

How to Create and Edit a User

Setting up a new user in LLumin CMMS+ is essential for enhancing efficiency, ensuring proper task management, and maximizing the benefits of the system. Properly configuring user access and permissions enables team members to perform their duties effectively and securely. Here's a step-by-step guide to get you started.

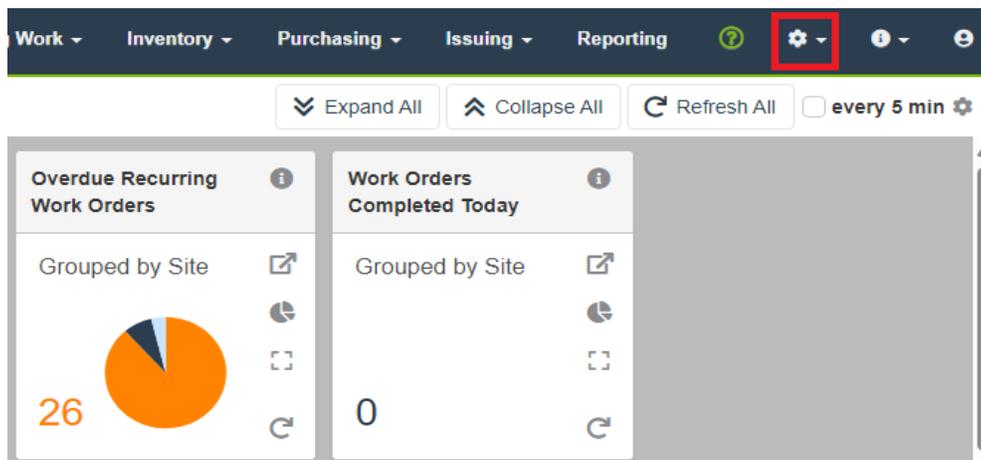
Before you begin

You must have an IT Admin or Core user license to add users and assign roles.

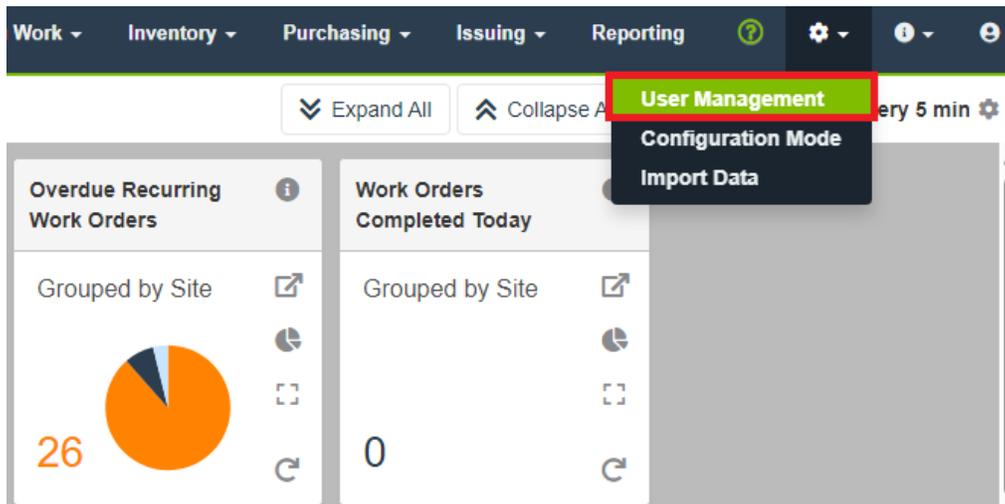
Creating a new User

To create a new user, perform the following steps:

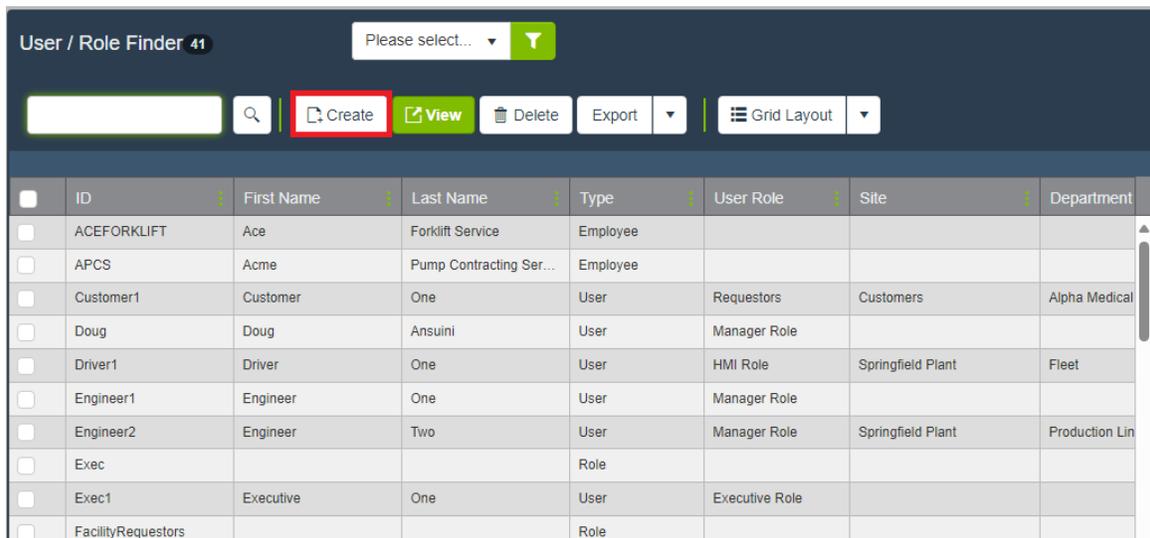
1. Go to the **System Config** drop-down menu on the menu bar.



