

User Creation Wizard

Ensure system integrity by properly creating new users and assigning the appropriate permissions and settings.

Creating new users in NAV can be a complicated process, especially for IT departments or controllers with limited NAV user management experience. The DMS New User Wizard easily creates and configures new users based on user templates or existing NAV users, without guesswork or missed configuration settings.

The wizard steps administrators through the key steps of user creation:

- ❑ User ID selection
- ❑ Assignment of user roles based on an existing user or template
- ❑ User menu assignment based on an existing user or template
- ❑ DMS functional permission assignment (if installed)
- ❑ Altus Fax/E-mail setup (if installed)
- ❑ Document approval limits and approvers
- ❑ General user setup, including posting dates, responsibility centers, etc.

With these few simple clicks in the wizard, the new user is properly set up and ready to go.

Benefits

Simplified user creation

Allow IT departments to manage user creation in Windows and NAV

Prevent new users from getting elevated security permissions

Ensure users have immediate access to all required menus

