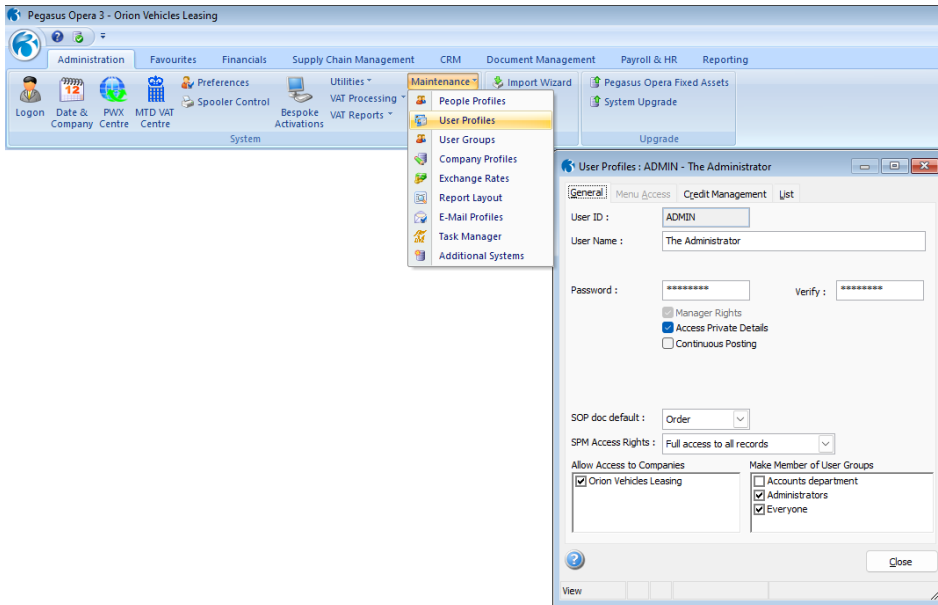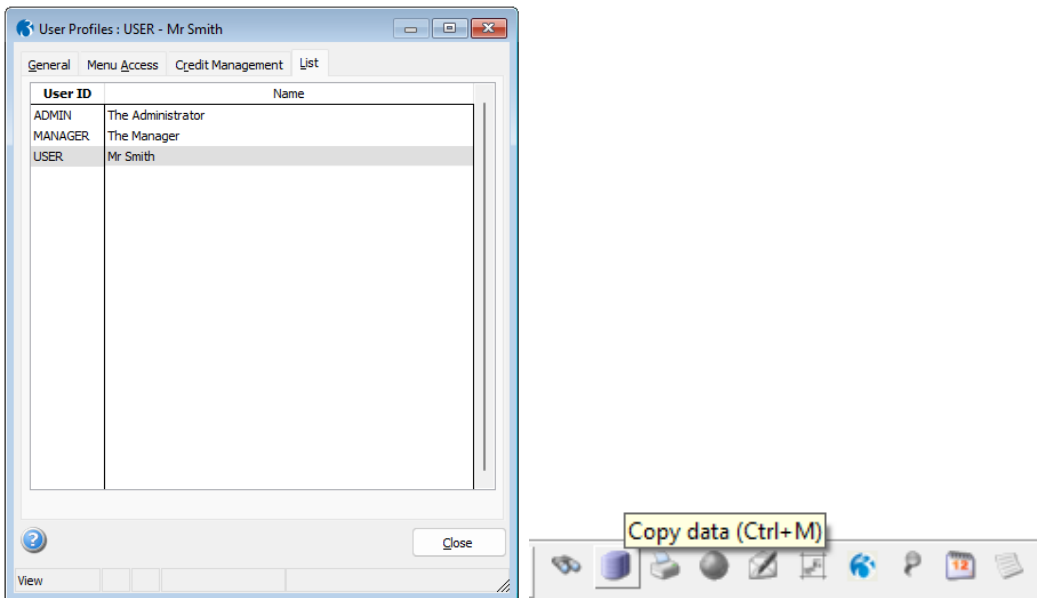# Create a new user

