



Adding a User

13 Steps [View on Tango](#)

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STEP 1

Go to RecTrac

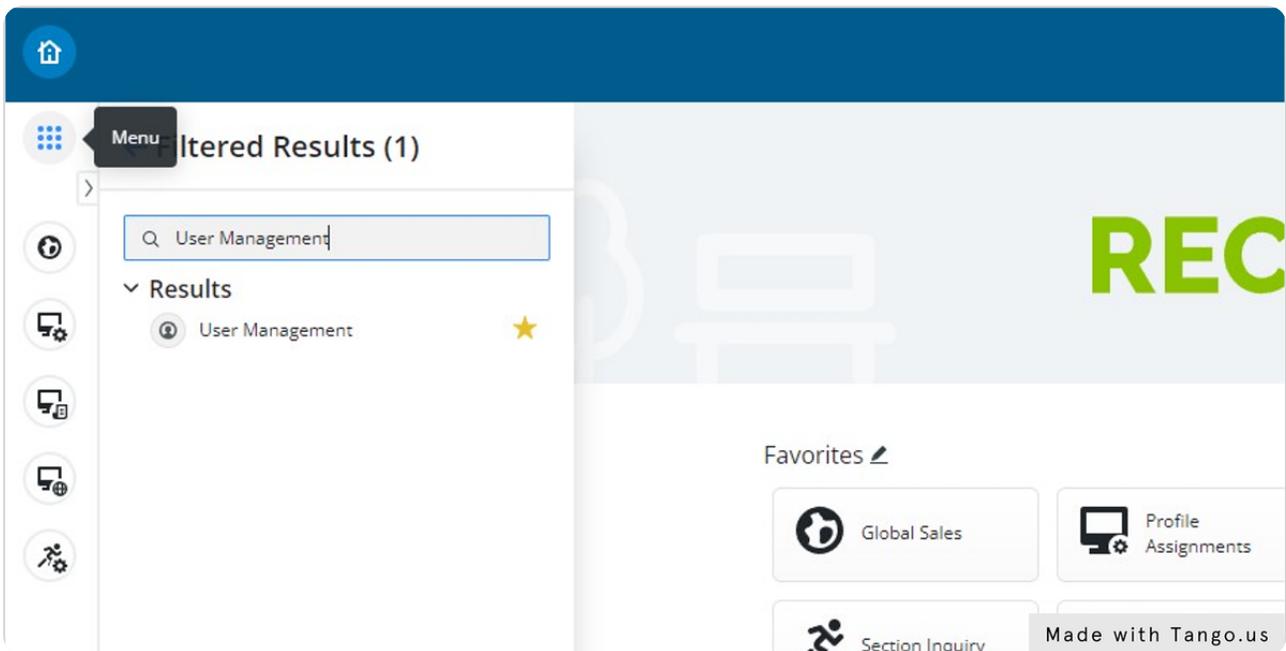
STEP 2

Click on Menu/ Waffle



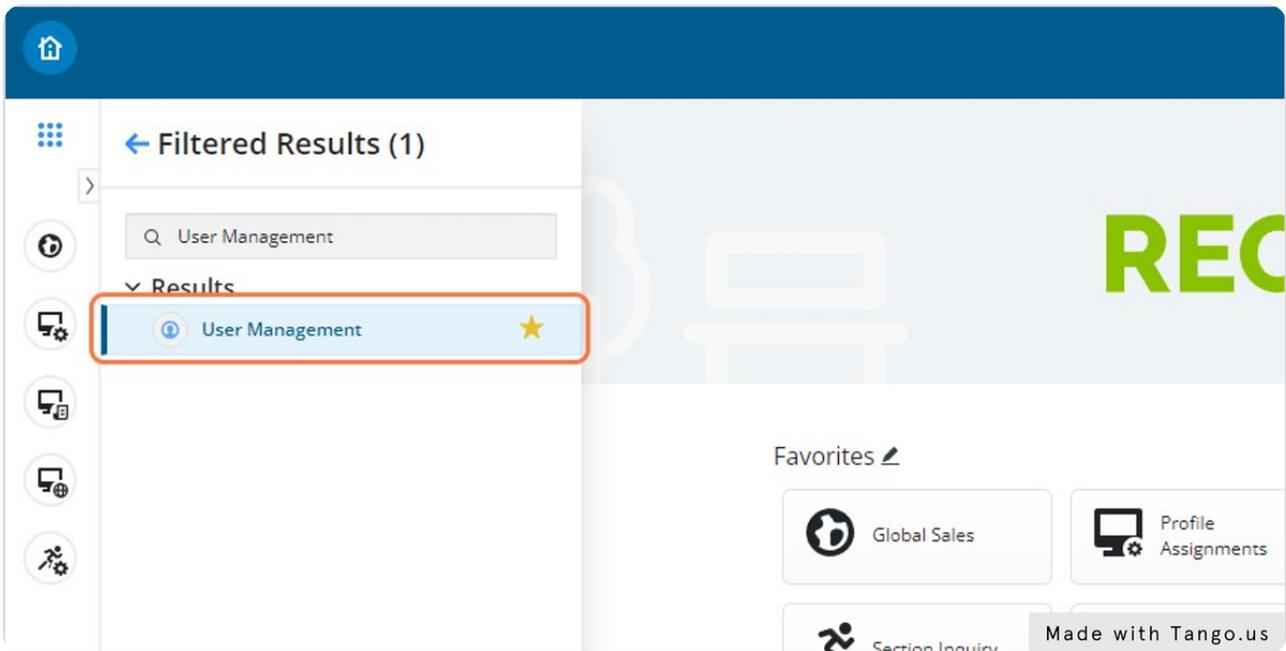
STEP 3

Type "User Management"



