

# Create a new user

New ERP users should only be created by users with administrative or HR authorizations.

To create a new user, click the "+" button in the top right corner above the table. You will be redirected to the "Add new user" form.

To create a new user, you need at least:

- A **unique email address** that is not yet assigned to any user.
- The user's **first name** and **last name**.
- The user **must be confirmed** in order to be able to access the ERP.

Users

1

Search...

+

<input type="checkbox"/>	FIRST NAME ^	LAST NAME	EMAIL	COUNTRY	ACTION	
+	<input type="checkbox"/>	Albert	Einstein	albert.einstein1@physics.com		
+	<input type="checkbox"/>	Jaka	Skaka	jaka@skaka.si		
+	<input type="checkbox"/>	James	Bond	james.bond@mi6.com		
+	<input type="checkbox"/>	Janez	Novak	janez.novak@dewesoft.com		
+	<input type="checkbox"/>	Joe	Cup	joe.cup@coffee.com		
+	<input type="checkbox"/>	John	Doe	john@doe.com		
+	<input type="checkbox"/>	Marie	Curie	marie.curie@physics.com		
+	<input type="checkbox"/>	William	Tell	william.tell@musica.com		

☐

FIRST NAME ^

LAST NAME

EMAIL

COUNTRY

ACTION

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