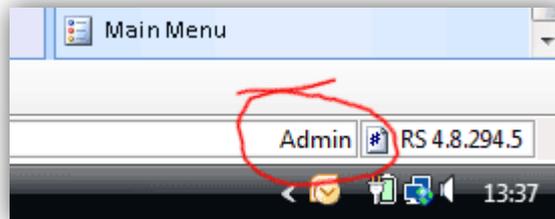


# How do I create a new user?

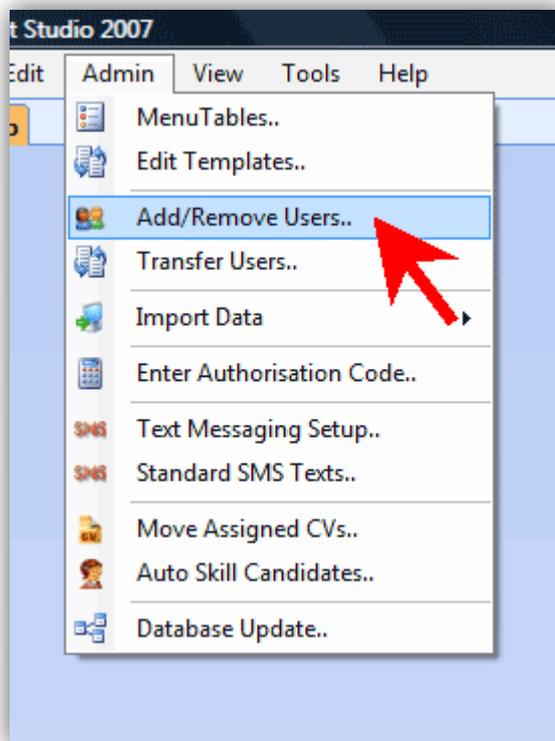
*You can create as many usernames as you wish in Recruit Studio. The number of PCs you have licensed does not affect how many usernames you have.*

*You need to be logged in as Admin to do this.*

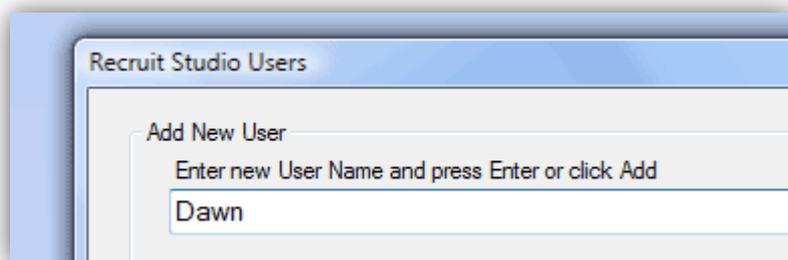
1. Check which user you are logged in as – look in the bottom right corner of your screen. If you are not logged in as Admin, do so now.



2. Go to the Admin menu and choose 'Add/Remove Users'.



3. At the top of the Users panel, enter the name of the user you want to create and press 'Enter'.



- The new user will be added to the list. You can now add further details and set the new user's rights.

Recruit Studio Users

Add New User

Enter new User Name and press Enter or click Add

Add

User Name List - Click Name to Select

- Admin
- Charlotte
- John
- Dawn

Edit User Details

User Name: Dawn

Short form of User Name: Dawn

Email Address for SMS replies: dawn@recruitstudio.co.uk

Sales Calls Target per Day: [ ]

Team Name: [ ]

Team Manager: Charlotte

Default Sector: Recruitment

Default Segment (Discipline): IT

Allow Delete  Allow Export

Allow Access to Admin Menu

Allow Bulk Email

Remove User Clear P/W

OK Cancel

New user added

- Click 'Ok'. Next time you open Recruit Studio the new username will be available at the log in screen.

*See also:*

- [How do I create a password?](#)