# How to create a new operator?

* Login via admin account.
* Go to system administration>ongoing maintenance > user quick add utility
* Follow the steps according to the cases

1. Case 1: if you want to create a record who’s where a similar record exist i.e record from the same company
2. Just fill the details .
3. Case 2: if you wanna create a record where no similar record exist.
4. Just add a record as in case 1.
5. Change the details like company etc
6. Now again create a new record and this time use the above operator for cloning purpose.
7. Delete the above operator and use the new operator record now created .