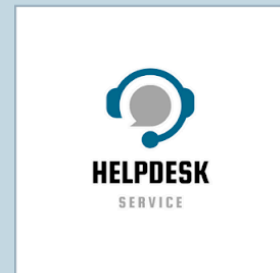


# QUICK START GUIDES

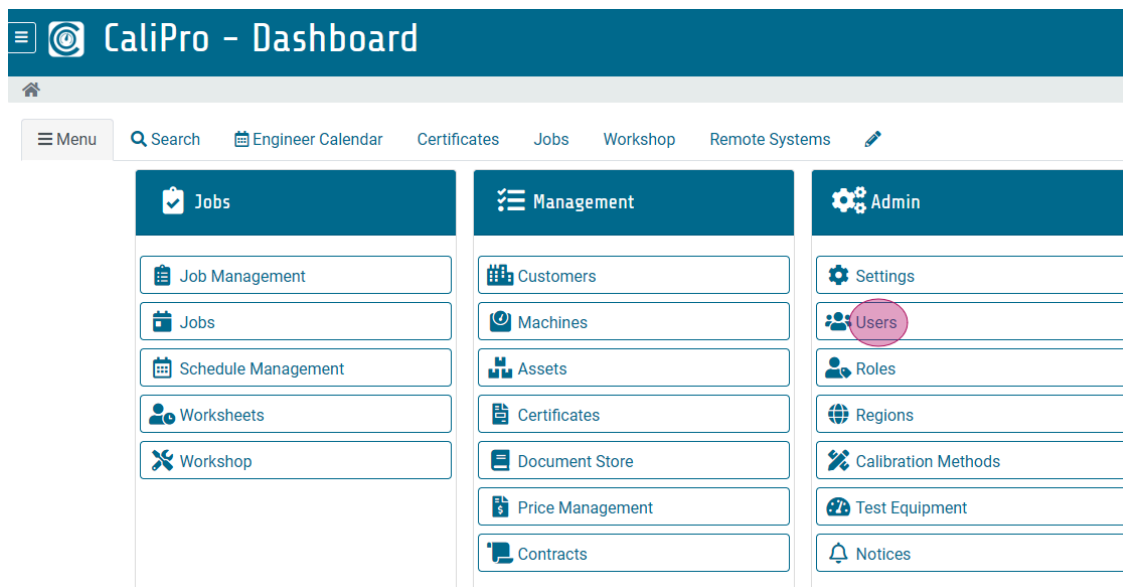
CALIPRO.CO.UK



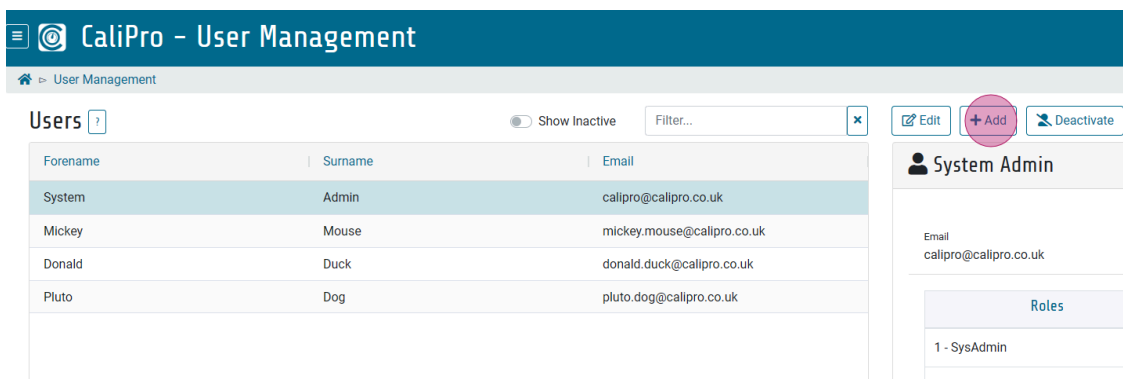
## Users

This Quick Start Guide provides step-by-step instructions on how to add a new user to the system, including setting up their information, password, regions, and roles.

1. On the main dashboard, click "Users".



2. To add a role, click "+Add"



3. Complete the relevant fields. Add the email address they will be using to sign in. If multiple Regions have been set up in CaliPro, you can select the required regions. Multi-factor authentication (MFA) can be enabled if required. More than one role can be allocated to the user. Enter an initial password. The user will be prompted to change their password when logging in.

**New User**

Forenames: Peter

Surname: Pan

Email: peter.pan@calipro.co.uk

Select Regions: All Regions

☐ Enable MFA

Password: [masked]

Password must meet the following requirements:

- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- At least one special character ~#\*@! =

Confirm Password: [masked]

External Reference: [empty]

Select Roles:

- ☐ 01 - SysAdmin
- ☐ 20 - Administrator
- ☐ 40 - Office
- ☐ 50 - Signatory
- ☒ 60 - Engineers

Buttons: Cancel, + Update User

### TIP! Password must meet the following requirements:

- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- At least one special character ~#\*@! =

4. Click the "Update User" button to save the Use

For further support please email [support@calipro.co.uk](mailto:support@calipro.co.uk) or call the helpdesk.

