

## About this guide

This guide shows how someone with permission opens the **Users** list from **Security**, taps the **add person** control in the top bar, and walks through the dialogs to create a new login name. The automated screenshots **do not** save a new account: they tap **Cancel** on the username step.

If a picture shows a **blue frame**, it is only to help you follow the steps; it is not part of the app.

## BEFORE YOU START

- You are logged in as **Chief** or **Administrator**. Those roles see the **add person** icon in the Users screen header. **Security** and residents do not see it.
- Choose a **username** that is not already in the list (the app checks before creating). Use a clear test name while you practice.
- Creating a user is a real change: the system assigns an initial password and a default profile. You can complete name, email, and phone later by editing that person. Some dialogs may appear in Spanish even when the rest of the app is in English.

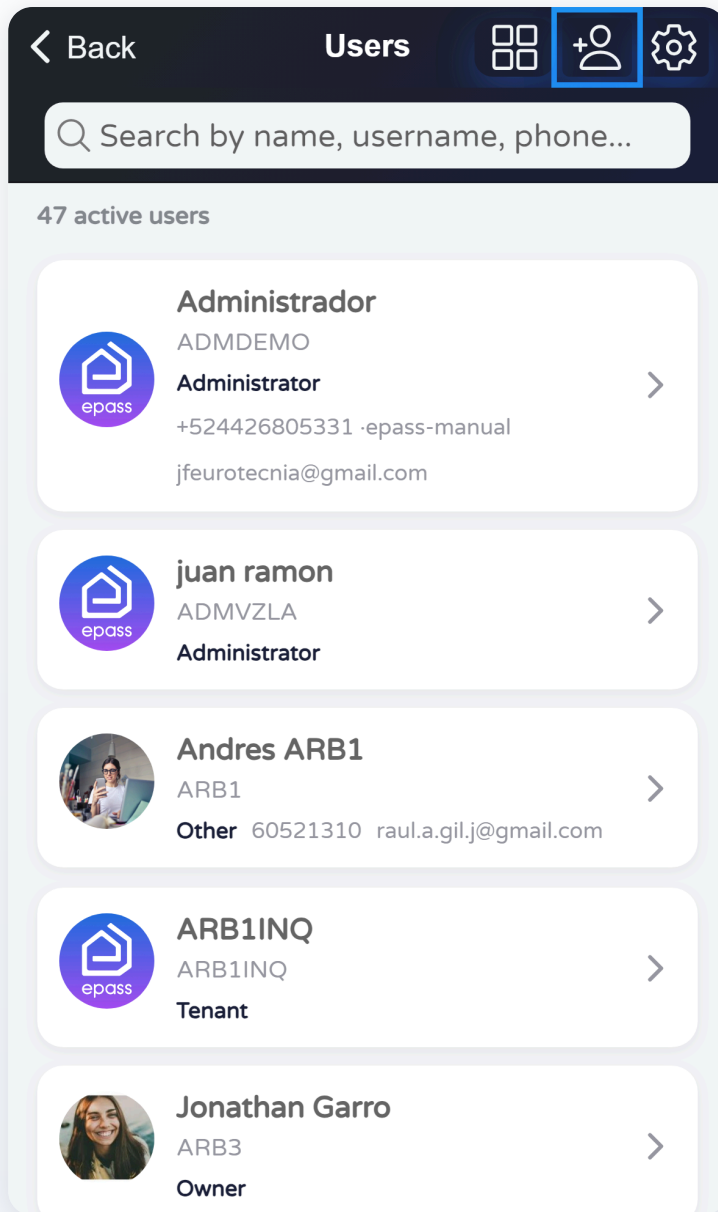
## WHAT YOU WILL DO

You will open **Profile** → **Security** → **Users**, tap the **add person** icon, confirm that you want to add someone, and type the new **username** before tapping **Create**.