To create a new user in Opera 3 follow the steps below:
Log into Opera 3 as a User with Manager rights.
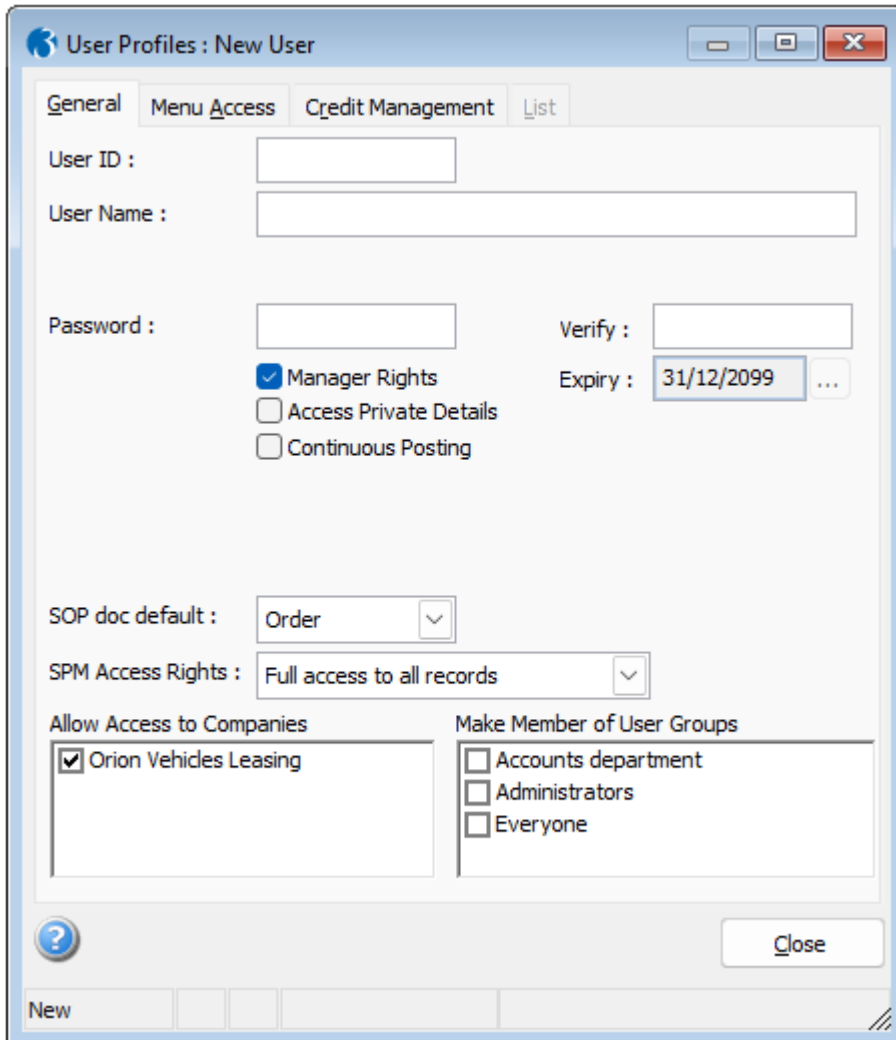Go to the Administration > System > Maintenance > User Profiles screen.



If you are setting up a user based on an existing user then find the user in the list and select the Copy Data icon from the toolbar or CTRL+M.

Registered office, as above, Profile Technology Services Ltd. Registration number 02328351

Enter required user credentials.

Use the F1 Help or select the Icon ❓ from the toolbar to determine which checkboxes are required for your user.



Select CTRL+S or the save Icon 💾 from the toolbar.

If you are creating a new user not based on an existing user, then.
Go to the Administration > System > Maintenance > User Profiles screen.

