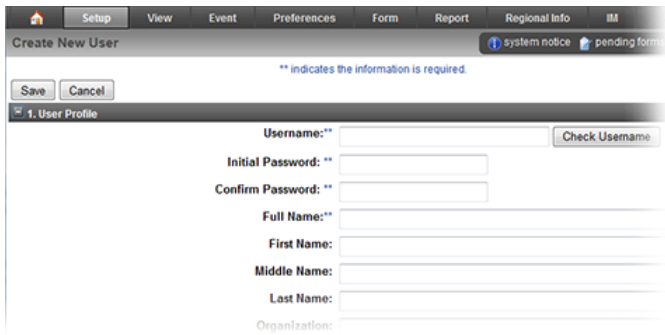


Create a User

Administrators with the appropriate authority can add [users](#) to regions. A user account allows an individual to log in to EMResource and view activity. Some users are also perform update activities for their particular resources.



The screenshot shows a web browser window with the title 'Create New User'. The browser's address bar shows 'system notice' and 'pending forms'. The page has a navigation menu with items: Setup, View, Event, Preferences, Form, Report, Regional Info, and IM. Below the menu, there are 'Save' and 'Cancel' buttons. A note says '** indicates the information is required.' The main form is titled '1. User Profile' and contains the following fields: Username (with a 'Check Username' button), Initial Password, Confirm Password, Full Name, First Name, Middle Name, Last Name, and Organization.

[Roles](#) and [rights](#) are assigned during the user creation process. The roles you assign to users govern the views and features that are available to them. Specifically, a role grants a predefined set of rights.

You can specify the region views to which the user has access, including the user's default view. If your region has mutual aid agreements set up with other regions, you can allow this user to have access to viewing one or more them. This feature may be particularly appropriate for those along regional borders.

While creating the user's profile, you will specify the resources to which this user has access, and the type of access that user has. For example, you can specify that the user can only view the resource, or allow the user to update the resource's status or run reports.

Refer to [About Users](#) and [Access to Resources](#) for more information.

In addition, you can access this new user's notification preferences after you save this new account. Refer to [Edit a User](#) for details.

Creating a new user account involves defining profile details, assigning a role or roles, assigning one or more views, and more.

A number of filters are available to you at the top of the *Resource Rights* section of the *Create New User* page. In addition to filtering by resource type or searching by name, you can filter the list of resources by the rights you can assign in this section: association with the resource, update status, run reports, view resource, and administer users.

To create a user

1. Point to **Setup** and in the menu, click **Users**. The *Users List* opens.
2. Click **Create New User**. The *Create New User* page opens.
3. In User Profile section, enter this information.

Field	Description
Username	Unique identification; the username is part of the login credentials that the user must enter to authenticate their access to the solution. Note: <i>The username must be unique. Click Check Username. If the username is already in use, you must enter a different username or risk confounding user administration efforts with a duplicate user.</i>
Check Username	Option to verify that the username does not already exist in the solution.
Initial Password	Initial password that will be shared with the user so they can access the solution.
Confirm Password	Confirmation of the initial password.
Full Name	First and last name of the user as it will appear in the solution. For example, Alex Smith.
First Name, Middle Name, Last Name	First, middle, and last name of the user.
Organization	Organization the user belongs to.
Contact Phone	User's primary phone number.

Field	Description
Primary E-mail	User's primary email address.
E-mail Addresses	User's other email addresses. <i>Tip: If you are entering multiple email addresses and/or text pager addresses, you must separate them with a comma.</i>
Text Pager Addresses	User's text or pager addresses.
Administrative Comments	Comments from the administrator adding or editing the user profile.
Shared Account	Indicates that the account will be used by two or more people who operate in a common capacity.

4. In the User Type & Roles section, take these actions.

- a. In the **User Has Role** column, select the role or roles (and by default, the associated rights) that you want the user to have.
- b. If you want the user to be a [resource administrator](#), in the **User Can Assign Role** column, select the role or roles this user can manage. This setting works in conjunction with the **Administer Users** option that is specified in the Resource Rights section.

5. In the Views section, enter this information.

Field	Description
Default View	First page the user sees every time they log in to EMResource.
Views in This Region	Regional views this user can access.

Field	Description
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View Other Regions	Views of other regions this user can access (these are read-only views).
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6. In the Resource Rights section, use the filter or search options to find specific resources.
7. As appropriate, select or clear the check boxes to allow the [user access to resources](#).
 - **Associated With**, which links the user to the resource, as a participant for inclusion in notifications, events, and reports.
 - **Update Status**, which grants the access and opportunity to update resource statuses.
 - **Run Reports**, which grants the access and opportunity to run general reports about the resource. Access to various reports is further controlled through.
 - **View Resource** (required for any other rights to be applicable), which offers access to information about the resource through views, events, and other tools. Refine allows you to limit resource view rights by status type.
 - **Administer Users**, which grants the user control to create, edit, and otherwise manage users that are associated with a resource.

*Note: This right is usually reserved for [resource administrators](#), and is used in conjunction with **User Can Assign Role** options specified in the User Type & Roles section.*

8. As appropriate, expand the Advanced Options section to take these actions.
 - a. For **IP Range for login**, enter the range of IP addresses from which the user can access EMResource.
 - b. In the **Additional User Rights** section, select or clear the check boxes to grant the individual user specific rights.

Tip: Rights that have a red asterisk () next to the name already exist for the user because they are inherent to their selected roles.*

9. Click **Save**.