



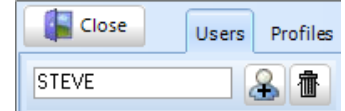


Create a new user

You need to be logged in as the **SYSDBA** user (if you do not know the password please contact us).

Click the  icon at the top left of the Main Screen, then **General Maintenance -> Security Maintenance**

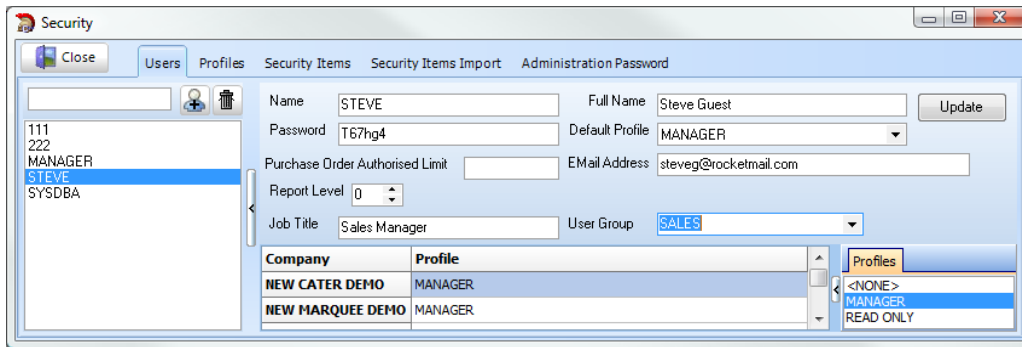
Enter the new users name into the box at the top left, Click on the  button:



Click on the name then fill in the relevant details on the right of the screen (the password must be 8 characters or less), set the user group to DEFAULT unless you already have sections set up.

Set the Default profile in the drop down box **and** against the company at the bottom (drag the profile from the right and drop it next to the company name).



Press the **UPDATE** button at the top right – You will now be able to log into all Hire as the new user.



To show the user name and/or password **automatically** on the log in screen:

Go on to the new user's machine and log in as them, click on the Windows **Start** menu at the bottom left of the screen and type "**regedit**" in the search box and then press "enter" on the keyboard (in Windows 8 you can right click on the start icon and select "**Run**").

Using the folder structure on the left, expand **HKEY_CURRENT_USER** (using the arrow to the left of the folder), then expand **SOFTWARE** and then click on the **TSS** folder.

To the right you will see some registry keys, the ones you are interested in are:  **DefaultName**  **DefaultPassword**

Double click on **DefaultName** and change the Value Data to the **User name** you have created -> Click **OK**

Double click on **DefaultPassword** and change the Value Data to the **users password** -> Click **OK**

Once they are both changed, close the registry editor and the next time you open the all Hire log in screen the users details will be filled in automatically.