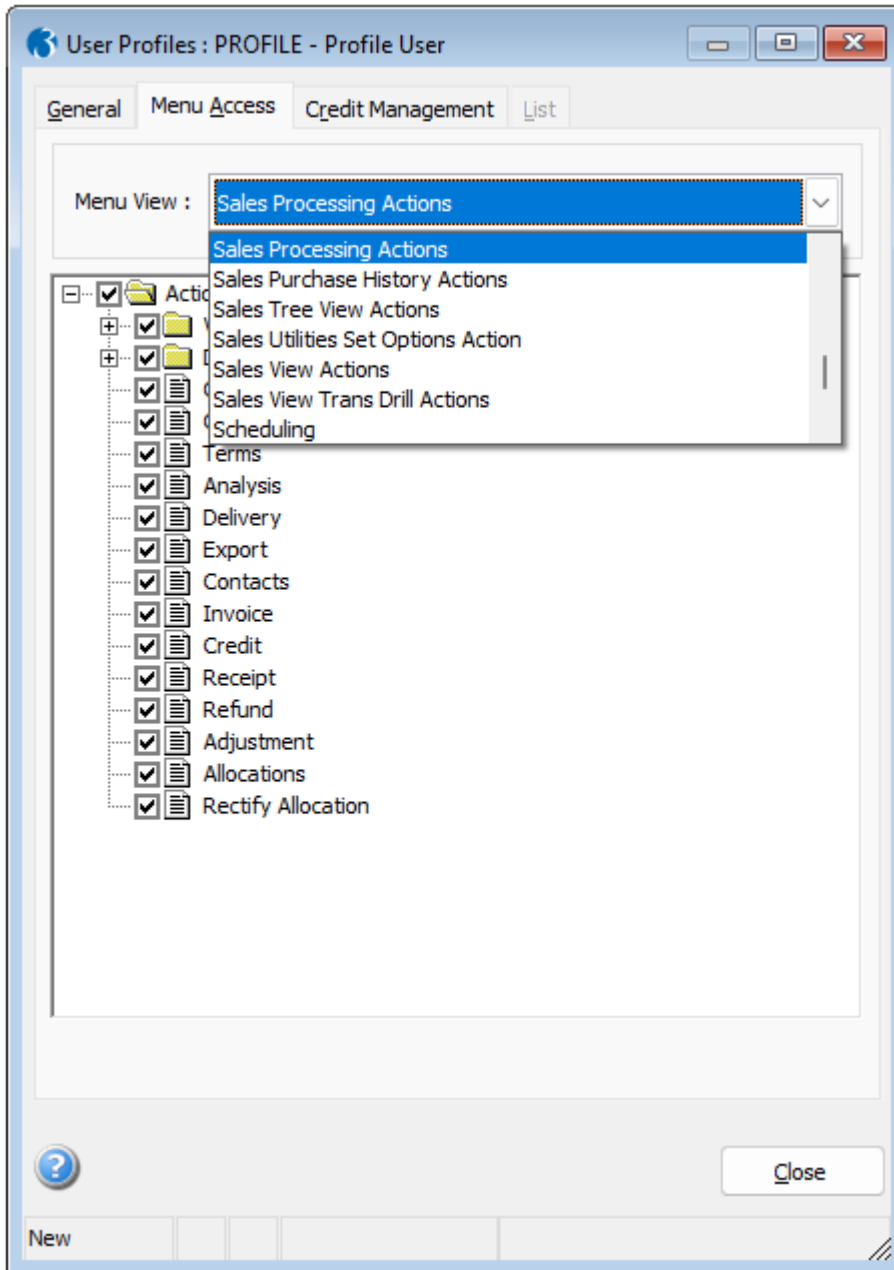Select CTRL+N or the save Icon 🗋 from the toolbar.

Enter required user credentials.

