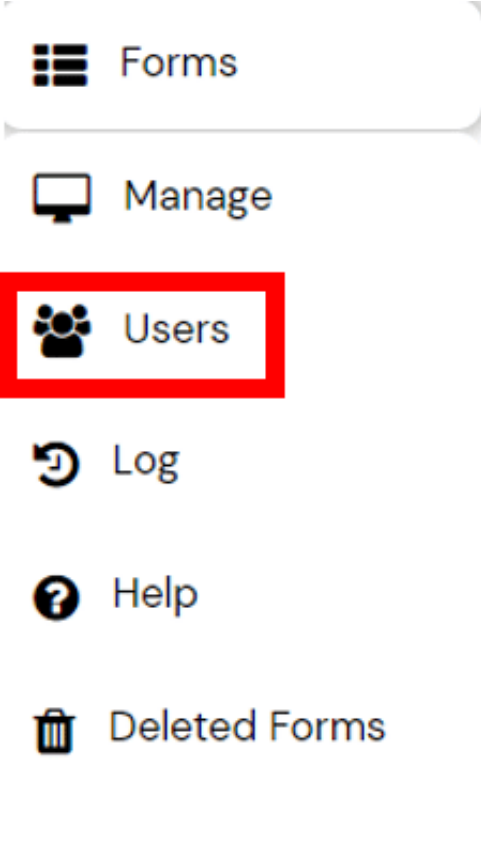Registering a User?

Create a user group (Example: Demo Users)

Step 1: Click on the Users icon to enter the User List page.

Forms

Manage

Users

Log

Help

Deleted Forms

Step 2: Click on Permission Group to create a group.

Users List

Search   Register User   Permissions Groups

First Name: Choon How
Email: choonhow@itsupport.sg
User Type: admin

1

Step 3: Click on Create Group.

Permissions Groups

🗑	ID	Group Name
☐	9	test

Create Group

Edit

Delete

Step 4: You will then be required to set up your Permission Groups' access levels. Enter the Group Name and check the boxes corresponding to the access levels that need to be given to the users of this group. Click on Save (Example: You can create a group named "Demo Users" with access to only Create Forms.)[Scroll down the page to view more access levels to be enabled or disabled.]

Permissions Groups

Group Name: |

[Check All]   [Uncheck All]

Only admin can manage

- ☑ Manage Forms
- ☑ Create Form
- ☑ Update Form
- ☑ Delete Form

Only admin can manage

- ☑ Manage Fields
- ☑ Create Field
- ☑ Update Field
- ☑ Delete Field

Only admin can manage

- ☑ Manage Users
- ☑ Create User
- ☑ Update User
- ☑ Delete User

[Save] [Close]

Step 5: The group will be created in the Permission Group page.

Permissions Groups

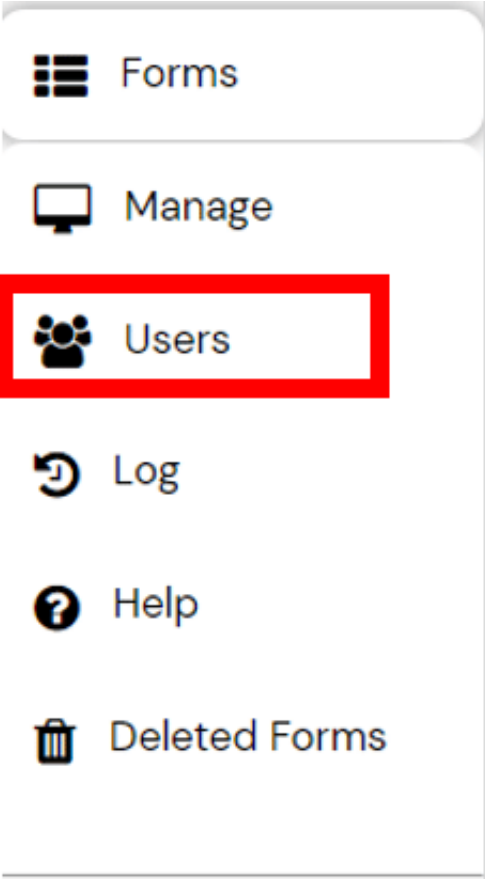| 🗑	ID	Group Name
☐	9	test
☐	10	this is a new group

Create Group

Edit

Delete

Assign users to group

Step 1: Click on the Manage Users icon to enter the User List page.

Step 2: At the User List page, click on Register User to add user.

Step 3: The register page will appear, key in the field and click on Register. (Example: Glenn Strife, Permission group: Mobile Users)

1. **Note**: Password: Requires 6 characters (Numeric, alphabet, special character)

2. User Type:

I. User — He will only be able to add data if there is no permission group given.

ii. Admin — Have full access to edit and delete.

3. Permission Group: Select the group the user can access or modify.

Register User

First Name

Username

Last Name

User Type

User

Email

Permissions Group

Select

Password

Remarks

Re-enter Password

Register   Close

Step 4: The new user is created and will show on the User List page.