# How To:

## Add New Users

By C-Ware, Inc.

plantX
nursery software

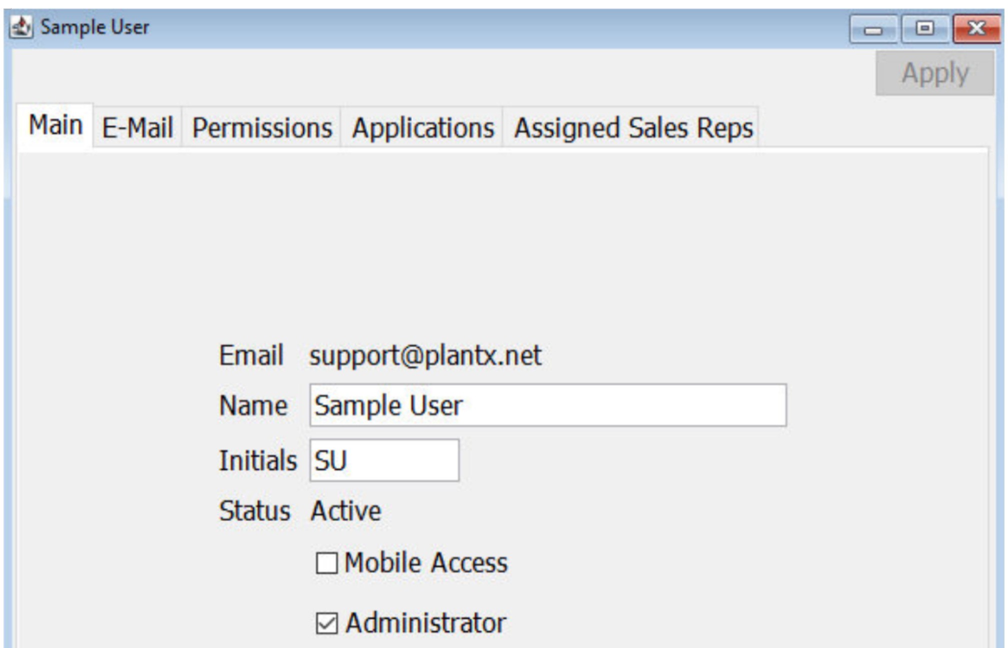
# Adding A New User

1. Go to Action > Maintain > Users and Apps
   **Note: You must be an Admin to add new users.*
2. Use the green plus icon to add a new user.


3. Fill out the new user's email address, name, and initials.
4. Set a password (must be a minimum of 8 characters long.)
5. The User Settings will open in a new window.

# User Settings

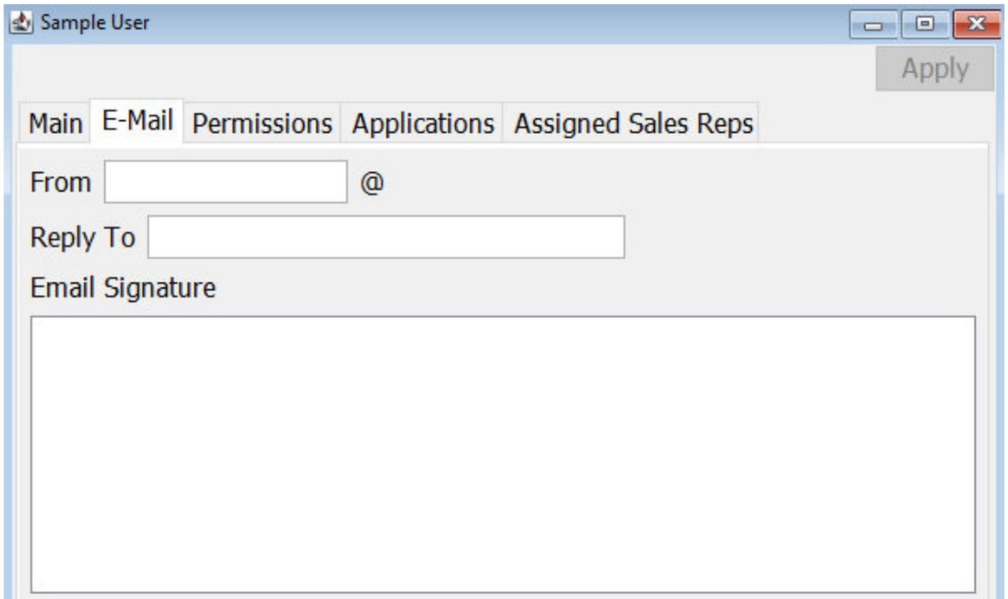
1. View the user. There will be a new window that pops open.