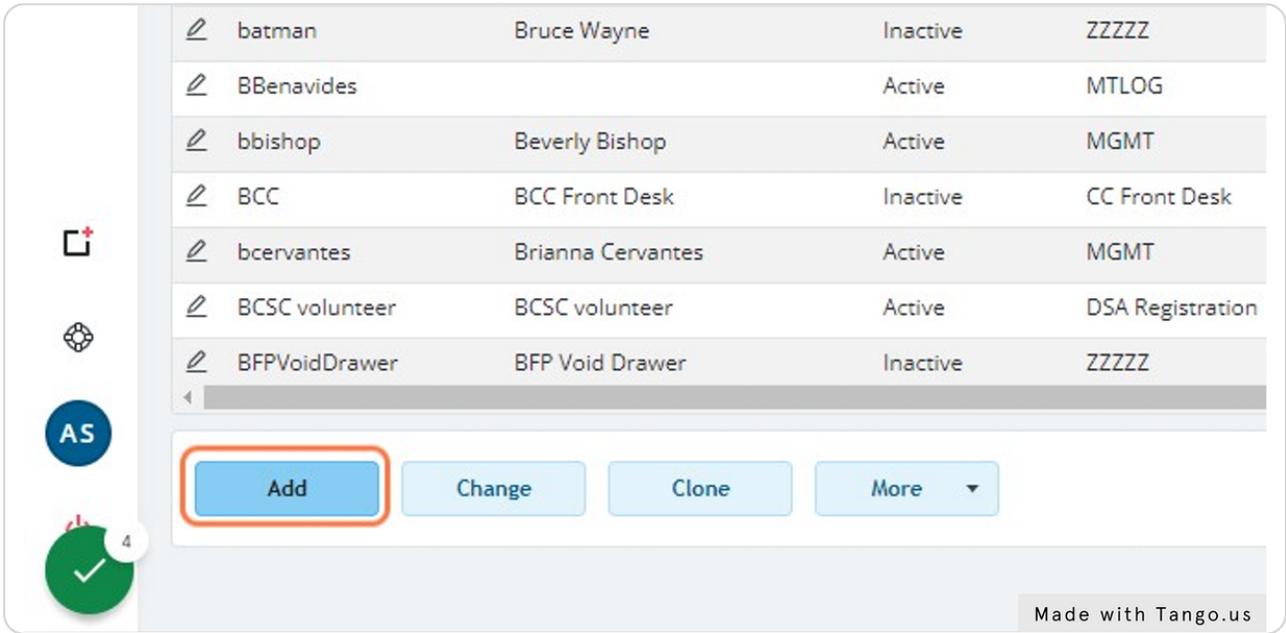
STEP 4

Click on User Management



STEP 5

Click on Add



A screenshot of a user management interface. On the left is a sidebar with icons for home, settings, a user profile labeled 'AS', and a notification with a green checkmark and the number '4'. The main area shows a table of users:

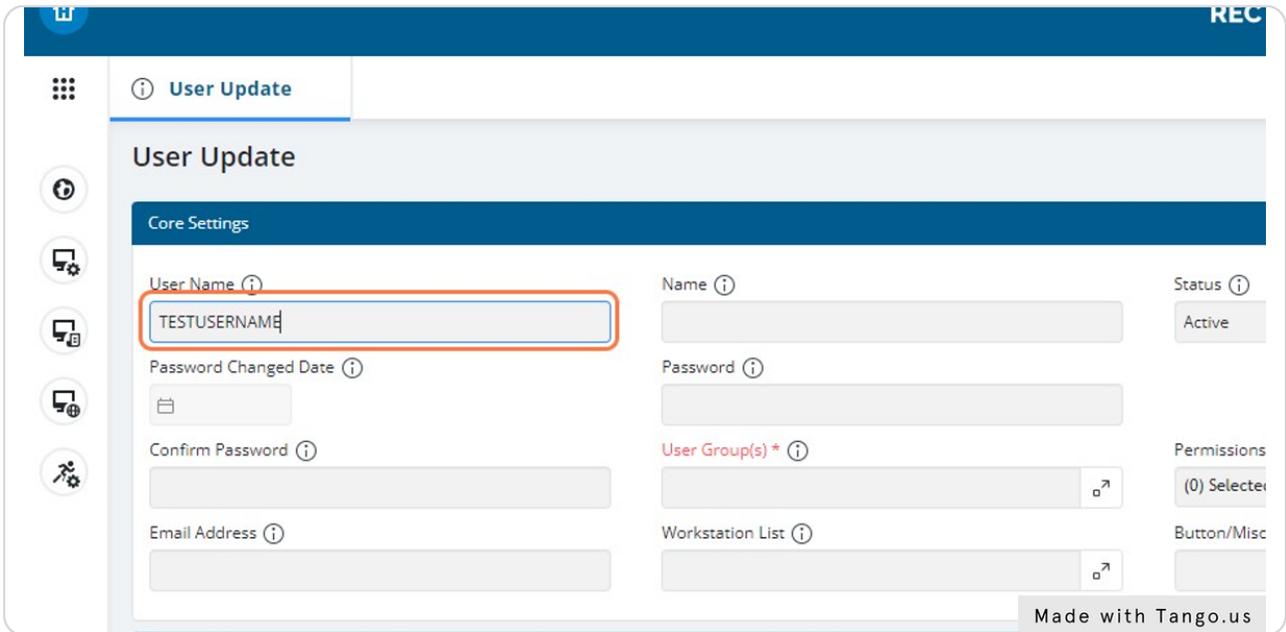
	batman	Bruce Wayne	Inactive	ZZZZZ
	BBenavides		Active	MTLOG
	bbishop	Beverly Bishop	Active	MGMT
	BCC	BCC Front Desk	Inactive	CC Front Desk
	bcervantes	Brianna Cervantes	Active	MGMT
	BCSC volunteer	BCSC volunteer	Active	DSA Registration
	BFPVoidDrawer	BFP Void Drawer	Inactive	ZZZZZ

Below the table are four buttons: 'Add' (highlighted with an orange border), 'Change', 'Clone', and 'More' with a dropdown arrow. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 6

Create a Username

Create a username in line with the rest of the users in your department.



