Creating User

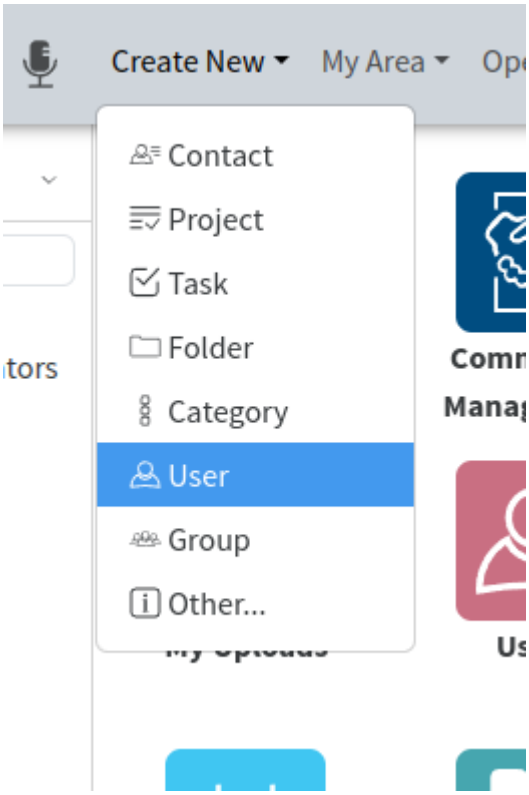
Like every Server-clients oriented software Profuz LAPIS allows to manage users with different level of privileges. Adding new user can be done from main Create New drop-down menu. Same is valid for adding new Groups. Each user can be defined to be member of different groups e.g.

- 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.

