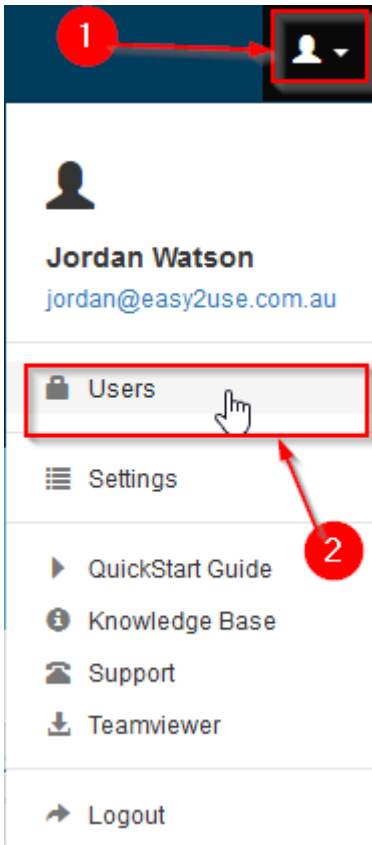
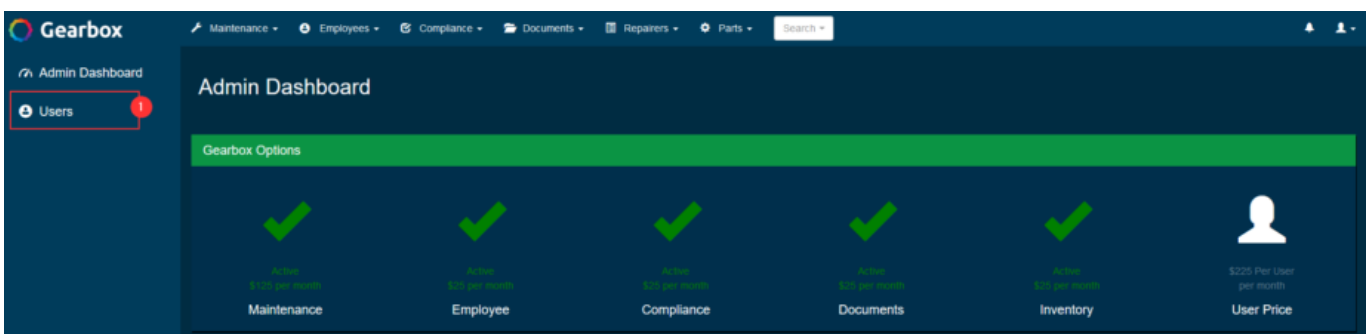


Add or Edit Users in Gearbox

To add a new user or edit an existing user's settings, click on your user name at the top-right of the screen (1) and select Users (2).



Click the “Users” (1) link on the left-hand side:



Click the “New User” (1) button or select an existing user in the table to edit their details, permissions and settings (2):

Add or Edit Users in Gearbox

Active Users

New User 150 All Active 149 Read Write 1 Read Only 454 Inactive Reports

CSV Print Search

User Name	Maintenance	Employee	Compliance	Documents	Repairers	Parts	Settings	Admin
A.	Admin	Admin	Admin	Admin	Admin	Read only	Read only	DEMED
Aaron	Admin	Admin	Admin	Admin	Admin	Read only	Read only	DEMED
Abbey	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin

Enter the user details:

User Information

* Username
_example

First name: Example Last name: User

* Email: _example@example.com Time zone: (GMT+10:00) Sydney Language: English (Australia)

*** Password Set/Reset
Password: Password confirmation:

User Status
 Reset Password Next Login? Set User Inactive

User Permissions Groups Filters Email Notifications Purchase Orders User History

Select a User template or create custom permissions for each section in Gearbox

User Type: Denied

Under the "User Permissions" tab, select a "User Type" or configure the module permissions manually:

Add or Edit Users in Gearbox

User Permissions Groups Filters Email Notifications Purchase Orders User History

Select a User template or create custom permissions for each section in Gearbox

User Type
Mechanic

Module	Status	Components	Permission Level
Maintenance	Active		Mechanic
Employee	Active		Denied
Compliance	Active		Denied
Parts/Inventory	Inactive (Parts List only)		Denied
Documents	Active		Denied
Repairers	Active		Denied
Settings	Active		Denied
Users	Active		Denied

Click "Create User" or "Update" once you are finished creating/editing the user.

Next up: [System Settings](#)