User Accounts

Last Modified on 18/04/2019 10:26 am AEST

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.
11. 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.
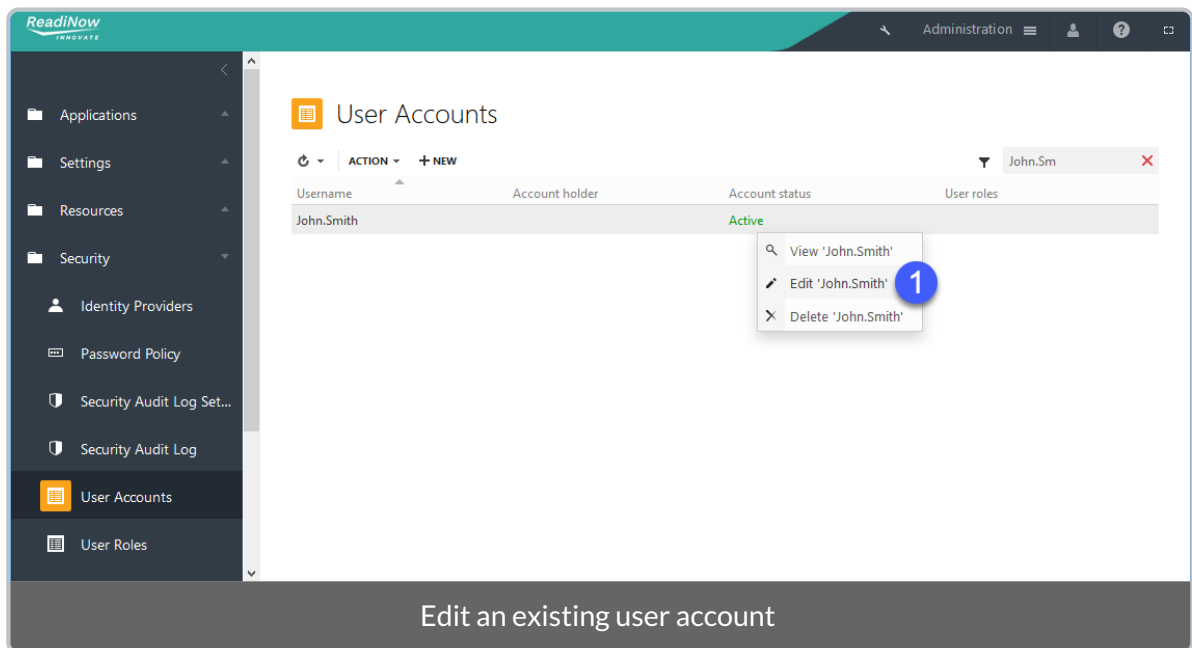13. Select **SAVE** to save the user account.

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.

Edit an existing user account

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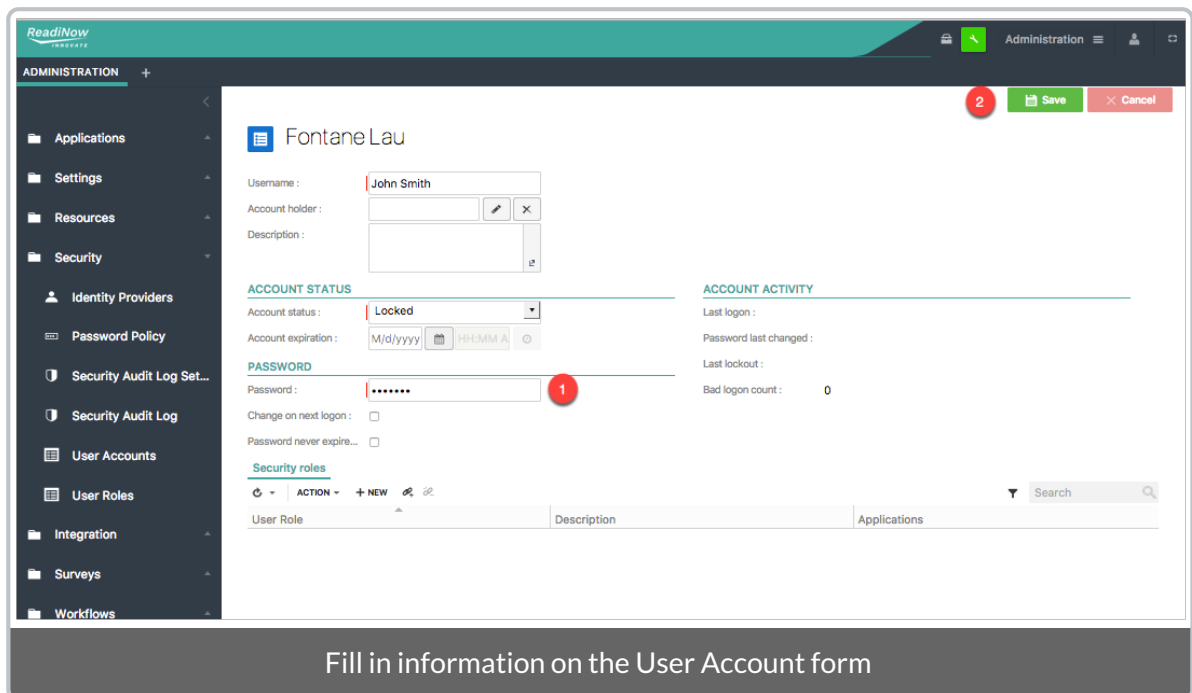8. Select **SAVE** to save the user account.