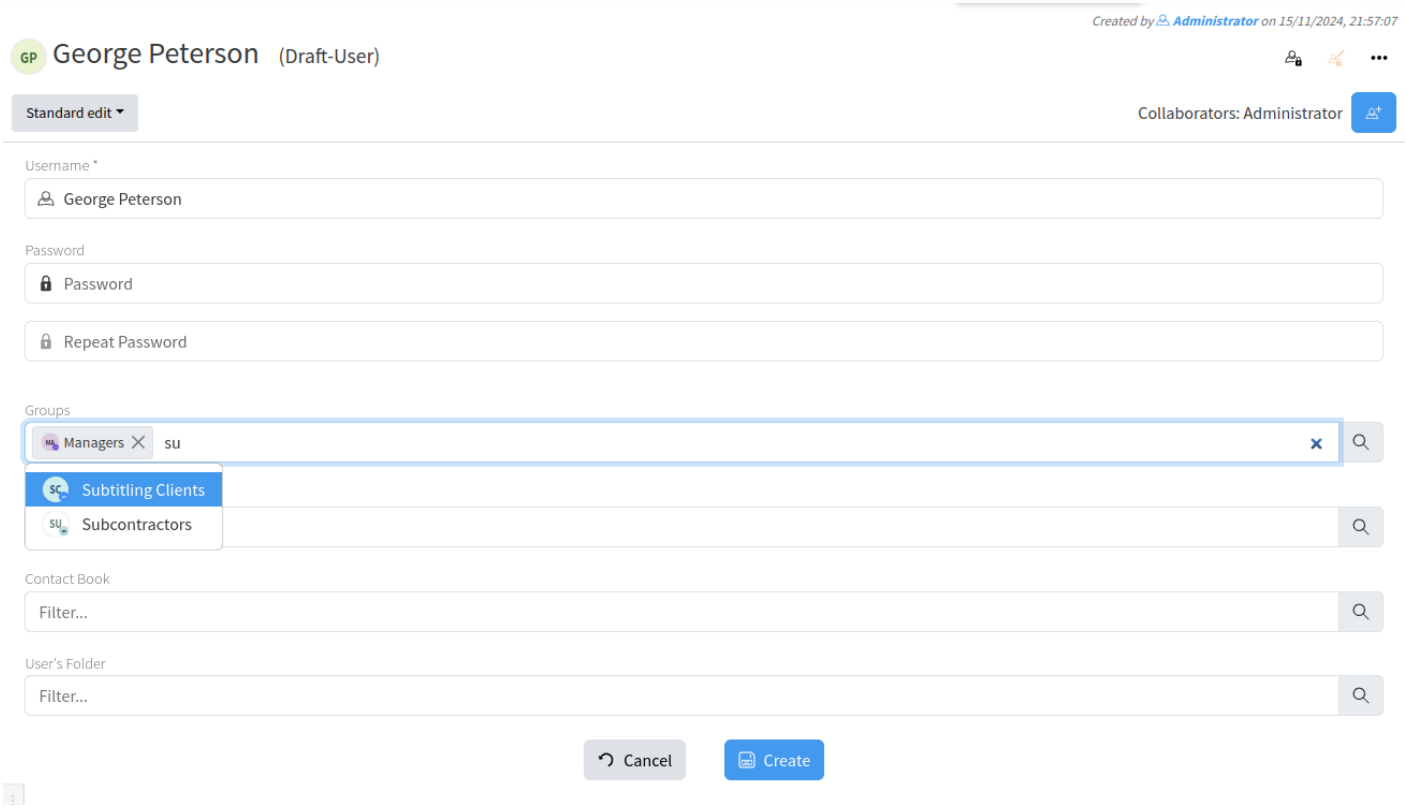
Creating User

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



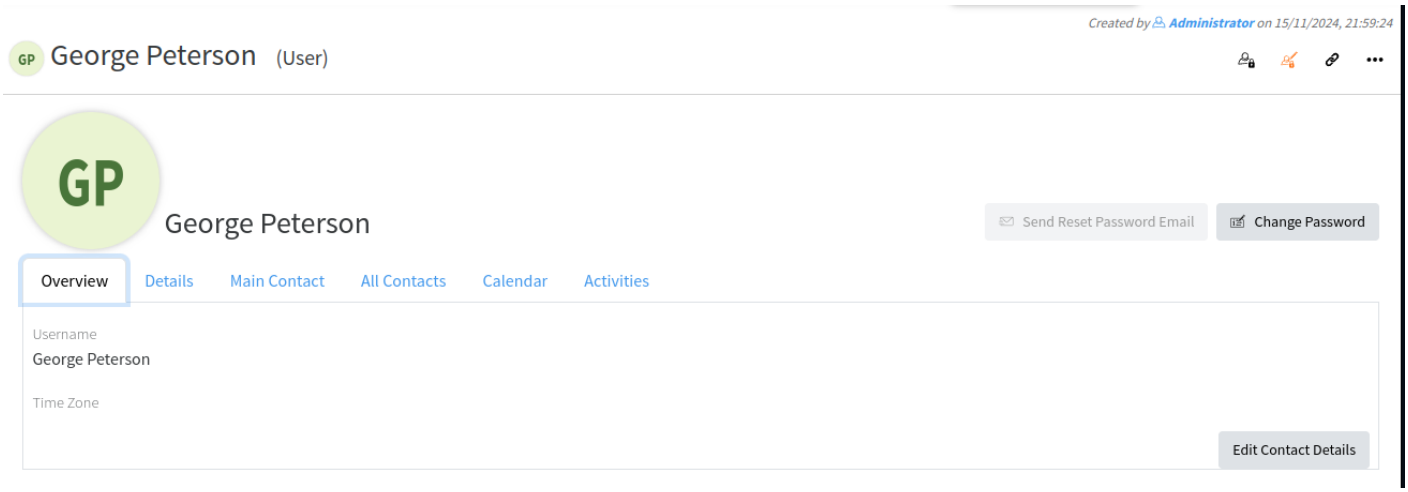
The new window appear where the details about User have to be defined.