2. Click **User Management**.

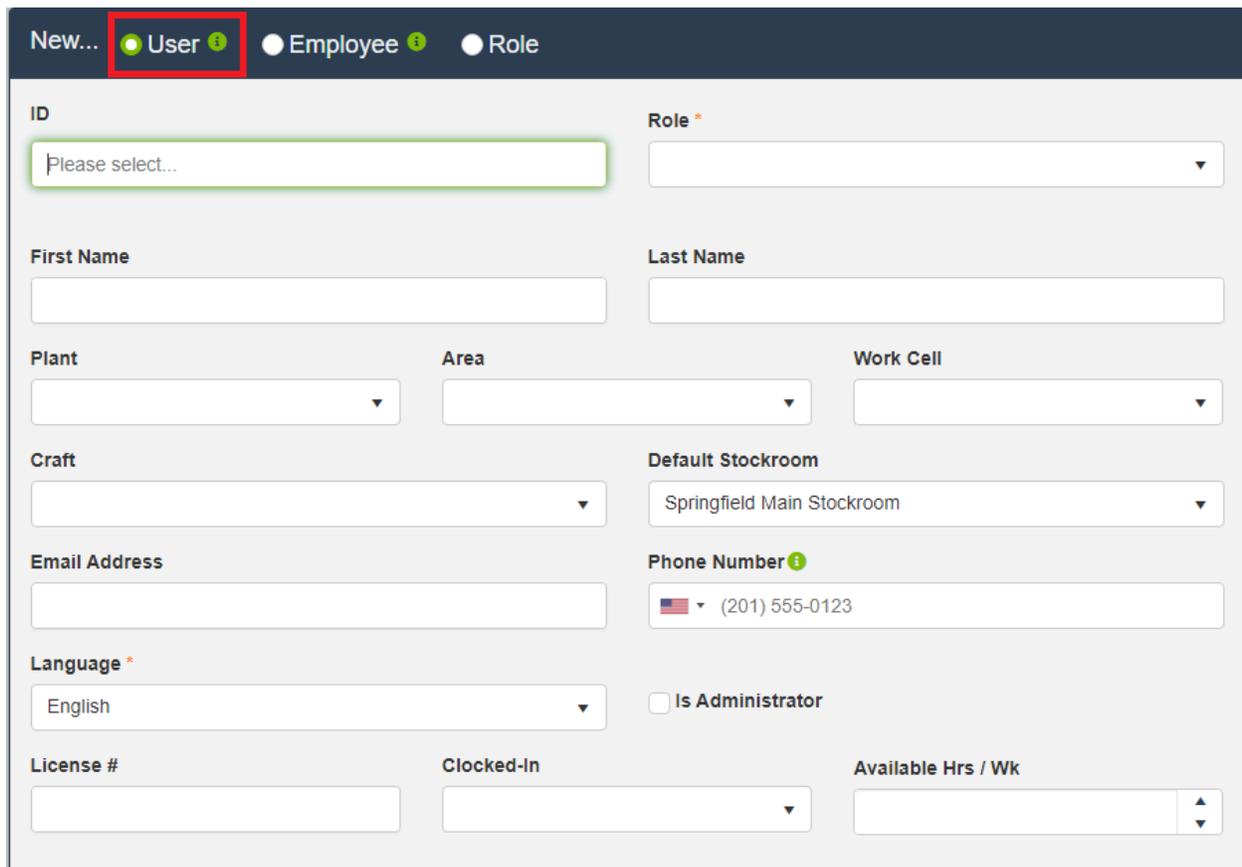


3. On the **User / Role Finder** screen, select **Create**. This action opens a selection screen where you can choose the type of record you want to create: User, Employee, or Role.



