# IQMS Add User tool

## Add User form

IQMS Tool    Home    Employees    Users    Add User

### New User Information

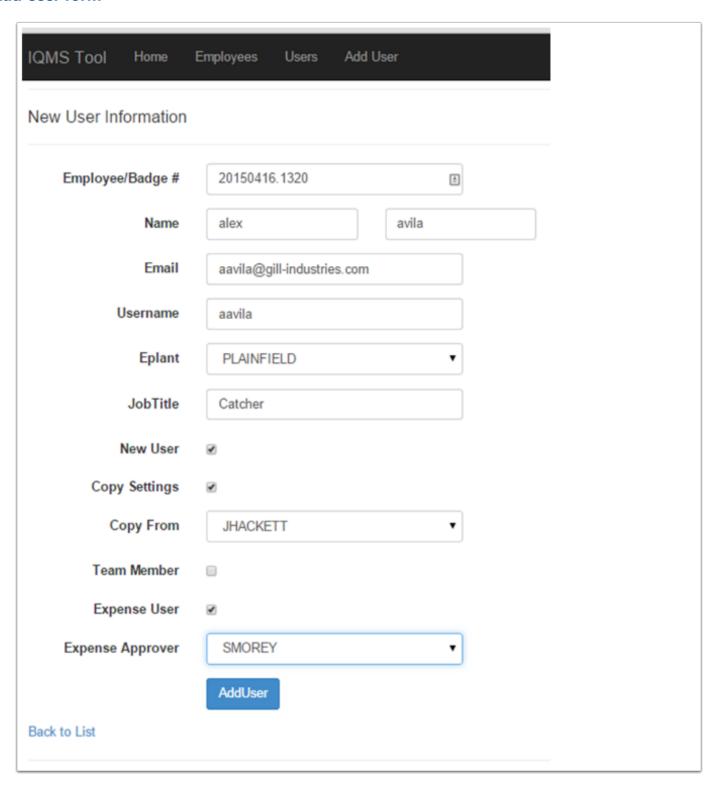| | |
|---|---|
| Employee/Badge # | 20150416.1320 |
| Name | alex    avila |
| Email | aavila@gill-industries.com |
| Username | aavila |
| Eplant | PLAINFIELD |
| JobTitle | Catcher |
| New User | ☑ |
| Copy Settings | ☑ |
| Copy From | JHACKETT |
| Team Member | ☐ |
| Expense User | ☑ |
| Expense Approver | SMOREY |

AddUser

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## Response

IQMS Tool    Home    Employees    Users    Add User

# Success!

alex avila has been added.

**First Name** alex
**Last Name** avila
**Username** AAVILA
**Email** aavila@gill-industries.com
**Copied from** JHACKETT
**Emp No.** 20150416.1320
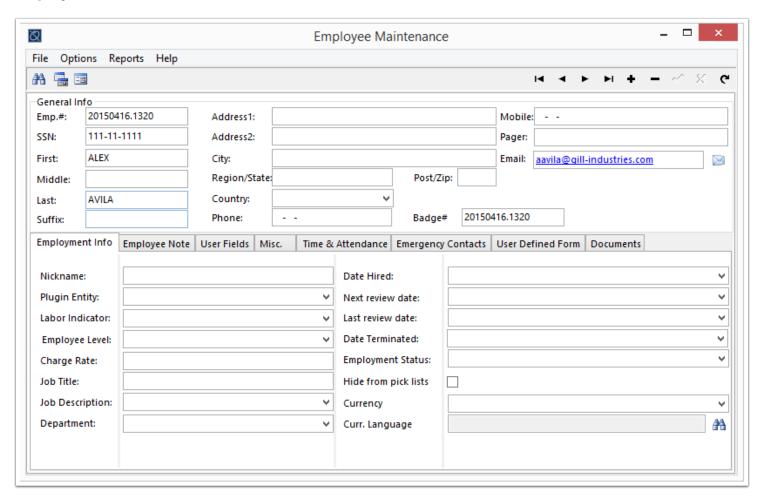**Eplant Id** 1
**Job Title** Catcher