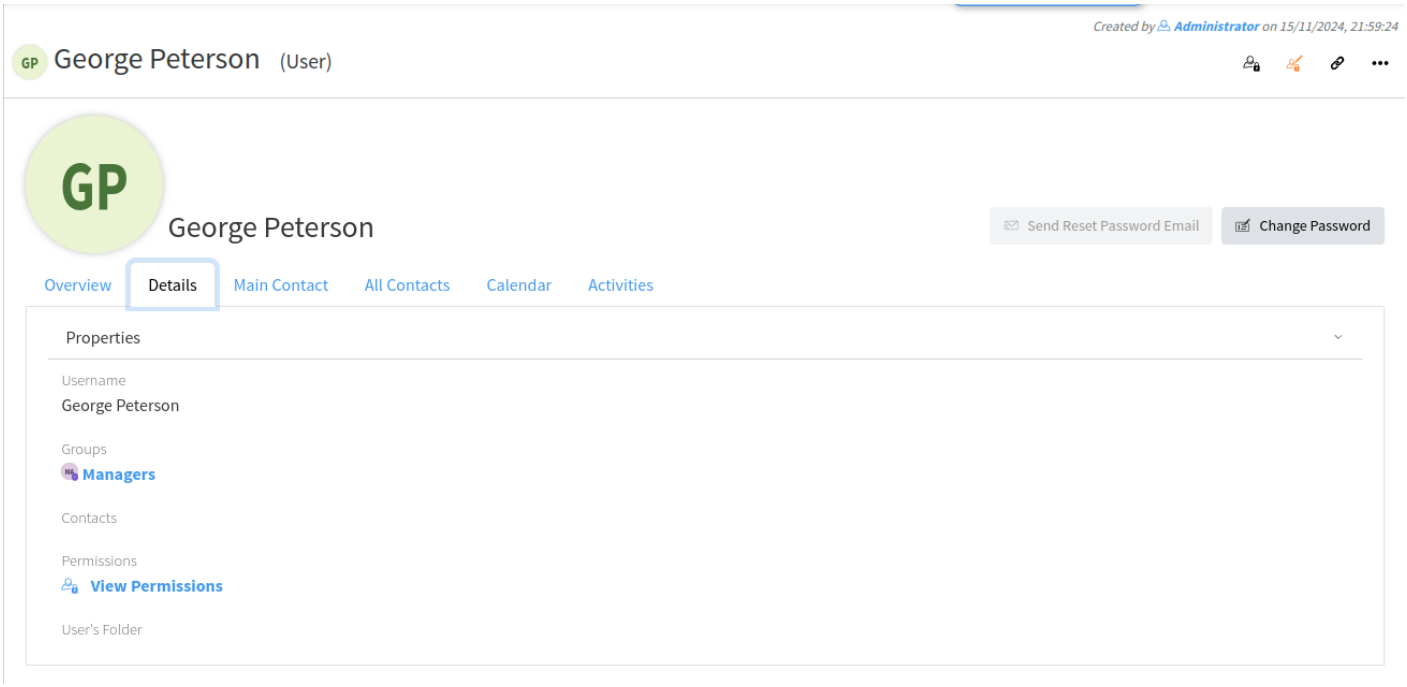
Only Username is mandatory.



By pressing Create, the User is created.

