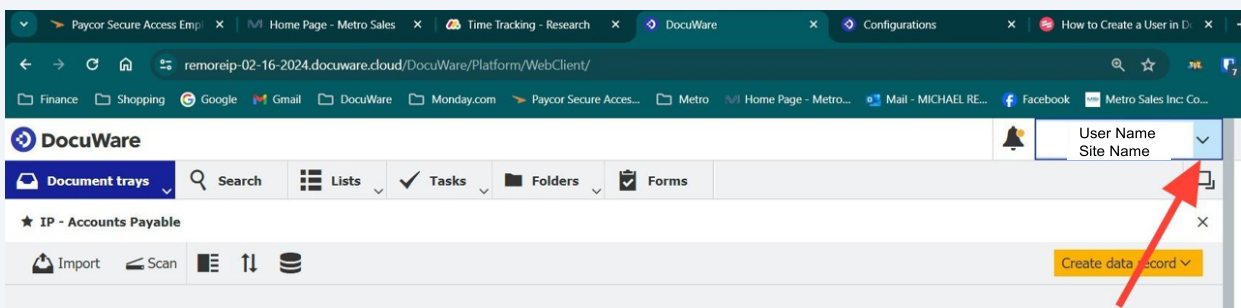


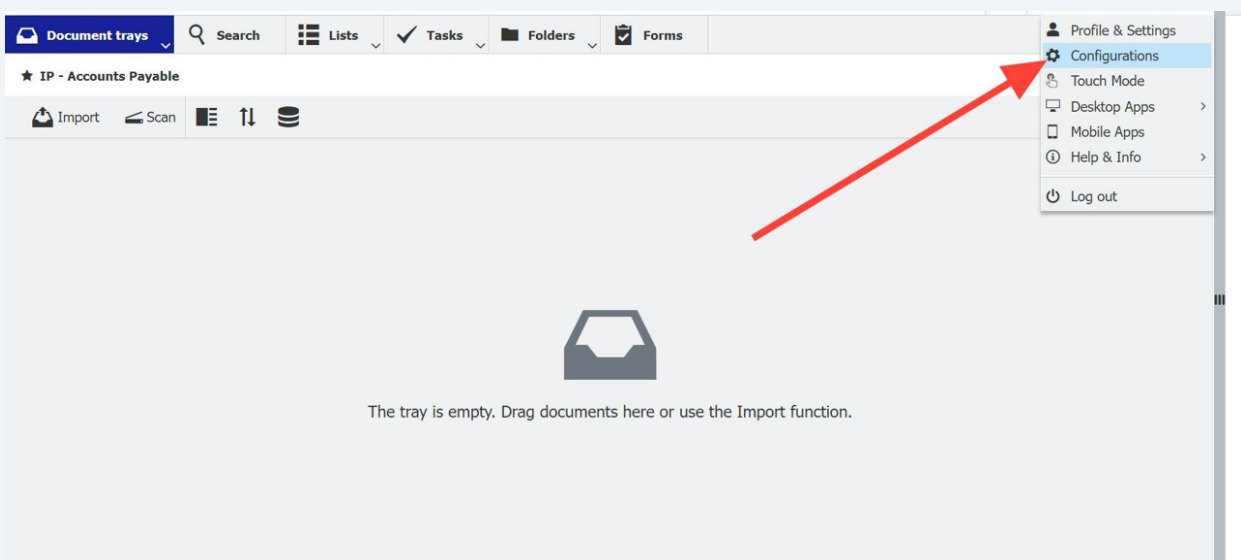
User Management 1- How to Create a User in DocuWare

This guide provides step-by-step instructions on how to create a user in DocuWare. It includes details on entering user information, setting passwords, and configuring additional options. If you need to create new users in DocuWare, this guide will help you navigate the process effectively.

