



# How to create user

## Solution

### 1. Maintenance > Users

User Name	Full Name	Remarks	Email
ADMIN			
LENGLENG	WONG LENG LENG	SUPERVISOR	
LIM	LIM XIANG QI		
MANDY	MANDY LEE MENG MENG	MANAGER	
XIAN			

### 2. Go to Home button and click New

User Name	Full Name	Remarks
ADMIN		
LENGLENG	WONG LENG LENG	SUPERVISOR
LIM	LIM XIANG QI	
MANDY	MANDY LEE MENG MENG	MANAGER
XIAN		

3. Update the user's name, full name, email.  
In the remark column, update any information. Example you can update the department.

By default, this user is active. If the user has resigned you can untick this option

The screenshot shows the 'Security System User' form. The 'User Name' field is 'SANDY', 'Full Name' is 'SANDY LIM MEI FEI', 'Email' is 'sandy@abc.com.my', and 'Remarks' is 'SALES TEAM'. The 'Active' checkbox is checked. Below the form, there is a table for roles. The 'Default' role is selected, and the 'Administrative' and 'Can Edit Model' checkboxes are unchecked.

Name	Administrative	Can Edit Model
Default	<input type="checkbox"/>	<input type="checkbox"/>

4. To select the roles, click on the link button

Click this link to learn how to define user roles

<https://support.qne.com.my/support/solutions/articles/81000412630-how-to-create-user-roles->

The screenshot shows the 'Security System User' form with the 'Roles' dialog box open. The dialog box lists the following roles: ADMIN DEPARTMENT, Administrator, Default, Manager, Purchase, and Sales. The 'Sales' role is selected. The 'OK' button is highlighted.

5. By default, there is a "Default" role. You can click on the unlink button to unlink it

The screenshot shows the 'Security System User' form with the 'Roles' dialog box open. The 'Default' role is selected, and the 'Unlink' button is highlighted.

6. Update Signature if you want it display in the transaction example Purchase Order, Sales Invoice, Quotation.

Security System User

User Name\* SANDY ☒ Active ☐ Change Password On First Logon

Full Name SANDY LIM MEI FEI

Email sandy@abc.com.my Email Setting

Remarks SALES TEAM

Signature Double click to open sele...

Roles

Name	Administrative	Can Edit Model
Sales	<input type="checkbox"/>	<input type="checkbox"/>

7. You can insert your picture from the picture column.

Security System User

User Name\* SANDY ☒ Active ☐ Change Password On First Logon

Full Name SANDY LIM MEI FEI

Email sandy@abc.com.my Email Setting

Remarks SALES TEAM

Signature Double click to open sele...

Roles

Name	Administrative	Can Edit Model
Sales	<input type="checkbox"/>	<input type="checkbox"/>

So that it will display during the login screen after you enter the user's name. This is useful for those users who always forgot the user's name.

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ABC\_COMPANY  
[LENOVO013A\SQL2012:ABC\_COMPANY]  
[localhost:10010]

Account Date: 19/01/2024  ☐ Save Account Date

Username  
sandy

Password

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8. Lastly, you can set the password by clicking this "Change Password On First Login".

After tick this option > Click Save.

The screenshot shows the 'Security System User' configuration window. The user 'SANDY' is selected. The 'Change Password On First Login' checkbox is checked and highlighted with a yellow box. Other fields include 'Full Name' (SANDY LIM MEI FEI), 'Email' (sandy@abc.com.my), and 'Remarks' (SALES TEAM). A 'Roles' table is visible at the bottom.

Name	Administrative	Can Edit Model
Sales	<input type="checkbox"/>	<input type="checkbox"/>

9. Login with user "SANDY" without password, system will prompt for setting new password. So, the user SANDY can define the password now.



The screenshot shows the 'Change password' dialog box. It prompts the user to set a new password and confirm it. The dialog box has fields for 'New Password' and 'Confirm Password', and 'OK' and 'Cancel' buttons.

10. For the next login, the user will need to define the password and login

