

How do I...add a new user?

This video is intended for anyone who has recently downloaded Recruit Studio and wants to add a new user to the system; and also existing customers who want to take on a new member of staff.

When you first download Recruit Studio you are the Admin user by default. You can tell this by looking at the bottom right of the screen and you will see which user is currently logged in on this PC.

Under normal circumstances it is not advisable to work as the Admin user unless perhaps you are a single user. The best arrangement is to enable the business owner or office manager to log in as Admin which should have a password, and then all users should have their own user name.

The Admin user has full rights over the database, for instance they are able to delete records and export the data which you may not wish ordinary users to be able to do.

Adding a new user is easy. Firstly log in as Admin if you are not already and then go to the Admin menu and choose 'Add/Remove Users'.

You'll see the list of current users in the grey panel. To add the new user, enter the username at the top and press Return.

The name is added to the list and if you now click on it in the grey box, you can set the permissions, if any, using the tick boxes. Click 'ok' to close the box.

If you want to add a password for this particular user or to add a password for the Admin user, log in as the user you want to change and go to the edit menu and choose 'Change password'.

In the box, enter the current password (for users who are new to Recruit Studio this may be blank) and enter whatever you want your new password to be, then enter it again underneath and press return. Click 'Ok' and when you next log into Recruit Studio your new password will apply.