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.

Edit an existing user account
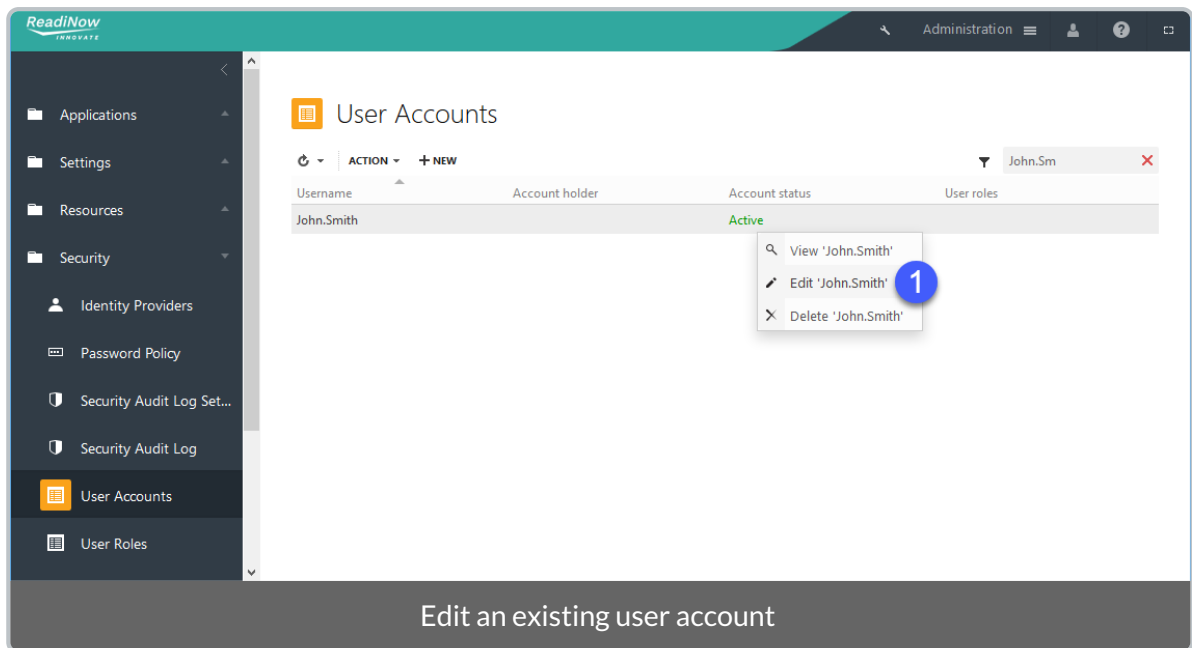
7. In **Password** field, type the password you want.


