



## Creating a new local user

User accounts can be created as long as license spaces are available.

There are various methods of [account creation in Claromentis](#).

This guide will cover the manual creation of a single local account.

## Adding a single user

An application administrator of People can create a new user.

1. Head to **Applications > Admin > People**
2. Click on the 'Add New User' tab.

The screenshot shows the Claromentis Admin interface. On the left sidebar, under the 'UTILITIES' section, the 'Add a new user' option is highlighted with a red rectangle. The main content area is titled 'Admin > People Control Panel'. It displays user license information: 'User licences' (Licence limit: Unlimited, Active users: 53, Remaining users: Unlimited) and 'Extranet user limit' (Unlimited, Active extranet users: 7, Remaining extranet users: Unlimited). Below this, there are tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar is present. At the bottom, a table lists existing users with columns for Photo, Full name, Email, Job Title, Role, Group, Extranet area, and Last. The table contains two entries: Abigail Clark and Alan Metcalfe.

Photo	Full name	Email	Job Title	Role	Group	Extranet area	Last
	Abigail Clark	abigail@claromentis.com	Human Resources Assistant	none	Company, Human Resources, Learning and Development	Primary Area	30-1 12:10
	Alan Metcalfe	alan@claromentis.net	Sales Assistant	none	Company, Onboarding	Primary Area	17-0. 17:17

3. Fill everything applicable in the 'edit user information tab'

Username, First name, Last name, email and password at minimum are required to make an account.

Admin > People Control Panel > **Edit user info**

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

Synchronize/Update users from user directory

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Edit user information

Role

Group

Org chart

Other settings

User code

Last time login (Never)

Account state ☒ Enabled ☐ Disabled

Assign user to extranet area Primary Area

Username \*

Password \*

☐ Generate random password

Confirm Password \*

First name \*

Upload image

☐ Email log-in details

- The fields that appear in this area are [set by administrators](#) on the admin side for 'Edit profile page in admin area'.
- A password can be randomly set using the option; otherwise, you can enter one that adheres to your [password policy](#).
- Email the login details to the user using the checkbox.
- If you are using extranets, you can set which extranet this new profile is in.

#### 4. Check the other tabs and update these too

Admin > People Control Panel > **Edit user info**

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Other settings

+ Add a new role

Update

- Add the user to relevant Roles & Groups in the corresponding tabs. They will get all permissions from where those Roles & groups have been entered into applications across the Intranet.
- Set their management and direct reports. This helps to create Org Charts later.
- You can also ensure the user sets their own password after initial login by using the

#### 5. Once done, click 'Update' and the profile will be created with an on-screen message confirming this.

The following video shows the process of adding an example user.

This user has been emailed a random password to use for their initial login, after which they will be prompted to set their own password.

Please download the file [video/mp4](#)

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Tags: [intranet](#), [people](#), [user guide](#), [add, user, new user](#)