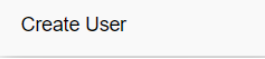


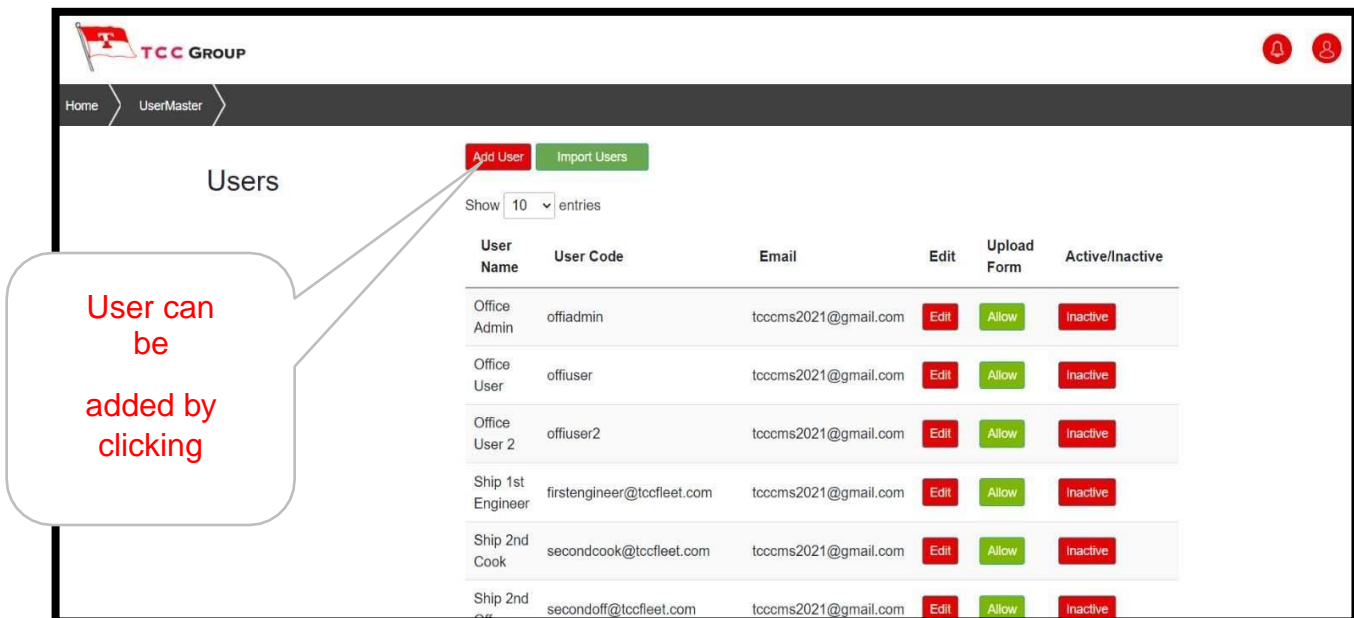
## How to add user?

User can be added By Office Admin Only in the following steps:

1. By moving the cursor on the user management button, the  box pops up. Then click on the create user button as shown below:



2. After clicking on the create user button, a window will appear as shown below:



3. Now after clicking the add user button, a window will appear where user can be created by filling up the details as shown below:

The 'Add User' modal window is displayed over the 'Users' page. It features a red header with the title 'Add User'. Below the header, there are two tabs: 'Ship User' and 'Company User', with 'Company User' being the active tab. The form contains the following fields:

- User Name: Text input field.
- User Code: Text input field.
- Email: Text input field.
- Gender: Dropdown menu with 'Select' as the current value.
- Password: Text input field.
- Confirm Password: Text input field.
- User Role: Dropdown menu with 'Select' as the current value.

At the bottom of the modal, there are 'Add' and 'Close' buttons. A callout bubble with a red border and text points to the Password field.

Window showing the details to be filled.

The 'Users' page displays a table of users. The table has the following columns: User Name, User Code, Email, Edit, Upload Form, and Active/Inactive. The first row is highlighted with a yellow border.

User Name	User Code	Email	Edit	Upload Form	Active/Inactive
Andrew	ChiefOfficer1	tccms2021@gmail.com	Edit	Allow	Inactive
Office Admin	offiadmin	tccms2021@gmail.com	Edit	Allow	Inactive
Office User	offiuser	tccms2021@gmail.com	Edit	Allow	Inactive
Office User 2	offiuser2	tccms2021@gmail.com	Edit	Allow	Inactive
Ship 1st Engineer	firstengineer@tccfleet.com	tccms2021@gmail.com	Edit	Allow	Inactive
Ship 2nd Cook	secondcook@tccfleet.com	tccms2021@gmail.com	Edit	Allow	Inactive
Ship 2nd	secondoff@tccfleet.com	tccms2021@gmail.com	Edit	Allow	Inactive

The above picture shows the new user is added now.