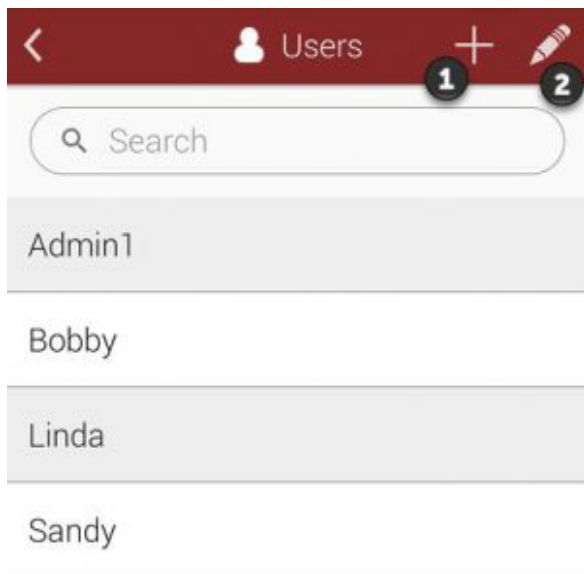


Creating a new user

Each device can hold thousands of users. See below on how to add a new one.

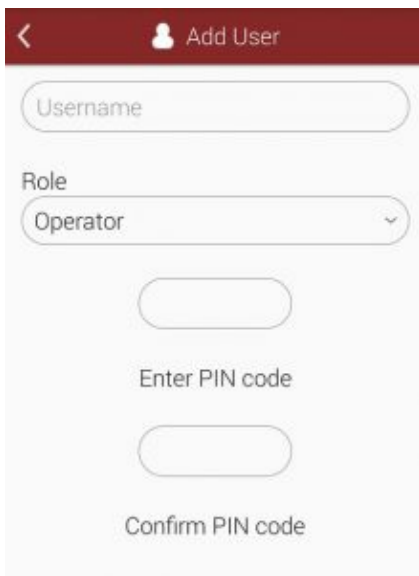
Step One



Click to enlarge

Touch on the plus (+) icon as shown at **1** to create a new user.

Step Two



The screenshot shows a mobile application interface for adding a new user. The header is dark red with a white back arrow on the left and a white user icon followed by the text 'Add User' on the right. Below the header, there is a white rounded rectangular input field with the placeholder text 'Username'. Underneath this is a dropdown menu labeled 'Role' with 'Operator' selected and a small downward arrow on the right. At the bottom of the form, there are two empty rounded rectangular input fields. The first one is labeled 'Enter PIN code' and the second one is labeled 'Confirm PIN code'.

[Click to enlarge](#)

Enter a **Username** for the new user and then select a **Role**. Users may be Operators or Administrators. Operators operate the device with basic permissions. Administrators have full access with the device.

Each user needs a PIN code. A PIN code is a four digit number that will lock their account on the device and keep anyone from accessing their area or using the unit as them.