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.

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★ IP - Accounts Payable			Touch Mode Desktop Apps >
Import ⊆ Scan			Mobile Apps
			③ Help & Info >
			U Log out
	The tray is empty. Drag documents here or	use the Import function.	

Choose "User Management"

Vare			Configuration	ns	
General	Organization Settings	Product Overview	User Management	Q Q Audit Reports	Mail Services
Capture	Document Processing	Forms	Outlook Email	General Email	
Index	Indexing Assistance	Intelligent Indexing	Autoindex		
Document Storage	File Cabinets	Document Relations	Deletion Policy	Transfer	

Users Groups Roles Function Profile					🔏 Us	er Mana	gement	
Users Groups Roles Function Profile								
	New user Q			Users	Groups	Role	s	Function Profiles
New user								
Username Email Locked Active Roles/Gro		(Email		Locked	Active	Roles/Groups

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

nd registration

Title	Please choose 🗸
First name	Test
Last name	User
Email	test.user@xyz.net
Registration	 Request user by email to activate account and set password
	Set password now
	User's password never expires

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.

nd registration

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Title	Please choose 🗸
First name	Test
Last name	User
Email	test.user@xyz.net
Registration	Request user by email to activate account and set password
	Set password now
	User's password never expires
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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 Role	es Function profiles File cabinet profiles Dialogs Stamps
nd registrat	ion
Title	Please choose 🗸
First name	Test
Last name	User
Email	test.user@xyz.net
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.

100000		
Title	Please choose 🗸	
First name	Test	
Last name	User	
Email	test.user@xyz.net	
Registration	Request user by email to activate account an password	and set
	• Set password now	
Password	Ré	Repeat password
	User's password never expires	
ocument Tray		
ocument Tray	Create personal document tray	

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

Email	test.user@xyz.net			
Registration	 Request user by email to activate password 	account and set		
	• Set password now			
Password	•••••	Repeat password	•••••	
ument Tray	User's password never expires			
ument Tray	User's password never expires Create personal document tray			
rument Tray Name				
	Create personal document tray			

10 Click "Save"

		Loser Manageme	nt		
					Save
oups Role	s Function profiles File cab	inet profiles Dialogs	Stamps	/	
d registrati	on				
Title	Please choose 🖌			6	
First name	Test				
Last name	User				
Email	test.user@xyz.net				
Registration	 Request user by email to active password 	vate account and set		6	
	 Set password now 				

11 Additional configurations will be covered in subsequent documents.