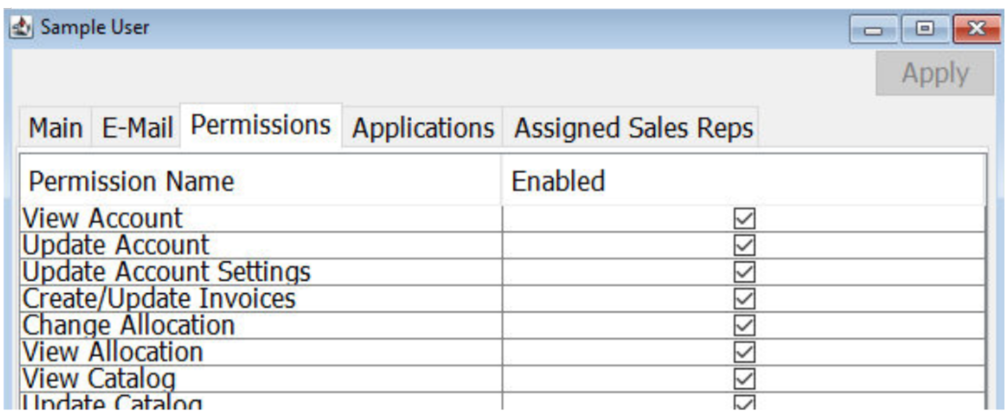

2. There will be 5 tab options. Main, E-Mail, Permissions, Applications, and Assigned Sales Reps. Most often, Main, Permissions, and Applications is what you'll need to change.

a. Main has the user info (email, name, and initials) along with if that user has mobile access, or is an Administrator.

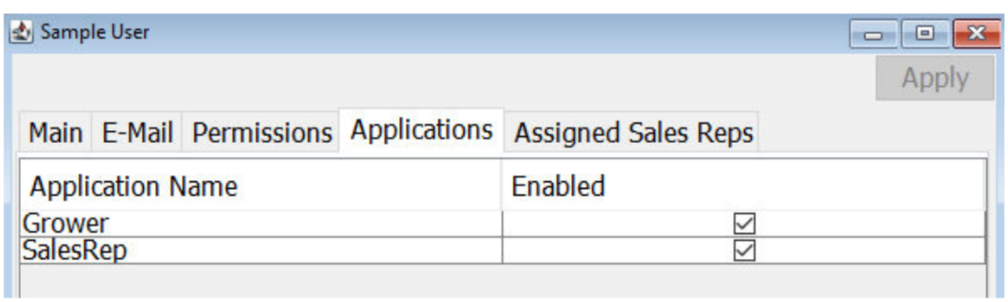
b. E-Mail has their email address, reply to address, and a signature block.



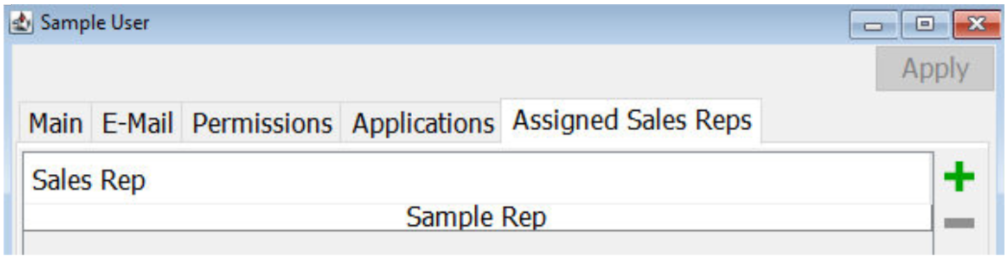

c. Permissions has all of the sections of PlantX that the user has access to. If you don't want the user updating inventory, you can turn it off.




d. Applications is where you assign which application they need access to. Most of the time this will just be Grower. **Make sure Grower is checked off.** Other applications include sales rep and a few others.



e. Assigned Sales Reps is only used for the sales rep edition of PlantX.
**Sales Reps might require additional support when setting them up as a user. Please call the office at 503-682-7226 if there are any issues.*




3. Make sure to click the Apply Button to confirm any changes.