# User Accounts

A user account allows or does not allow a user to connect to ReadiNow.

Only an administrator can create or modify an account for other users.

### Creating a user account

To create a user account:

- 1. Select Application Menu. The menu appears with available applications.
- 2. Select Administration. The application displays at the landing page.
- 3. In the Left Navigation Area, select **Security**. The Security expands to display list.
- 4. Select User Accounts. The existing User Accounts display.
- 5. Select + NEW. The User Account form appears.
- 6. Type the username for the user account in the **Username** field.
- 7. In Account holder field select Pencil icon. The Select dialogue appears.
- 8. Select the person you want.
- 9. Select **OK** to confirm.
- 10. Type the description for the user account in the **Description** field.
- Select the correct User level from drop-down list ( NOTE: This option is only available if your company is on the Full/Basic/Lite subscription model. See Licencing )
- 12. Complete mandatory fields.
- 13. Select **SAVE** to save the user account.

Alternatively, a new user account can be created from **Users** tab of User Role form.

Now the new user account is ready to be linked to a sensible role. By default, the new user account is in Everyone role, which has very limited access.

## Editing an existing user account

To edit an existing user account:

- 1. Select Application Menu. The menu appears with available applications.
- 2. Select Administration. The application displays at the landing page.
- 3. In the Left Navigation Area, select **Security**. The Security expands to display list.
- 4. Select User Accounts. The existing User Accounts display.
- 5. Select the user account you want and select **ACTION**. The menu appears.
- 6. Select **Edit**. The user account displays.

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- 7. Add or modify information as required.
- 8. Select **SAVE** to save the user account.

#### Reset a user's password

To reset a user's password:

- 1. Select Application Menu. The menu appears with available applications.
- 2. Select Administration. The application displays at the landing page.
- 3. In the Left Navigation Area, select **Security**. The Security expands to display list.
- 4. Select User Accounts. The existing User Accounts display.
- 5. Select the user account you want and select **ACTION**. The menu appears.
- 6. Select **Edit**. The user account displays.

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7. In **Password** field, type the password you want.

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Fill in information on the User Account form						

8. Select **SAVE** to save the user account.

#### Unlock a user account

To unlock a user account:

- 1. Select Application Menu. The menu appears with available applications.
- 2. Select Administration. The application displays at the landing page.
- 3. In the Left Navigation Area, select **Security**. The Security expands to display list.
- 4. Select User Accounts. The existing User Accounts display.

- 5. Select the user account you want and select **ACTION**. The menu appears.
- 6. Select **Edit**. The user account displays.

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- 7. In **Account status** field, select the down arrow.
- 8. In the drop down list, select Active.

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9. Select **SAVE** to save the user account.