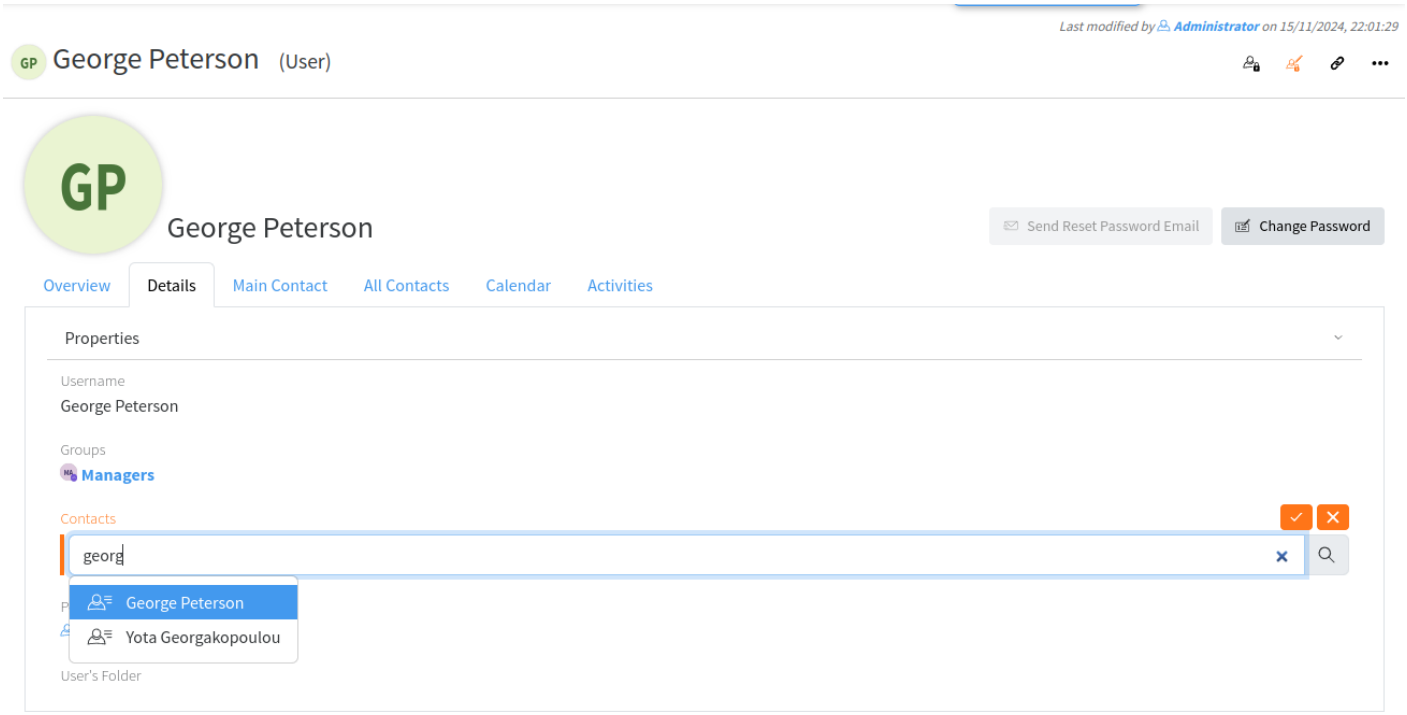
More details can be added