A screenshot of the 'User Update' form. The 'User Name' field is highlighted with an orange border and contains the text 'TESTUSERNAME'. Other fields include 'Name', 'Status' (set to 'Active'), 'Password Changed Date', 'Password', 'Confirm Password', 'Email Address', 'User Group(s)*', and 'Workstation List'. A 'Permissions' section shows '(0) Selected'. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 7

Type Full Name

A screenshot of a web application interface for creating a user. The top right corner features the 'RECTRAC' logo and a checkmark icon. The form is organized into several sections. The 'Name' field, containing the text 'First and Last', is highlighted with a red rectangular border. Other visible fields include 'Status' (set to 'Active'), 'Password', 'User Group(s) *', 'Workstation List', 'Permissions List' (showing '(0) Selected'), and 'Button/Miscellaneous Override Codes'. A 'Made with Tango.us' watermark is present in the bottom right corner.

STEP 8

Create Password and Confirm Password

A screenshot of the same web application interface, showing the next step in the user creation process. The 'Password' field, which now contains a series of dots, is highlighted with a red rectangular border. The 'Name' field still contains 'First and Last'. The 'Status' remains 'Active'. The 'User Group(s) *' and 'Workstation List' fields are visible with selection arrows. The 'Permissions List' and 'Button/Miscellaneous Override Codes' fields are also present. A 'Settings' tab is visible at the bottom left. The 'Made with Tango.us' watermark is in the bottom right corner.

STEP 9

Link User Group

The screenshot shows a web form titled "Core Settings" for a user. The form is divided into two main sections: "Core Settings" and "Miscellaneous Settings".

Core Settings:

- User Name:** TESTUSERNAME
- Name:** First and Last
- Status:** Active
- Password Changed Date:** (calendar icon)
- Password:** (masked with dots)
- User Group(s) *:** (empty field, highlighted with a red box, with a pop-out icon)
- Permissions:** (0) Selected
- Email Address:** (empty field)
- Workstation List:** (empty field, with a pop-out icon)
- Button/Misc:** (empty field)

Miscellaneous Settings: (empty section)

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STEP 10

Click on Pop Out

This is a close-up view of the "User Group(s) *" field from the previous screenshot. The field is empty and has a red box around the pop-out icon (a square with an arrow pointing up and right).

User Group(s) *: (empty field, with a pop-out icon highlighted by a red box)

