

Roadpost Support Center

Portal > Knowledgebase > GeoPro > GeoPro Web App > Web App for Administrators > Options Tab > How-To > Adding a User from the Options tab [GPv3]

Adding a User from the Options tab [GPv3]

Lu Parente - 2015-10-08 - in How-To

Selecting **Users** from the **Options** tab provides Administrators with the ability to manage user accounts. Managing user accounts consists of **creating new users**, **modifying existing users**, and **deleting user profiles** which are no longer necessary. The Users section presents a list of users, provides the ability to search through the user list, identifies which users are Administrators and Monitors, and allows you to select any user from the list to view their details.

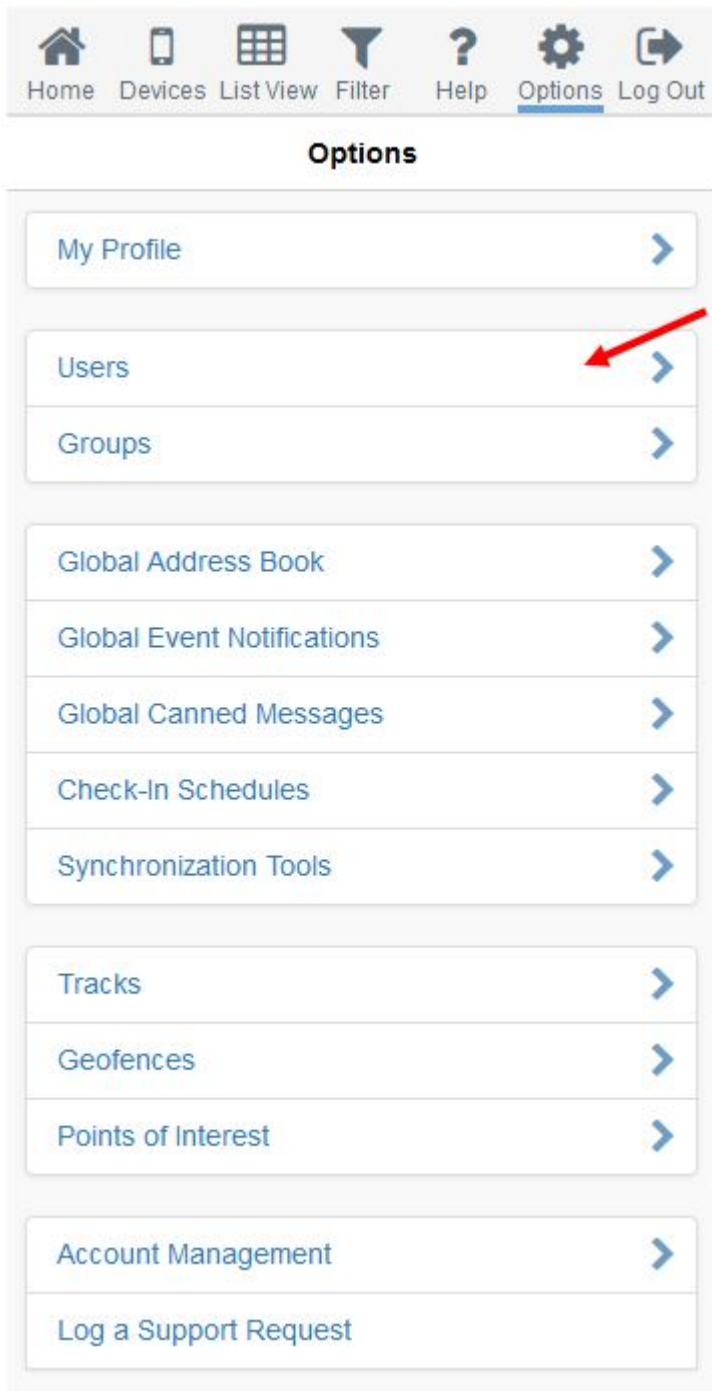
Administrators are identified using the **gears/cogs** icon and Monitors are identified using the **binoculars** icon.



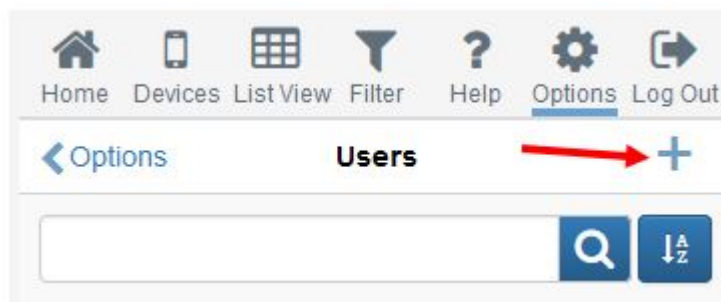
Note: To add and remove Administrator or Monitor licenses, you must navigate to the **Options** tab, followed by **Account Management** as these licenses are associated with a billable rate. Users can be created at no additional cost.

This article explains how to **create a new user**.

1. To create a new user, navigate to the **Options** tab and select **Users** from the list.



2. The Users list will be displayed. Select the + sign to create a new user profile.



3. Fill out each of the fields with the new user's details. You must define the user's **email address, first**

name, last name, password, security question and answer as well as whether or not you **require the user to verify their account via email**. Press **OK** when finished.

Home Devices List View Filter Help Options Log Out

Users New User

Email

First Name

Last Name

Tenant

Password

Security Question

Security Answer

Role

Email Verification

OK Cancel

4. The new user will now appear in your Users list.