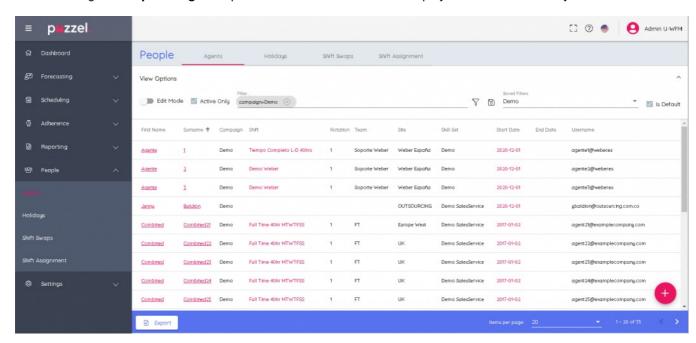


Creating users manually

To create a user or a supervisor,

1. You need to go to People -> Agents option in the left menu. This will display all the users in the system.



2. Click on the + sign on the bottom right corner of the screen. You on either click or to manually add the users or on con to import from a file.



3. If you are manually adding the user, it opens up a form for you to fill in the user details. There are three mandatory details first name, last name and username[usually the email address of the person] to be entered. Once you have entered all the necessary details, click on **Create**.