Fill in information on the User Account form

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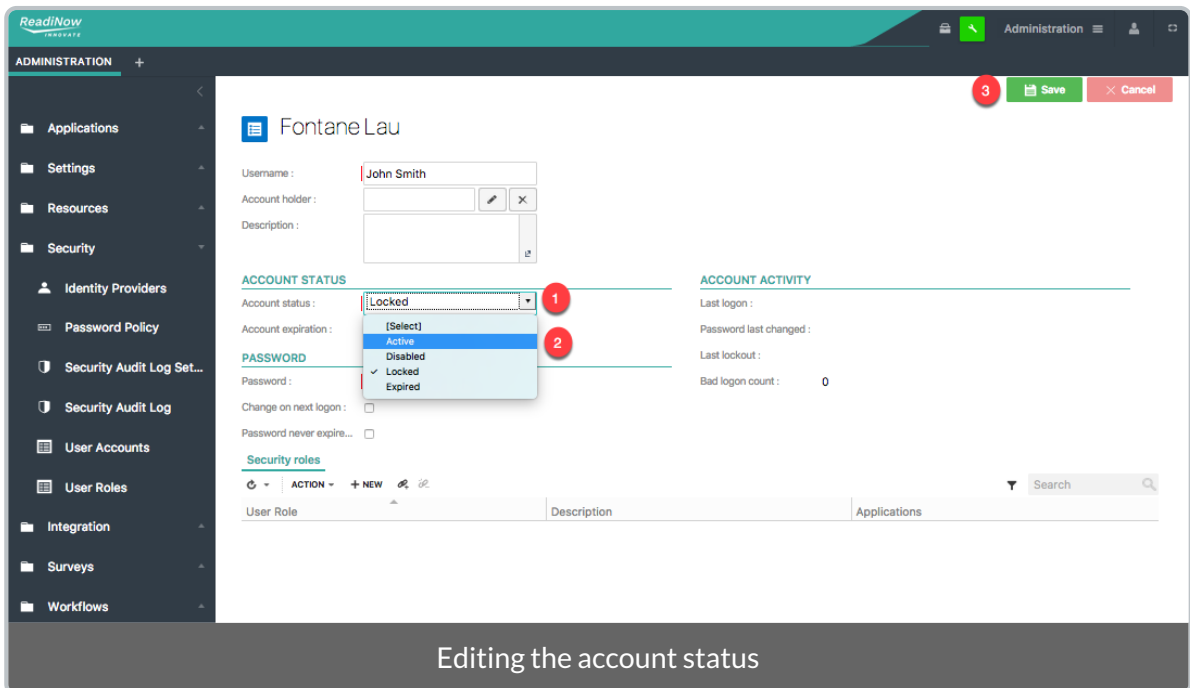
Unlock a user account

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.

Edit an existing user account
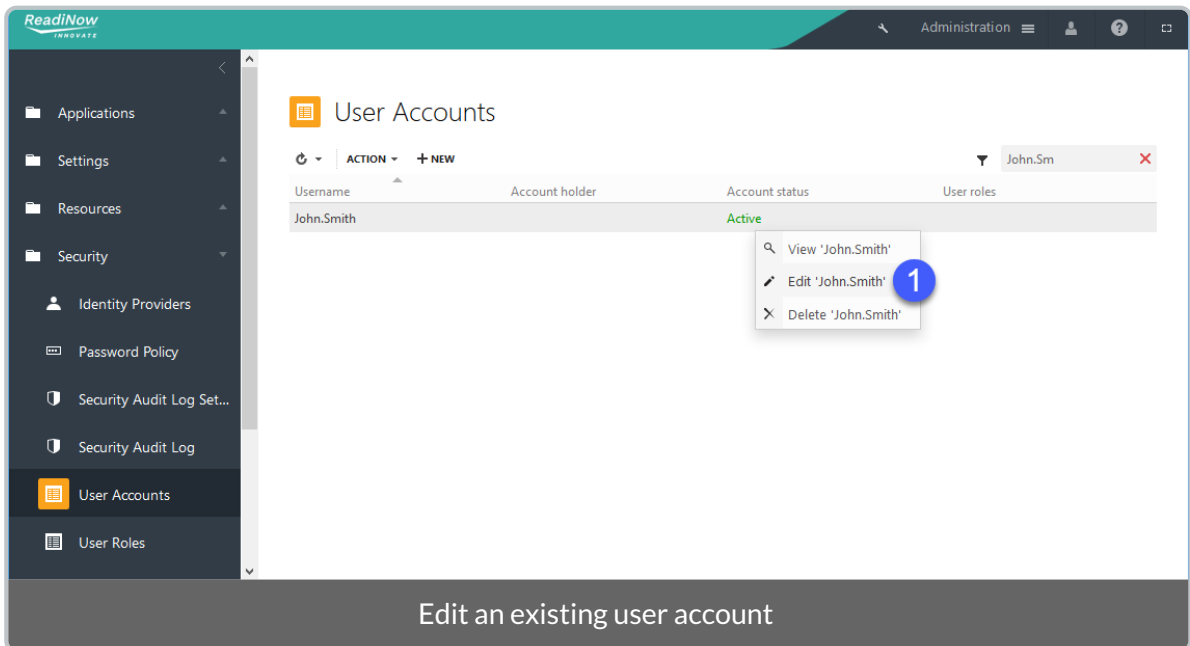
7. In **Account status** field, select the down arrow.
8. In the drop down list, select Active.

Editing the account status

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