Use the F1 Help or select the Icon ❓ from the toolbar to determine which checkboxes are required for your user.
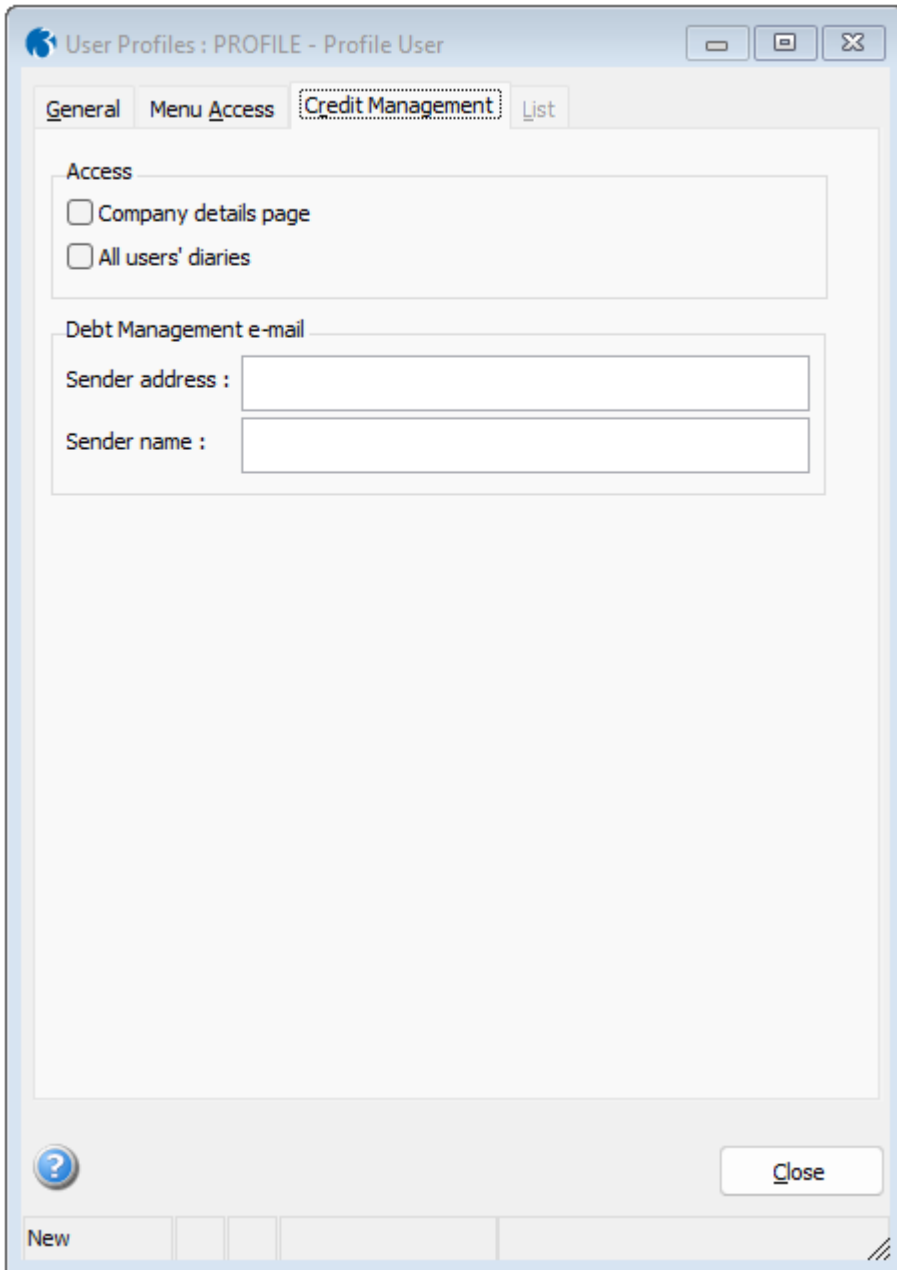
Select the Menu Access tab and untick any modules not required for the new user.
It defaults to all.
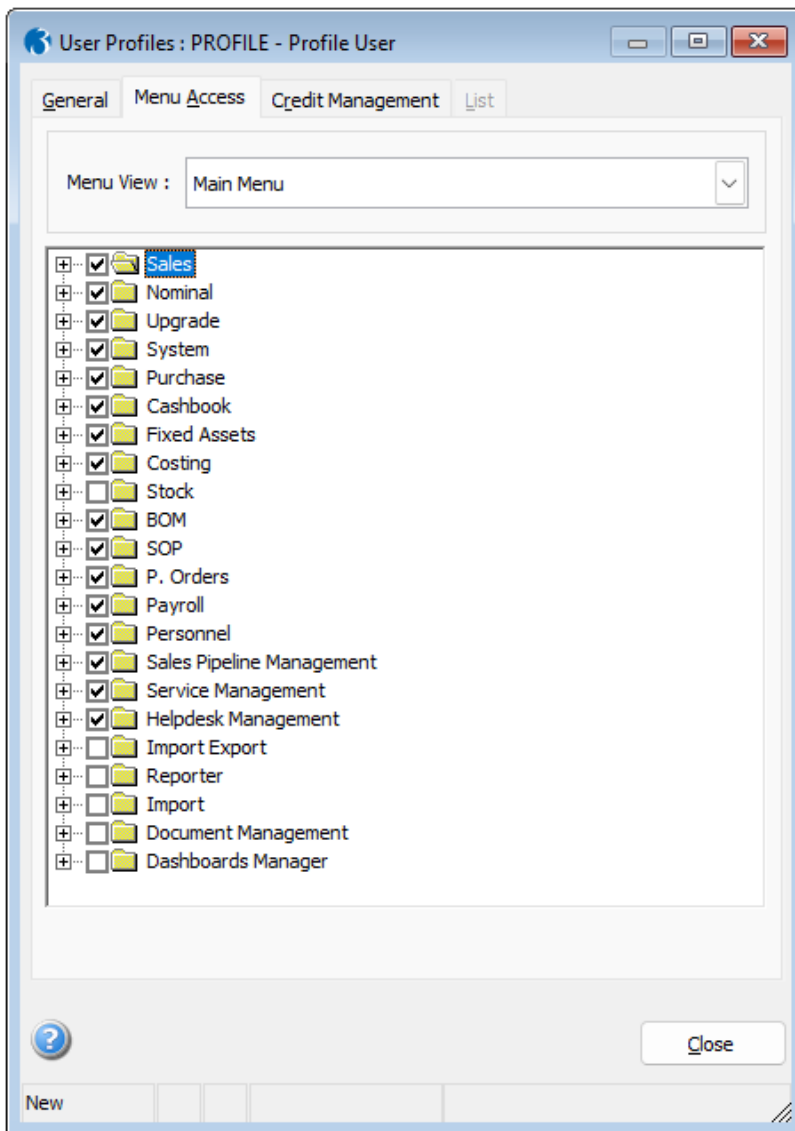
Use the Menu View dropdown to fine tune the access the user has.

