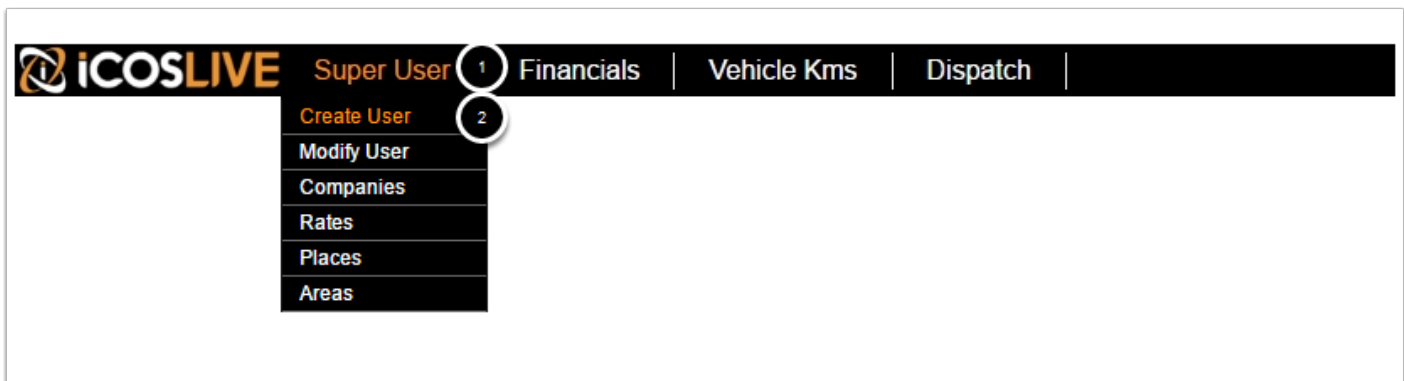# Creating internal users

Modified on: Tue, 14 Jan, 2020 at 10:16 AM
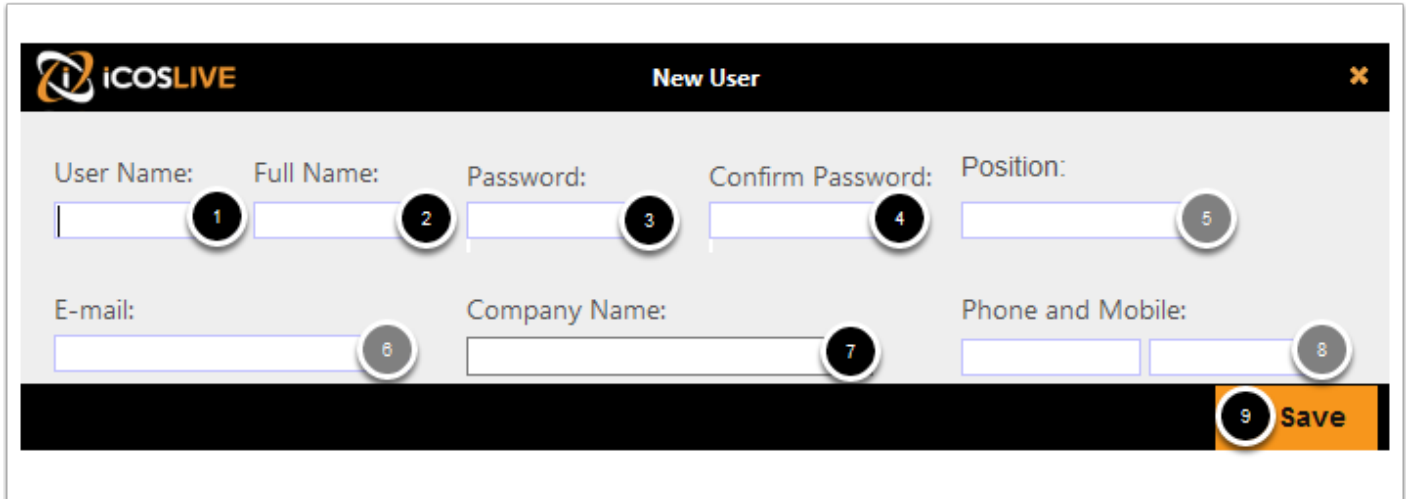
All new users are created from the **Create User** dialog found in the **Super User** menu. There are three user types: **internal, client** and **subcontractor** all which are created in a similar way although each has slightly different settings and access to the system. This chapter covers creating internal users.

Only internal users can create new users and require the **Super User** task **Create User**

Creating a new internal user

1. Enter the **user name** they will be logging in with
2. Enter their **full name**
3. Enter their **password**, which must be 6 characters or more
4. Confirm their **password**
5. *Optionally* enter their **position** at their company
6. *Optionally* enter their **email address**
7. Select your company name from the **Company Name** drop down list (The first option)
8. *Optionally* supply their **phone** and **mobile** number
9. Click **Save** to continue to the **User Details** screen where you can assign roles and tasks

User names must be unique and can't already exist in iCOS LIVE. Prefixing all user names with an anagram of your company name will ensure uniqueness and conformity
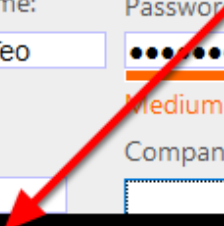
Creating a new driver login

Creating a new driver login is the same as any other internal user, expect when you are assigning Roles and Tasks only tick the "Dispatch" Role and do not assign any Tasks. (Don't forget to click "Update" to save your changes!)

Problems creating a user

If there was a problem creating the new user you will be notified of the problem which will need to be fixed before you can continue

Preview