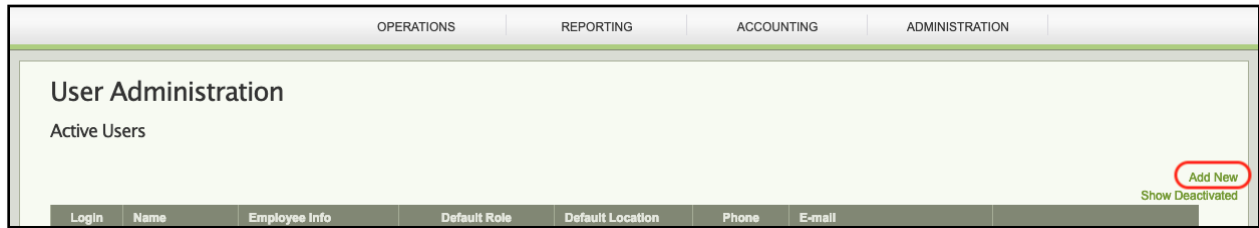# Add Users

To add a user in efish navigate to:

- **[Administration>User Settings>Add New]**

***All Three Tabs [General, Locations, Company] Must be Completed Before Selecting Add User. (if all 3 are not set, the user will be placed in the Deactivated area) ***

[General Tab]

User Name: We recommend a consistent protocol for all users. (first initial, last name; same as email; etc...)

First Name: *John*

Last Name: *Doe*

Email: *Johndoe@email.com*

Cell and Cell Text: Optional

[Locations Tab]

Default location: Select the Store location efish will go to when the user logs on.

Access:

1. From the drop-down list, choose the role the user will have for each location. The system is defaulted to no access. Set the access rights for each location that the user will be granted access.
2. Set the automated emails the user will receive by checking the box under the email types.
   - **The Daily Detailed and Weekly Detailed:** Used when a user wants to see detailed information per day and per week for the location.
   - **Daily Summary and Weekly Summary:** Used when a user wants to see multi store information. Each store the user has access rights too may be included in the daily / weekly summary by checking the respective [boxes].

[Companies Tab]

Default Company: Set to the same as you set the default location too

Set the same Access rights

***After all three tabs completed select [Add User] ***

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