ID	First Name	Last Name	Type	User Role	Site	Department
ACEFORKLIFT	Ace	Forklift Service	Employee			
APCS	Acme	Pump Contracting Ser...	Employee			
Customer1	Customer	One	User	Requestors	Customers	Alpha Medical
Doug	Doug	Ansuini	User	Manager Role		
Driver1	Driver	One	User	HMI Role	Springfield Plant	Fleet
Engineer1	Engineer	One	User	Manager Role		
Engineer2	Engineer	Two	User	Manager Role	Springfield Plant	Production Lin
Exec			Role			
Exec1	Executive	One	User	Executive Role		
FacilityRequestors			Role			

4. In the window, select **User** at the top of the screen.



New... User Employee Role

ID: Role*:

First Name: Last Name:

Plant: Area: Work Cell:

Craft: Default Stockroom:

Email Address: Phone Number:

Language*: Is Administrator

License #: Clocked-In: Available Hrs / Wk:

5. Fill in the basic user information.

- **ID:** Fill in the new user ID.
- **Role:** Choose a role from the list. This field is required. All roles have an associated License Type.
- **Name:** Fill in the first and last name.
- **Location:** Select the user's Plant, Area, and Work Cell.
- **Craft:** Select the user's craft.
- **Default Stockroom:** Choose the default stockroom for the user.
- **Contact Information:** Fill in the user's email address and phone number.
- **Language:** Select the user's preferred language. This field is required.
- **License #:** Enter the license number if applicable.
- **Clocked-In:** Indicate if the user is currently clocked in.
- **Is Administrator:** Check this box if the user should have administrator privileges.
- **Available Hrs / Wk:** Enter the number of hours the user is available per week.

New... User Employee Role

ID: Technician6

Role: Technician Role

First Name: John

Last Name: Doe

Site: Springfield Plant

Department: Utilities

Area:

Craft: Maintenance Technician

Default Stockroom: Springfield Main Stockroom

Email Address:

Phone Number: +1 (201) 555-0123

Language: English

Is Administrator:

License #:

Clocked-In:

Available Hrs / Wk:

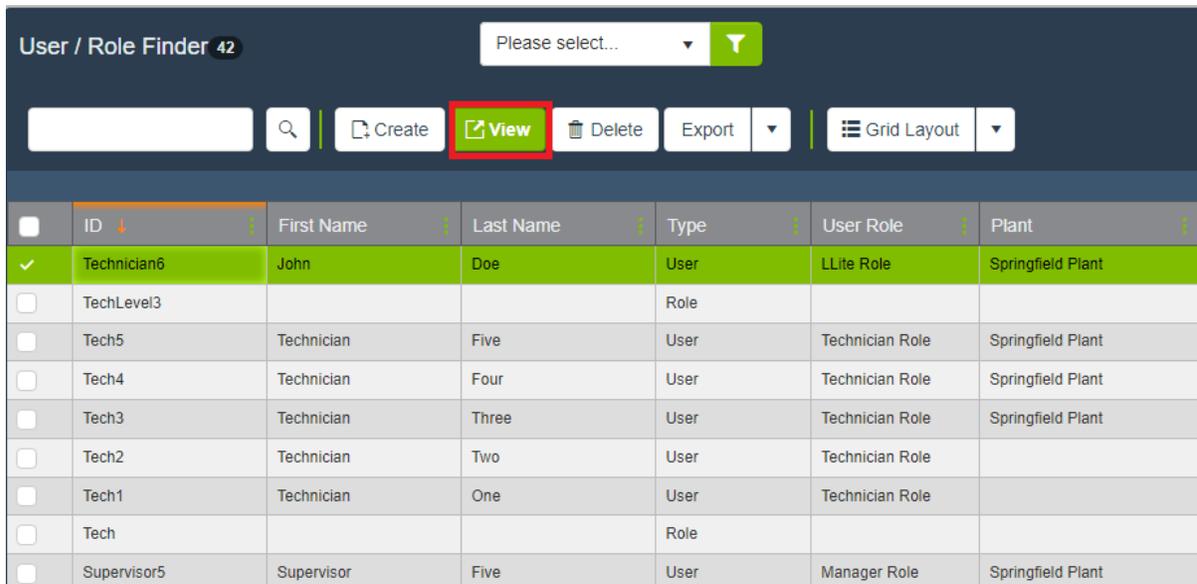
[Create](#) [Go Back](#)

6. Select **Create** to successfully create the new User account.

Editing a User

To edit a user, perform the following steps:

