

Drill Manager

Add User

1. In the navigation menu, select **Admin > Users/Contacts**.
2. On the **All Users/Contacts** tab, click **Add User/Contact**.
3. Select the **User Only** option.

The screenshot shows the 'User/Contact Detail' workspace. At the top, there is a breadcrumb trail: 'All Users/Contacts > User/Contact Detail'. Below this, there are three radio button options: 'User and Contact', 'User Only' (which is selected), and 'Contact Only'. The main area contains a profile picture placeholder on the left. To the right of the placeholder are six input fields arranged in two rows. The first row includes 'First Name *', 'Last Name *', and 'Email Address/Username *'. The second row includes 'Primary Building *', 'Title *', and 'Time Zone *'. Each of these fields is currently set to 'Please select one'.

4. On the **User/Contact Detail** workspace, specify the following user information in the fields (all fields are required):
 - **First Name*** – Enter the user's first name.
 - **Last Name*** – Enter the user's last name.
 - **Email Address/User Name*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
 - **Primary Building*** – Select the user's primary building from the drop-down list.
 - **Title*** – Select the user's title from the drop-down list.
 - **Time Zone*** – Select the time zone where the user is located.
5. In the **User Password and Detail** area, specify the following information:

The screenshot shows the 'User Password and Detail' workspace. It features three input fields: 'Enter New Password *', 'Confirm New Password *', and 'User Status *'. The 'User Status' dropdown menu is currently set to 'Active'. Below these fields is a blue-bordered box containing a password requirement message: 'Your password must contain at least 8 characters, contain at least one uppercase character, and contain one special character (e.g. !@#%&*).

- **Enter New Password*** – Enter a password; the password must contain 8 or more characters, at least one character in uppercase, and at least one special character.
 - **Confirm New Password*** – Re-enter the password to confirm it.
 - **User Status*** – Select the user's status from the drop-down menu (Active or Deactivated).
6. Under **Role and Permissions**, select the **Role** to assign to the user account.



The screenshot shows a form titled "Role and Permissions". Below the title is a label "Role *" with a red asterisk. Underneath is a dropdown menu with "District Admin" selected and a downward arrow on the right. Below the dropdown menu is a horizontal line.

7. In the **Building(s)** field, click **Add Building** and select the building from the drop-down list to specify the building to which the user has permission to view in Raptor. You can add multiple buildings if the role allows for this.

Note If the Role is set to *District Admin* this field does not display since they can access all buildings.

8. Depending on the role that is selected, the allowable permissions display in the lower portion of the **Role and Permissions** section. Select the check box next to each permission you want the user to be granted.
9. Click **Save**.

You are returned to the **All Users/Contacts** workspace and a message displays indicating the new user was successfully saved.