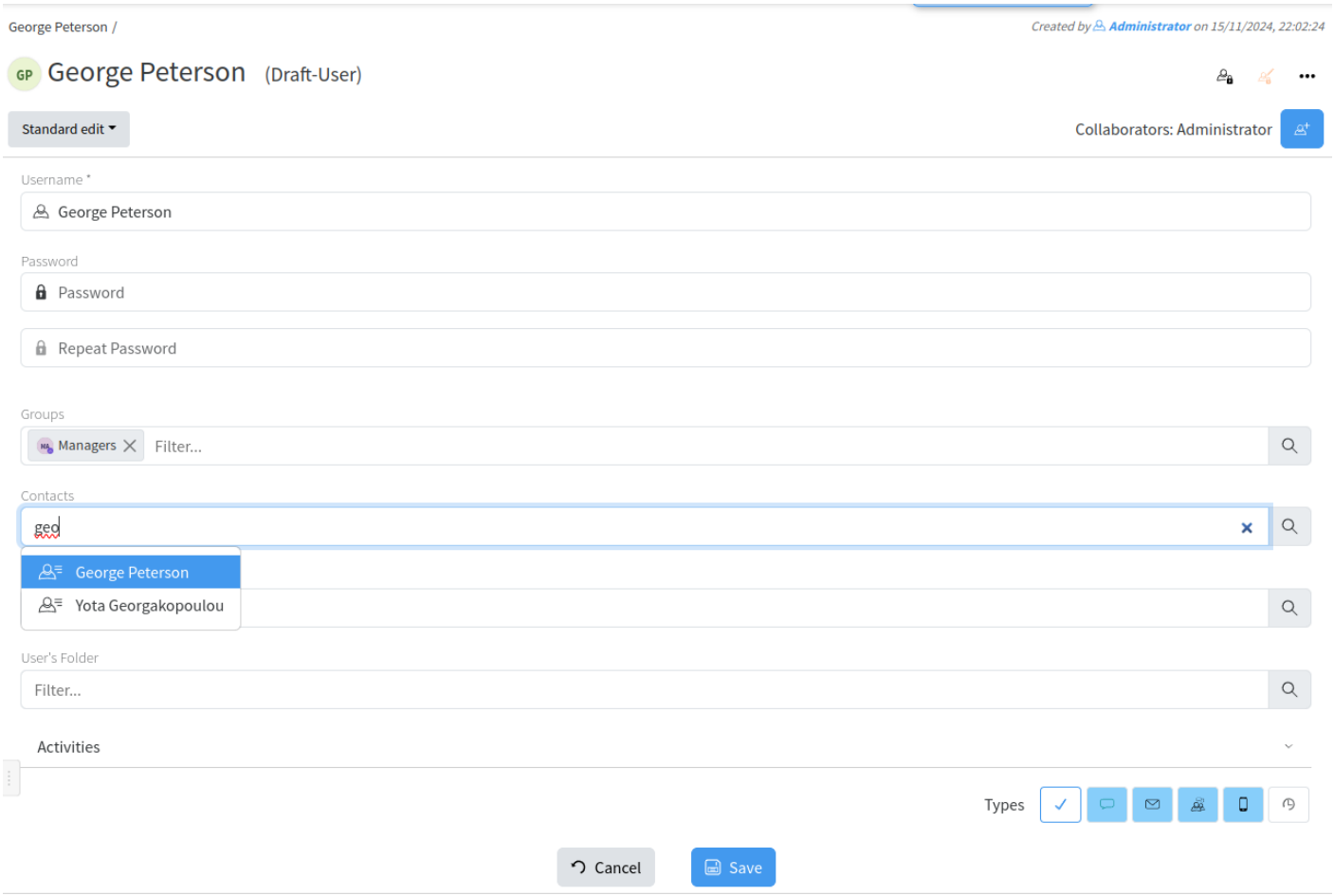


To connect an Existing contact to the User:

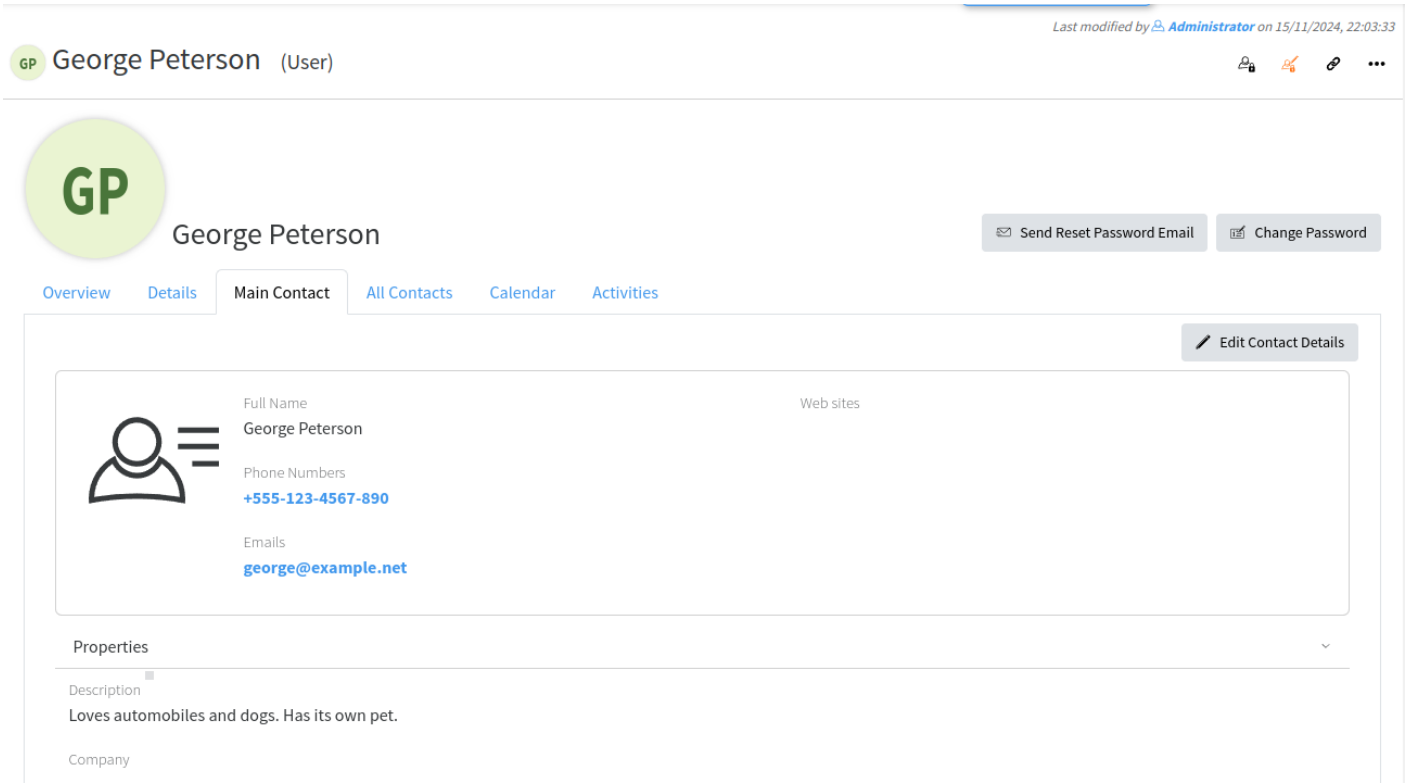
- By quick editing



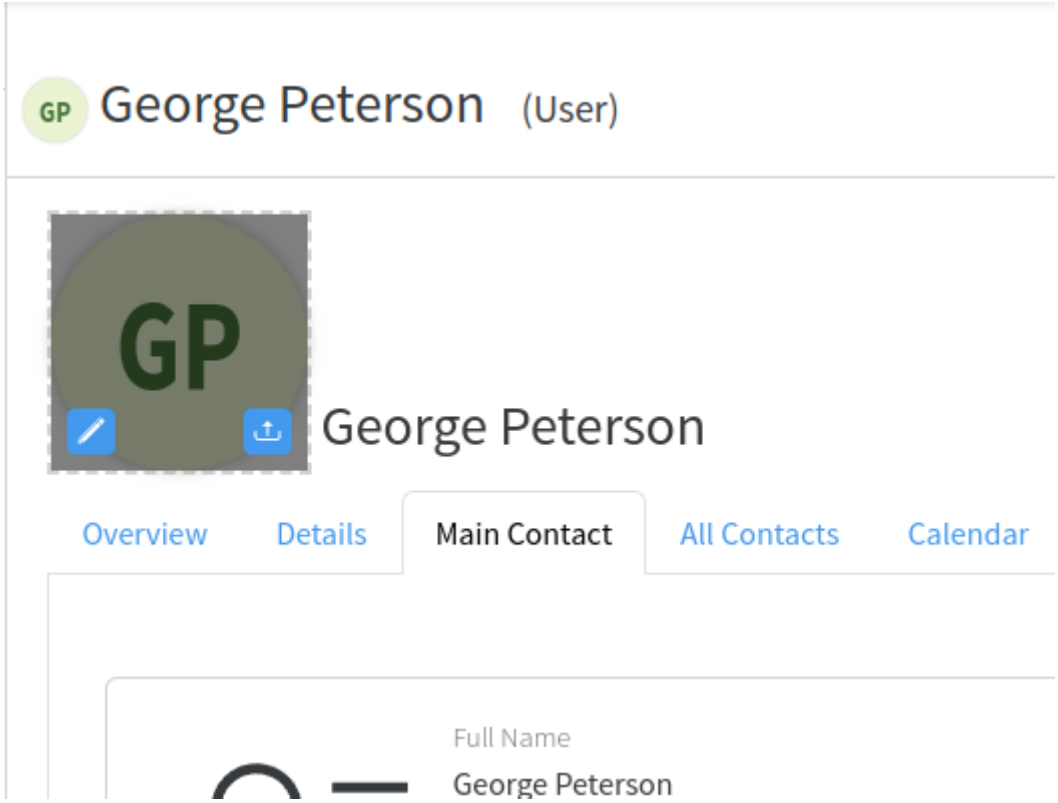
- By Actions - Edit

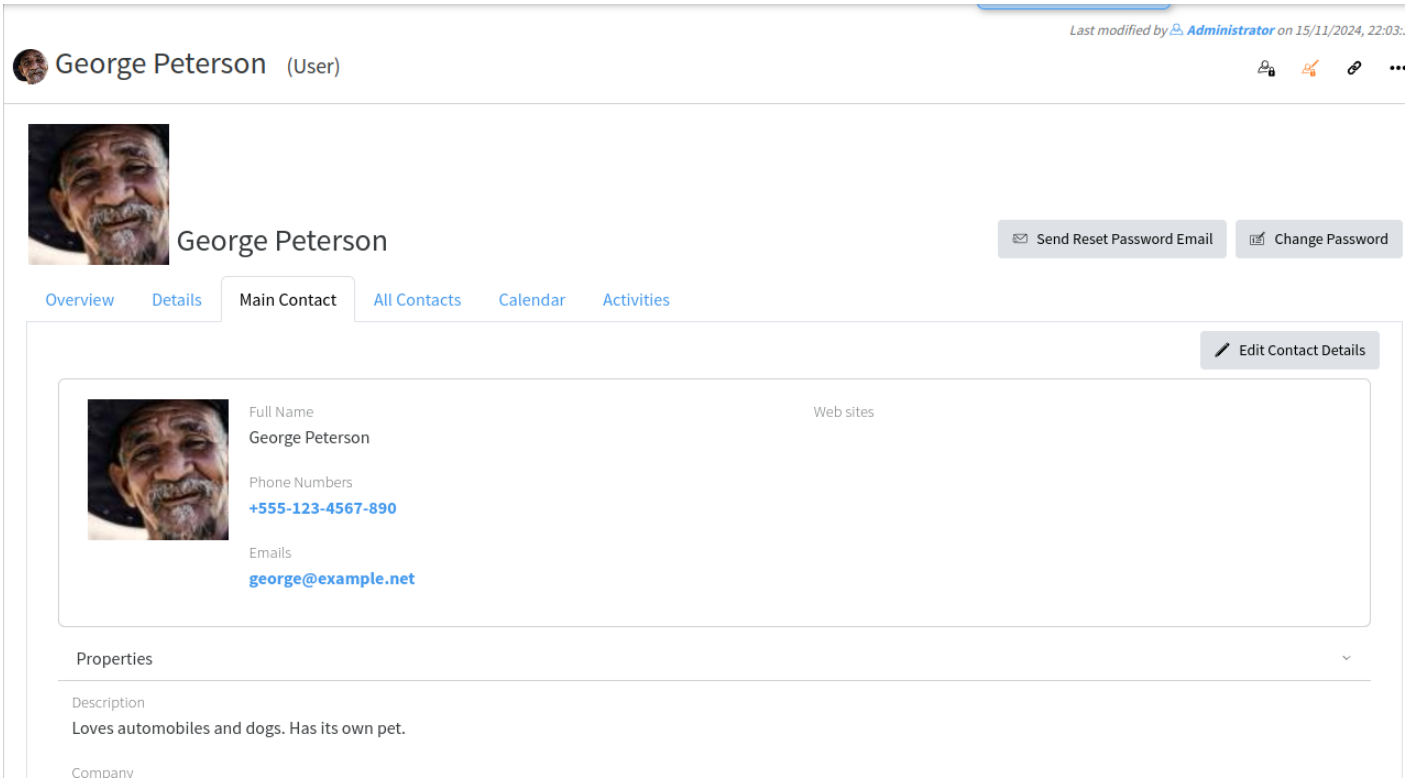


The details of the contact now appear in the Main Contact tab



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





Revision #2
Created 15 November 2024 16:20:16 by Pierre
Updated 15 November 2024 20:10:17 by Pierre