

# Creating User

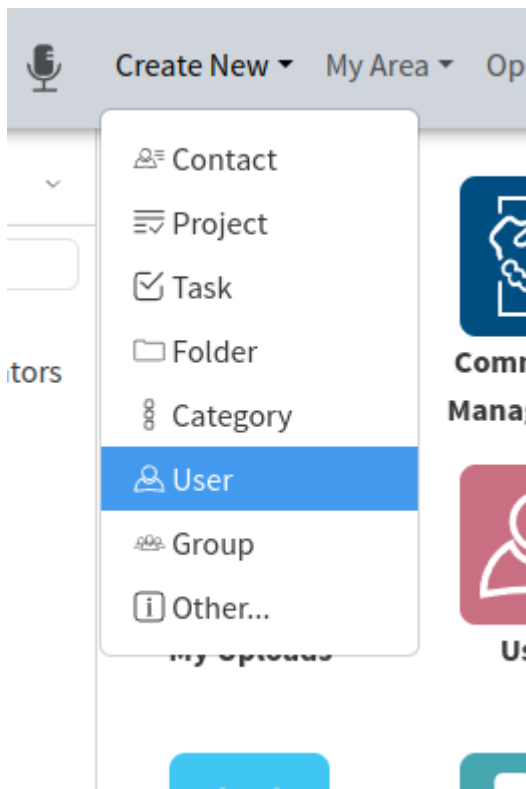
Like every Server-clients oriented software Profuz LAPIS allows to manage users with different level of privileges. Adding new user can be done from main Create New drop-down menu. Same is valid for adding new Groups. Each user can be defined to be member of different groups e.g.

- Subtitling QC
- Subtitling Editing
- Subtitling Approval

Accessing permission rights for each task, subtask or other data can be managed by entering inside the location. Go to Action → Edit → Permissions. Click to edit per specific permission request.

## Creating User

To create an User go to **Create New - User**



The new window appear where the details about User have to be defined.

Only Username is mandatory.

GP

George Peterson (Draft-User)

Created by Administrator on 15/11/2024, 21:57:07

Standard edit

Collaborators: Administrator

Username \*

George Peterson

Password

Repeat Password

Groups

Managers X su

Subtitling Clients

Subcontractors

Contact Book

Filter...

User's Folder

Filter...

Cancel

Create

By pressing Create, the User is created.

More details can be added

GP

George Peterson (User)

Created by Administrator on 15/11/2024, 21:59:24

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Username

George Peterson

Time Zone

Edit Contact Details

GP

George Peterson (User)

Created by [Administrator](#) on 15/11/2024, 21:59:24

GP

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Properties

Username

George Peterson

Groups

Managers

Contacts

Permissions

View Permissions

User's Folder

To connect an Existing contact to the User:

- By quick editing

GP

George Peterson (User)

Last modified by [Administrator](#) on 15/11/2024, 22:01:29

GP

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Properties

Username

George Peterson

Groups

Managers

Contacts

georg

George Peterson

Yota Georgakopoulou

User's Folder

- By Actions - Edit

GP

George Peterson (Draft-User)

Standard edit

Collaborators: Administrator

Username \*

George Peterson

Password

Password

Repeat Password

Groups

Managers

Filter...

Contacts

ged

George Peterson

Yota Georgakopoulou

User's Folder

Filter...

Activities

Types

☒

☐

☐

☐

☐

☐

Cancel

Save

The details of the contact now appear in the Main Contact tab

GP

George Peterson (User)

Last modified by Administrator on 15/11/2024, 22:03:33

GP

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Edit Contact Details

Full Name

George Peterson

Web sites

Phone Numbers

+555-123-4567-890

Emails

george@example.net

Properties

Description

Loves automobiles and dogs. Has its own pet.

Company

When contact is attached it may have also an image of the user

GP

George Peterson (User)

GP

George Peterson

Overview

Details

Main Contact

All Contacts

Calendar

Full Name

George Peterson

George Peterson (User)

Last modified by [Administrator](#) on 15/11/2024, 22:03:

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Full Name

George Peterson

Phone Numbers

+555-123-4567-890

Emails

george@example.net

Web sites

Properties

Description

Loves automobiles and dogs. Has its own pet.

Company

Revision #2

Created 15 November 2024 16:20:16 by Pierre

Updated 15 November 2024 20:10:17 by Pierre