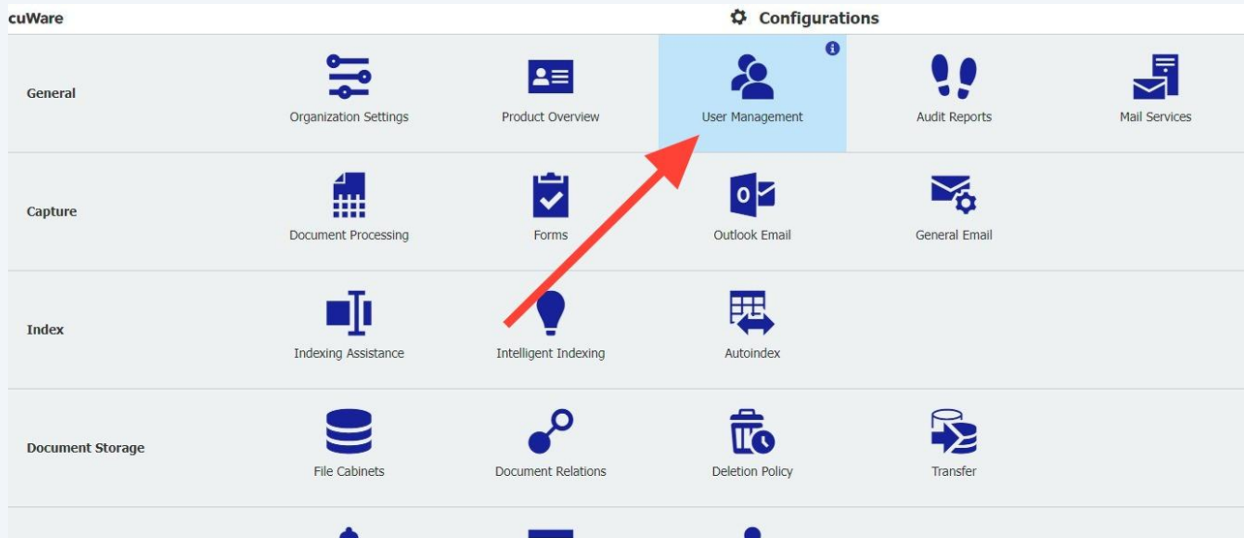
1 Click the drop-down next to the site/user name:



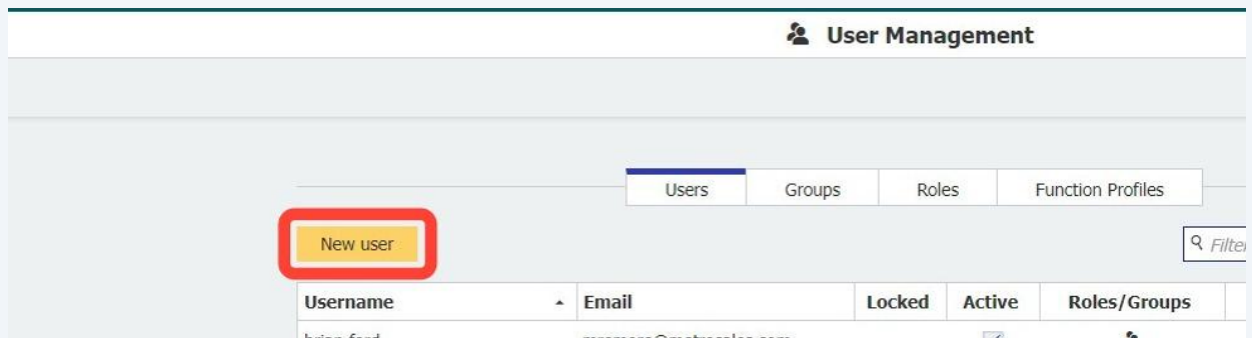
2 Click "Configurations"



3 Choose "User Management"



4 Select "New user"



5

Enter first name, last name, and email address (you will not be able to save without an email address)

id registration

Title

First name

Last name

Email

Registration Request user by email to activate account and set password

Set password now

User's password never expires

6

You can choose to send the user a link to set their password once they have been created. Keep in mind- the link expires quickly, as short as 15 minutes. The user should be aware to look for the link email.

id registration

Title

First name

Last name

Email

Registration Request user by email to activate account and set password

Set password now

User's password never expires



7

The other option is to set a generic password now and send the new user a link when they will be able to access the link email.

Groups Roles Function profiles File cabinet profiles Dialogs Stamps

nd registration

Title

First name

Last name


Email

Registration Request user by email to activate account and set password

Set password now

Password

Repeat password



8

Choose whether the user's password will expire. If it will expire, a password policy will need to be set under Configuration>Organization>Settings>Security>Password Policy.

general Groups Roles Function profiles File cabinet profiles Dialogs Stamps

Name and registration

Title

First name

Last name

Email


Registration Request user by email to activate account and set password

Set password now

Password

Repeat password

User's password never expires



Document Tray

Create personal document tray

Name

9

Choose whether to create a personal document tray that is only accessible by the user.


Email

Registration Request user by email to activate account and set password
 Set password now

Password Repeat password

User's password never expires

Document Tray

Create personal document tray 

Name

Color

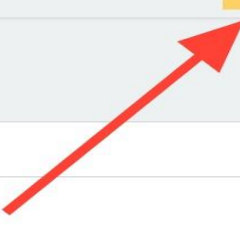
Assigned file cabinet:

10

Click "Save"

Monday.com Paycor Secure Acces... Metro Home Page - Metro... Mail - MICHAEL RE... Facebook Metro Sales Inc. Co

User Management



Groups Roles Function profiles File cabinet profiles Dialogs Stamps

Profile and registration

Title

First name

Last name

Email

Registration Request user by email to activate account and set password
 Set password now

Password Repeat password

11

Additional configurations will be covered in subsequent documents.