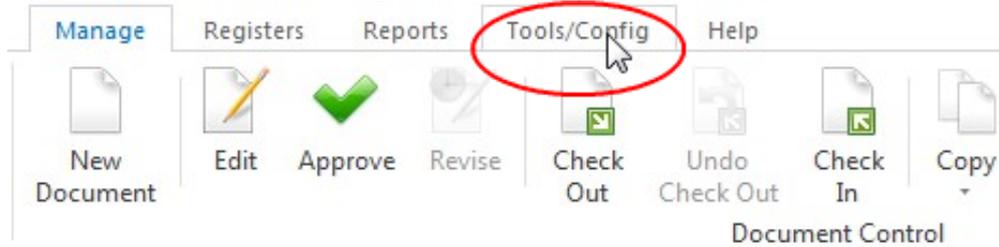


General

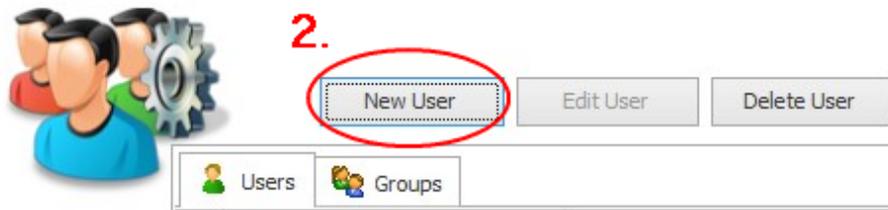
How to create a new user

1. Go to the **Tools/Config** tab of the ribbon menu:

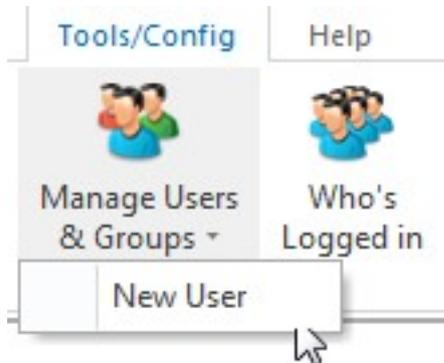


2. From here there are 2 ways of creating a new user:

a. Click the **Manage Users & Groups** button and then the **New User** button:



b. Select the drop-down arrow of the **Manage Users & Groups** button and click "New User".



3. When you select **New User** this dialogue box will open up:

General

Select the user type. [Find out more about different types of users here.](#)

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