## STEPS

### STEP 1 Open the Users list and find Add user

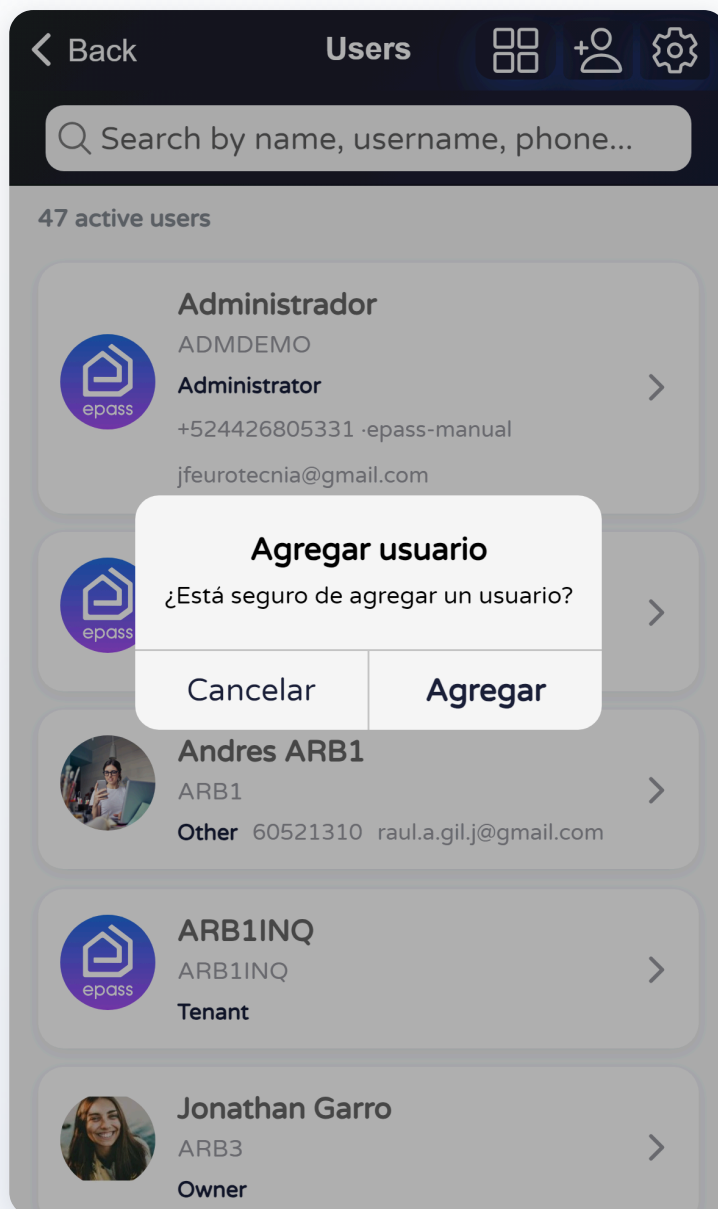
From **Profile**, go to the **Security** tab. Tap **Users**. When the list loads, look at the top bar on the right: the **add person** icon (outline of a person with a plus) starts the process.



The add-person control is marked in the top bar (example)

## STEP 2 Confirm that you want to add a user

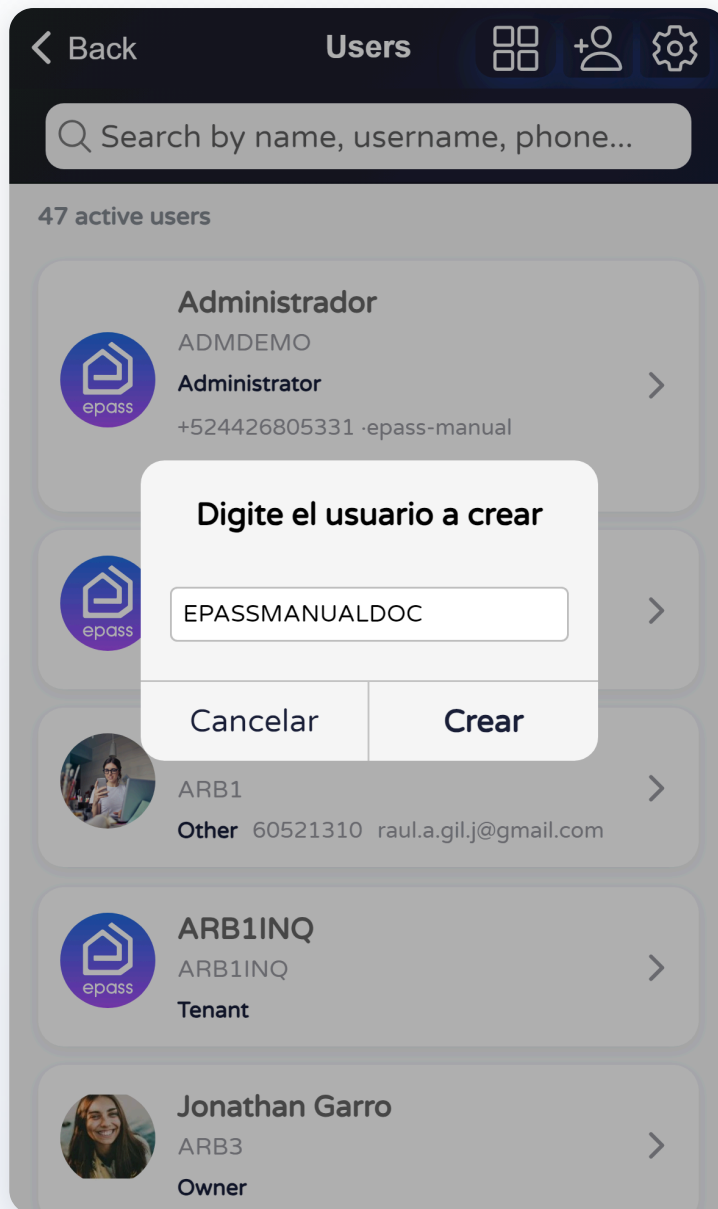
A message asks whether you are sure. Tap **Add** to continue to the username step, or **Cancel** to stop.



Example of the first confirmation

### STEP 3 Enter the username

Type the new **username** (it is stored in uppercase). Tap **Create** only when the name is correct and not already used. Tap **Cancel** to close without creating anyone.



Example of the username field filled in for the guide

#### **STEP 4** What happens after you tap **Create**

If the username is free, the app creates an **active** account with a short random initial password and a default role (usually resident). A success message appears. Change the user's password, or complete the **email** field so the person can recover the password from their email.

If the username already exists, the app shows an error and asks you to pick another name. You can then open that person in the list and use **Edit** to complete their profile.

## USEFUL NOTES

- The automated run fills an example username for the picture and then taps **Cancel**, so no new account is stored.



Thank you for using EPASS

Help for administrators managing users.

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