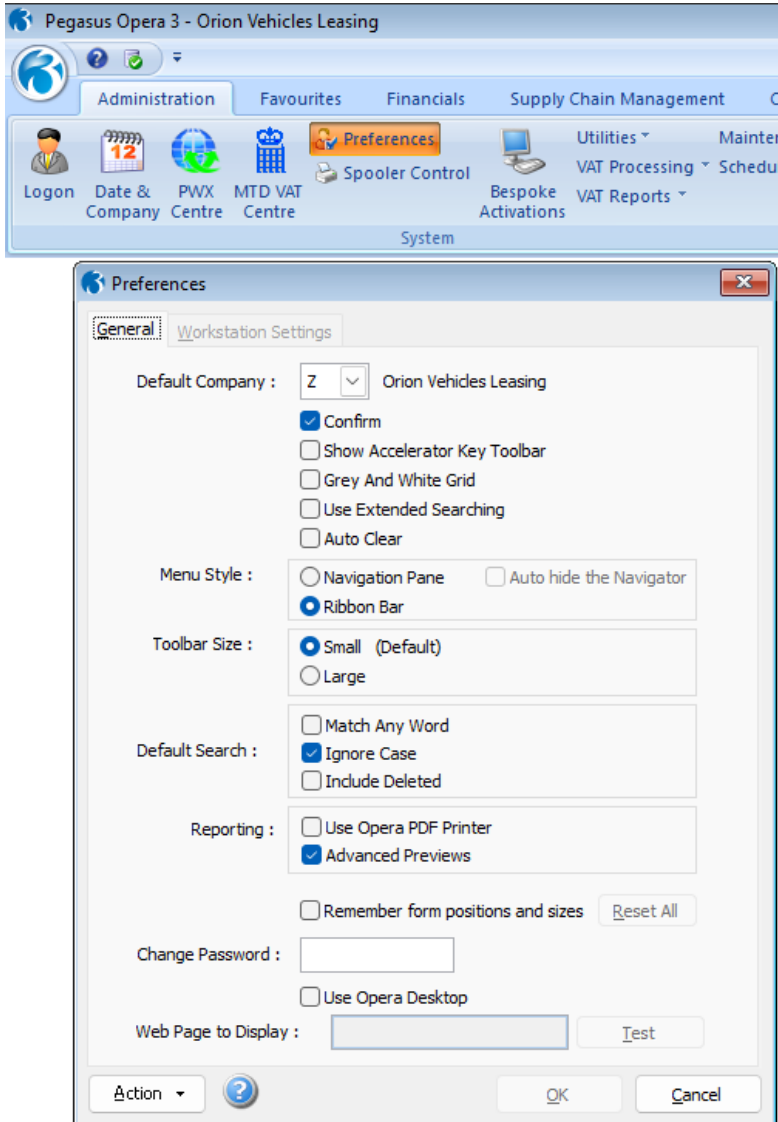Select the Credit Management tab and fill in the required detail.



Select CTRL+S or the save Icon 💾 from the toolbar to create the new user.

Log in as the user and set up the user preference as required.

Use the F1 Help or select the Icon [?] from the toolbar to help with which checkboxes are required for your user.  Select Save.



Log out and back in as the user and test to see that the required access is set.