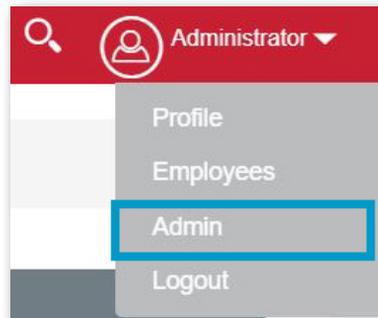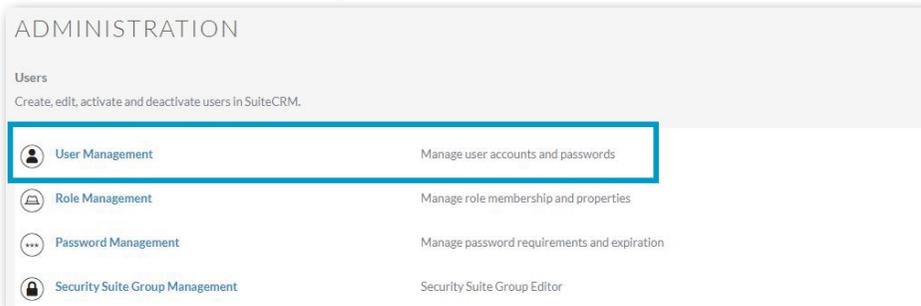# fibreCRM

HEART OF THE PRACTICE

Visit **support.fibrecrm.com** for more info or contact your CRM Manager
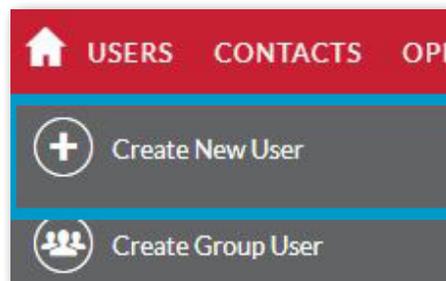
Creating a New User in CRM

**1.** Navigate to your user name in the top right hand corner and then select **Admin**.

2. In the Admin section, scroll down to **Users** and then select **User Management.**

ADMINISTRATION

Users
Create, edit, activate and deactivate users in SuiteCRM.

|		
👤	User Management	Manage user accounts and passwords
🖨	Role Management	Manage role membership and properties
⋯	Password Management	Manage password requirements and expiration
🔒	Security Suite Group Management	Security Suite Group Editor

3. In the Users section select **Create New User** in the left hand panel.
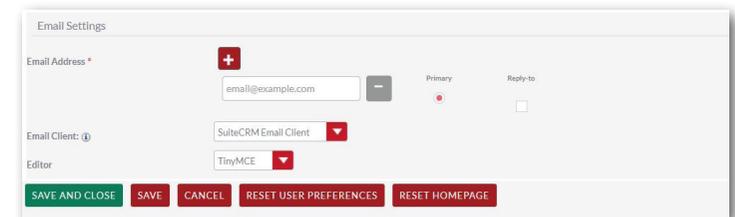

4. Enter the required information for the new user including: **User Name, Last Name, Status** and **User Type**. For Username keep the same format as other users.
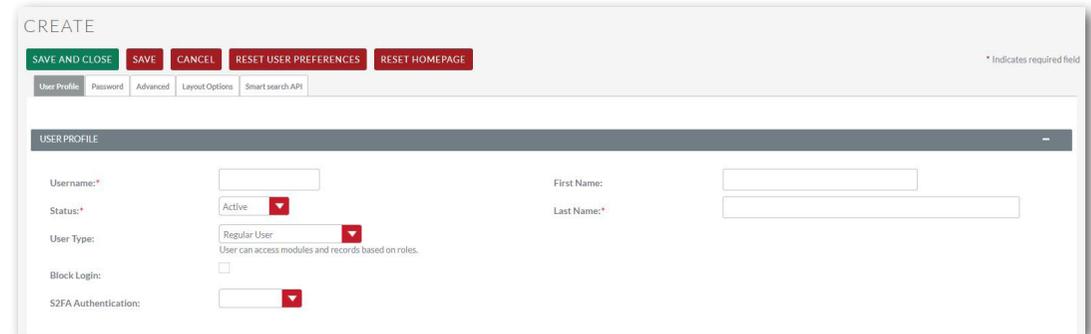
5. You can also fill in more **Employee Information** below such as **Job Title**, **Phone** and **Address** if required.
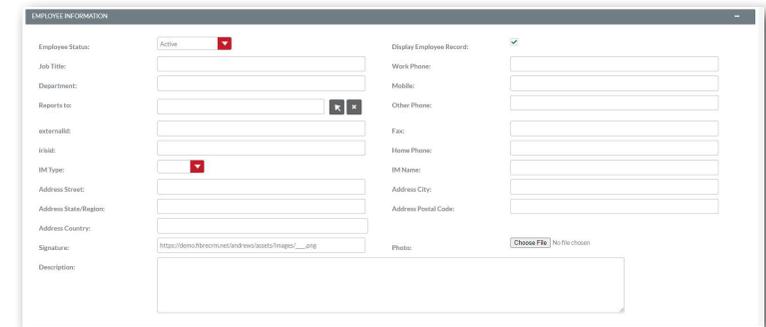
6. At the bottom of the page add the new users **Email Address** and then click **Save and Close**.

7. The new user will then be created. If required you can select the User Role. Select the **Actions** button and then click **Select** to choose role which is revelant to the new user.