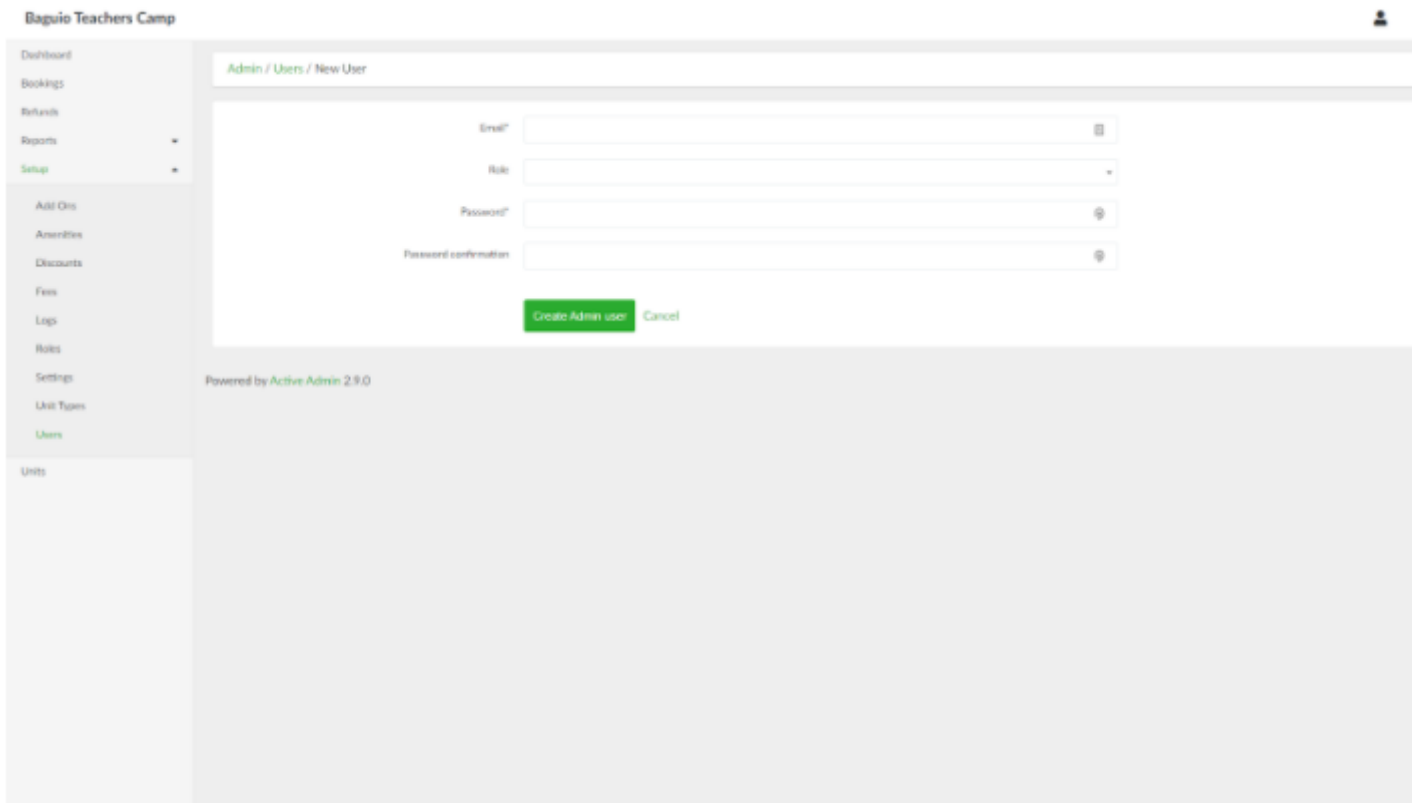


Adding a New User

To add a new admin user, in the list of users page, click the **New User** button. Provide the email address and the desired password of the user.



The screenshot shows the 'Baguio Teachers Camp' admin dashboard. The left sidebar contains a menu with items: Dashboard, Bookings, Reviews, Reports, Setup, Add Ons, Amenities, Discounts, Fees, Logs, Roles, Settings, Unit Types, Users, and UNITS. The main content area is titled 'Admin / Users / New User' and contains a form with the following fields: 'Email*' (text input), 'Role' (dropdown menu), 'Password*' (password input), and 'Password confirmation' (password input). Below the form are two buttons: 'Create Admin user' (green) and 'Cancel'. At the bottom of the main content area, it says 'Powered by Active Admin 2.9.0'.

When done, click the **Create Admin user** button.

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