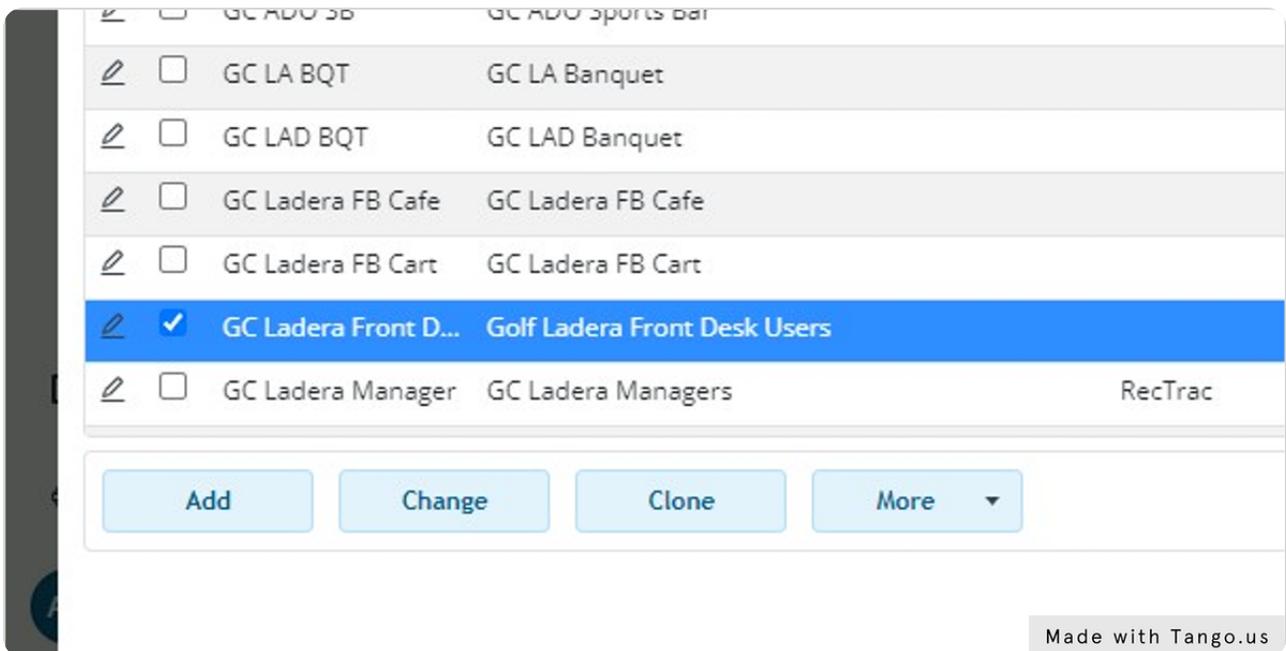
Permissions List: (0) Selected

Button/Miscellaneous Override Codes: (empty field)

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STEP 11

Click on gridcell



STEP 12

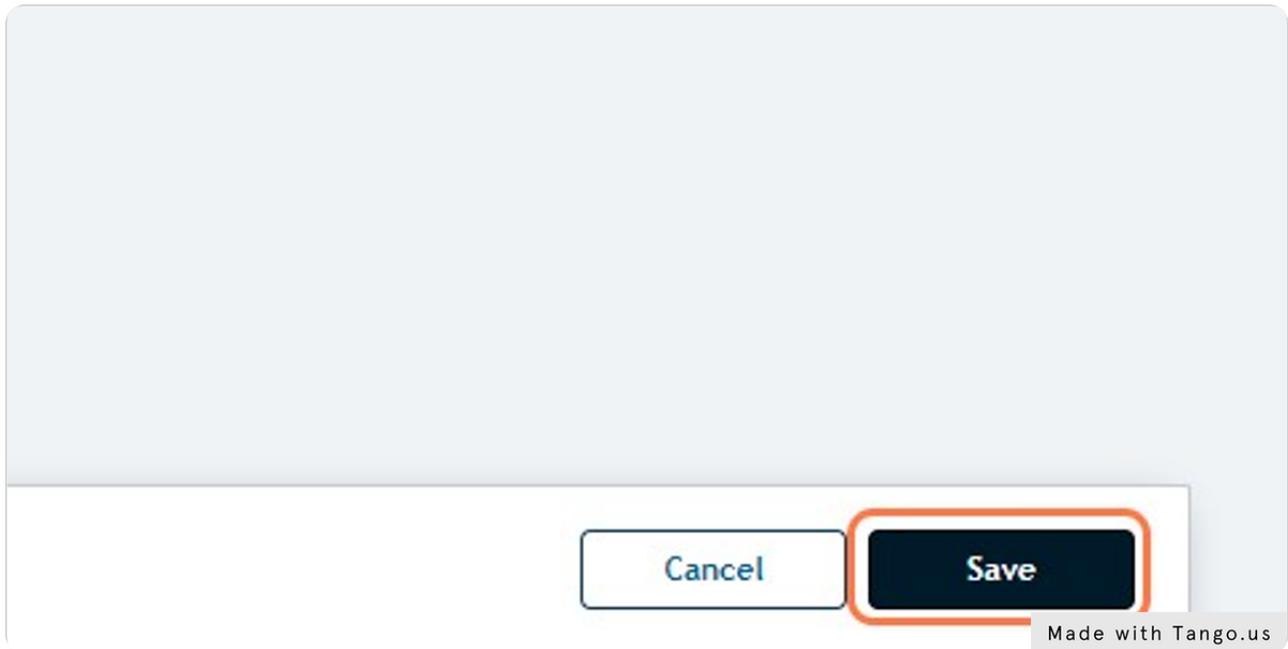
Click on Select



STEP 13

Click on Save

Save and you are all done!



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Tango