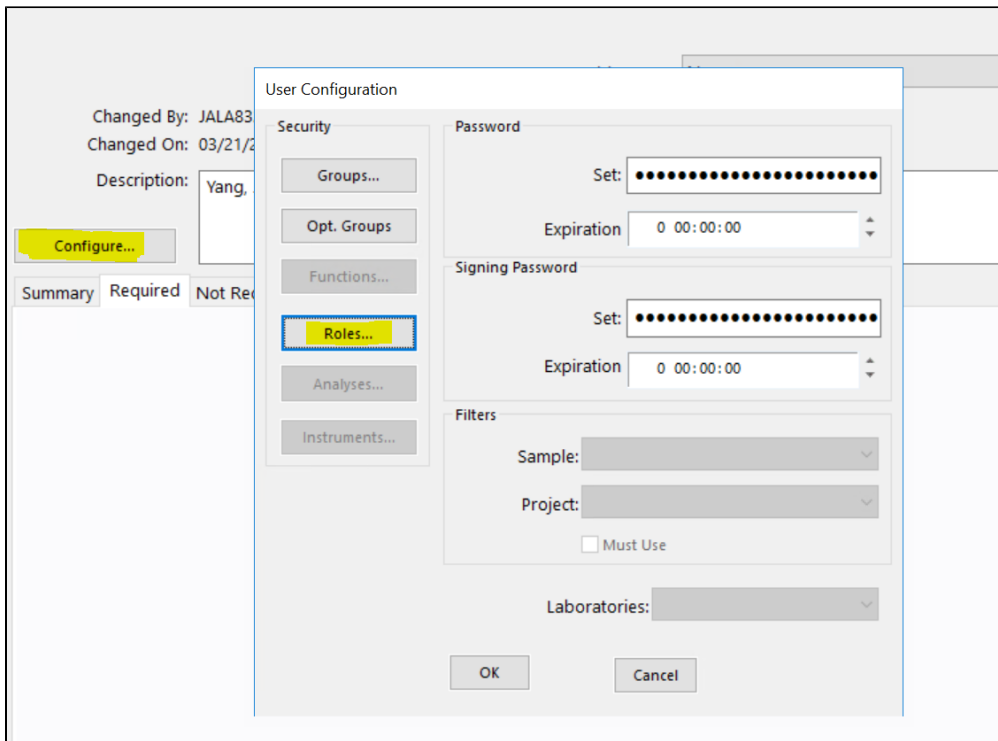
Is Role "False"

Open Msg Window "False"



10. Go to "Configure" and check for Roles

11. Click on "OK"



12. In the Password & Saving Password section:

Provide the Password : Solvay2022

13. Click on "OK"

User Configuration

Security

- Groups...
- Opt. Groups
- Functions...
- Roles...**
- Analyses...
- Instruments...

Password

Set: [Masked Password]

Expiration: 0 00:00:00

Signing Password

Set: [Masked Password]

Expiration: 0 00:00:00

Filters

Sample: [Dropdown]

Project: [Dropdown]

Must Use

Laboratories: [Dropdown]

**OK** Cancel

Reference Ticket: <https://solway-smartit.onbmc.com/smartit/app/#/workorder/AGGJF5WWCY3UCARISD4WRHSTCS77C4>