**Operations Completed:**

- An employee record ALEX AVILA has been added.
- Created User record
- Copied permissions, RF profile, PO Types and Eplants from JHACKETT
- Quality Team member settings were copied from JOHN HACKETT
- Copied new user to all the same Document Libraries as JOHN HACKETT, except personal expense libraries
- Added user as vendor AVILA002 - AVILA, ALEX
- The expense user record has been created.
- Expense Library - Created
- Expense Library - Doc Team members added
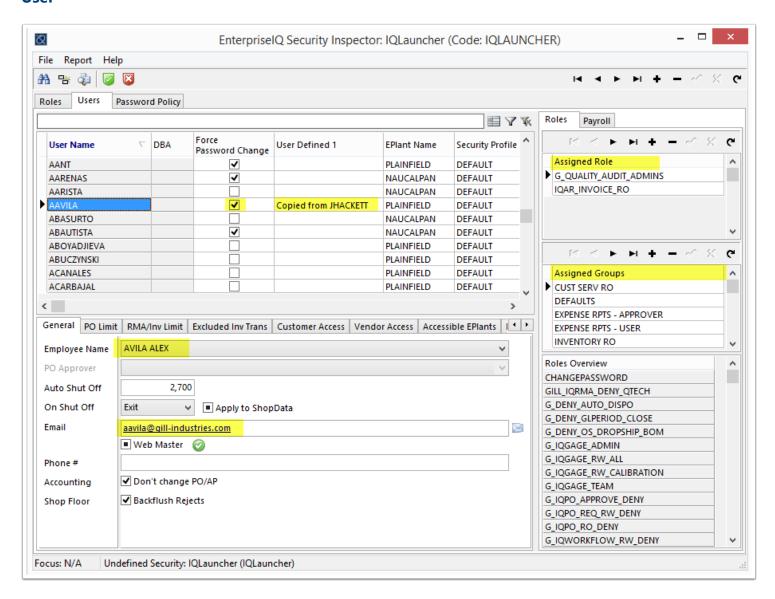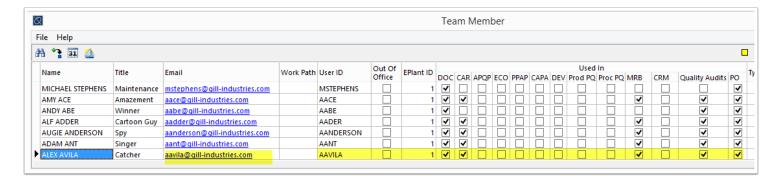
Edit | Back to List
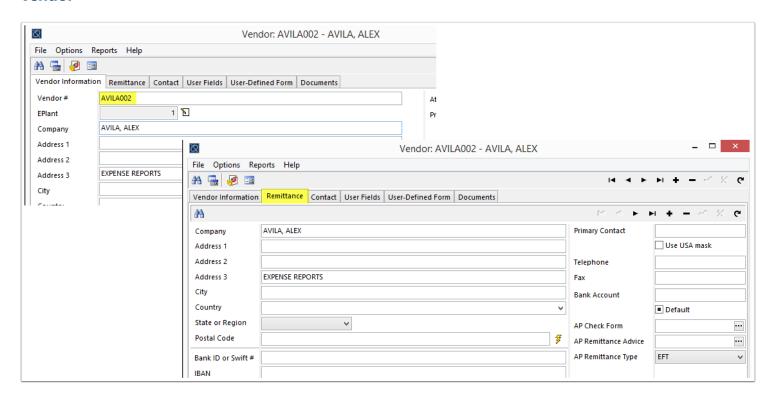
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## Employee
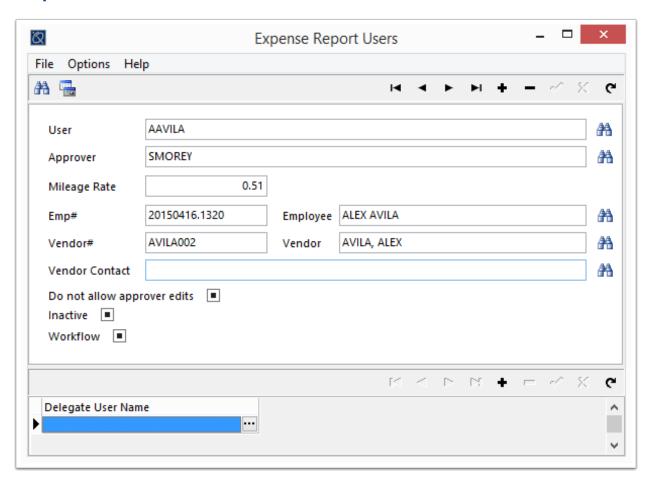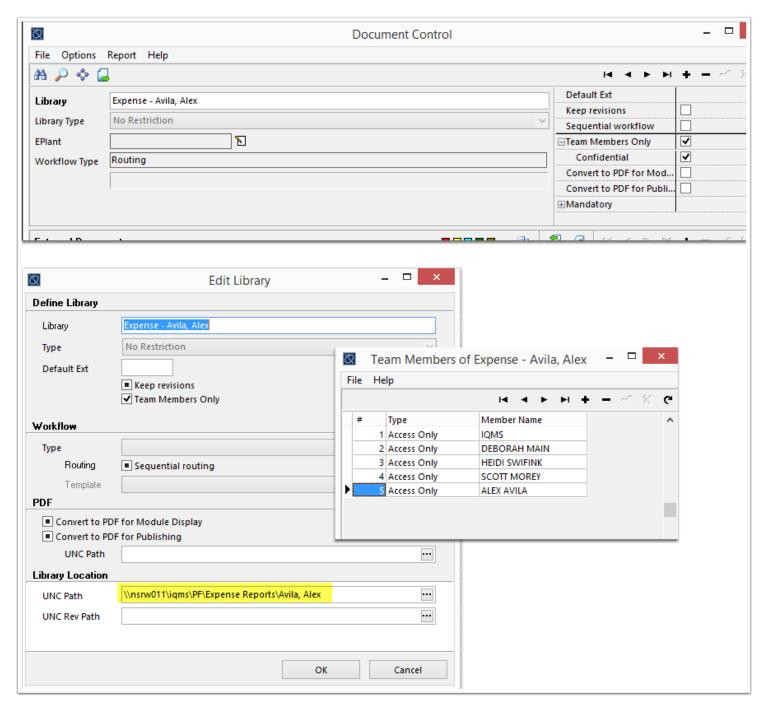
## User



## Quality Team

## Vendor

## Expense Report User

## Expense Library

## Expense Library Folder