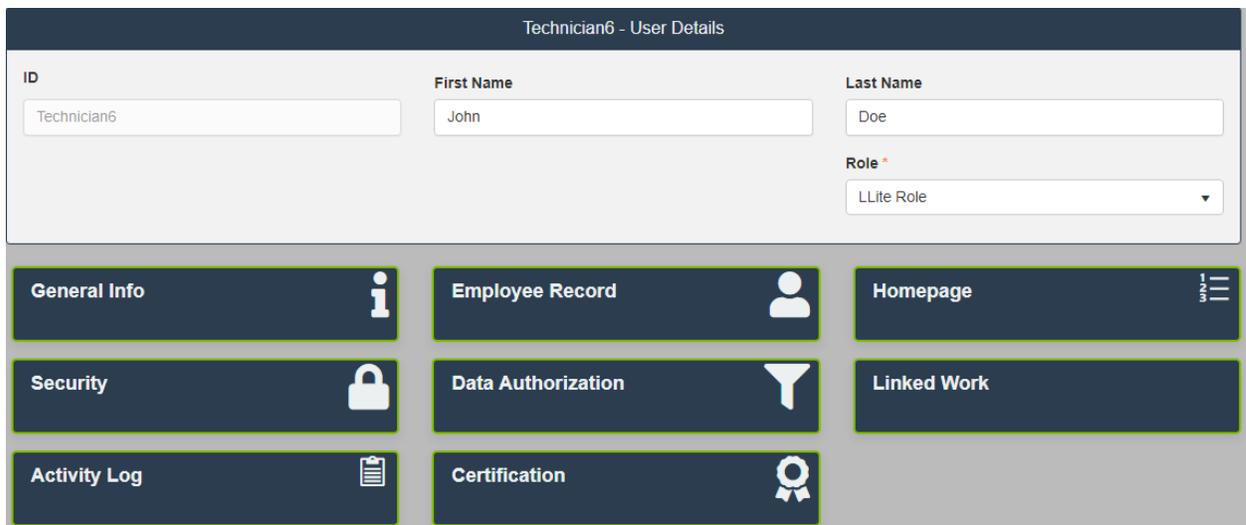
1. In **User / Role Finder**, select a user or role whose permissions need to be modified.
2. Click **View**.



The screenshot shows the 'User / Role Finder' interface. At the top, there is a search bar with the text 'Please select...' and a green filter icon. Below the search bar are several buttons: 'Create', 'View' (highlighted with a red box), 'Delete', and 'Export'. To the right of these buttons is a 'Grid Layout' dropdown menu. Below the buttons is a table with the following columns: ID, First Name, Last Name, Type, User Role, and Plant. The first row is highlighted in green and contains the following data: ID: Technician6, First Name: John, Last Name: Doe, Type: User, User Role: LLite Role, Plant: Springfield Plant. Other rows include TechLevel3, Tech5, Tech4, Tech3, Tech2, Tech1, Tech, and Supervisor5.

ID	First Name	Last Name	Type	User Role	Plant
Technician6	John	Doe	User	LLite Role	Springfield Plant
TechLevel3			Role		
Tech5	Technician	Five	User	Technician Role	Springfield Plant
Tech4	Technician	Four	User	Technician Role	Springfield Plant
Tech3	Technician	Three	User	Technician Role	Springfield Plant
Tech2	Technician	Two	User	Technician Role	
Tech1	Technician	One	User	Technician Role	
Tech			Role		
Supervisor5	Supervisor	Five	User	Manager Role	Springfield Plant

3. On the **User Details** screen, you can update general information, role, change security permissions, and more.



The screenshot shows the 'Technician6 - User Details' screen. At the top, there is a title bar. Below the title bar are three input fields: ID (Technician6), First Name (John), and Last Name (Doe). To the right of these fields is a dropdown menu for Role, currently set to 'LLite Role'. Below the form are several navigation buttons: General Info, Employee Record, Homepage, Security, Data Authorization, Linked Work, Activity Log, and Certification.

4. After making all necessary changes, click **Save** at the bottom of the screen.

User Details

- General Info
- Employee Record
- Homepage
- Security
- Data Authorization
- Linked Work
- Activity Log
- Certification

General Info

Plant Springfield Plant	Area Facilities	Work Cell
Email Address jdoe@lumin.com	Phone Number ⓘ 🇺🇸 (201) 555-1235	Default Label Printer
Language * English	Craft Maintenance Technician	Default Stockroom Springfield Main Stockroom
Timezone 	License # 	Clocked-In Yes
<input type="checkbox"/> Remote User	<input type="checkbox"/> LDAP User	Available Hrs / Wk 40.00
<input type="checkbox"/> Require WO Approval ⓘ	<input type="checkbox"/> Bypass Approval on RW ⓘ	<input type="checkbox"/> Disable Notifications
<input type="checkbox"/> Inactive		<input type="checkbox"/> Issued By
		<input type="checkbox"/> System Admin

[Reset Password](#) [Save](#) [Delete](#) [Go Back](#)