

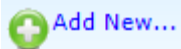
Create a User

Admin users can generally add other admin users, allowing them to modify (M)SDSs and perform other work processes. However, certain functions must be enabled on your web site, so contact your customerservice@safetec.net if you cannot perform this task.

1. On the Admin Main Menu, click **User Management** under Configuration.



2. At the top of the page, click the **Add New...** button.



3. At the top of the page, at minimum, type in the *Login Name*, *First Name*, *Last Name*, and *Email*.

| | |
|---------------------------------|----------------------|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Phone | <input type="text"/> |
| Active / Inactive Status | Active |
| Password Login | |
| Login Name | <input type="text"/> |
| Password | <input type="text"/> |

4. Select the Security Group(s) you want the user to be in by clicking the check boxes to the left. Example:

| Security Groups | |
|---|--------------------------------|
|  Export to Excel | |
| <input type="checkbox"/> | Location Security - Facility G |
| <input checked="" type="checkbox"/> | Location Security - Facility A |
| <input type="checkbox"/> | Plant Administrators |
| <input type="checkbox"/> | V8 Admin Direct Submit |
| <input checked="" type="checkbox"/> | V8 Administrators |
| <input type="checkbox"/> | V8 RTK (RTK) |

- a. At a minimum, you need to select an Admin Group. This will dictate the tools and power the user has in the system. The user does not need the right-to-know or RTK security group.
- b. If you have location security groups, select those locations you want the user to be configured for. This will limit their actions to just those locations. Example: Location Security – Facility A

- In the section Web Site Views, click the drop down box for **View** to set which website and permissions the user will have.

Web Site Views

 [Export to Excel](#)

| Web Site | View |
|--|--|
| www.admin.safetecdemo.msds.com | V8 Admin  |
| www.admin.safetecsystemtraining.msds.com |  |



- Depending on your account with SafeTec, you might have a workflow. If so, if your users will be involved with your approval process/workflows, select the appropriate workflow information by clicking the check boxes to the left.

Workflow Roles

 [Export to Excel](#)

| Selected | Workflow Type | Workflow Role |
|--------------------------|-----------------------|-------------------------------|
| <input type="checkbox"/> | Workflow Demo Level 1 | Environmental Approver |
| <input type="checkbox"/> | Workflow Demo Level 1 | Quality Assurance Approver |
| <input type="checkbox"/> | Workflow Demo Level 1 | Requester |
| <input type="checkbox"/> | Workflow Demo Level 1 | Safety Approver |
| <input type="checkbox"/> | Workflow Demo Level 2 | L2-Environmental Approver |
| <input type="checkbox"/> | Workflow Demo Level 2 | L2-Quality Assurance Approver |
| <input type="checkbox"/> | Workflow Demo Level 2 | L2-Requester |
| <input type="checkbox"/> | Workflow Demo Level 2 | L2-Safety Approver |

- At the top of the page, click **Save**.

