SOP: Creating a New User on Phoenix

Purpose: To outline the steps required to create a new user in the Phoenix system and assign appropriate permissions based on their role.

Access Link: Go to the "Create a New User" menu:
http://phoenix.svs.co.nz:9080/erp/sys/i_createuser/i_createuser.php?from=menu

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Step-by-Step Instructions:

1. **Open Create User Page:**
   o Click the plus (+) button to start creating a new user.
2. **Fill in User Details:**
   o **User ID:** Use the person's first name + first letter of last name, all lowercase.
     Example: Kyle Walker → `kylew`
   o **First Name:** Enter their first name.
   o **Last Name:** Enter their last name.
   o **Department:** Select `Hamilton Warehouse`
   o **User Type:** Select `Warehouse User`
   o **Branch:** Select `Hamilton`
3. **Save the User:**
   o Click the **Save** button once all fields are completed.
4. **Initial Login and Password Setup:**
   o Go to the Phoenix login screen.
   o Enter the newly created username.
   o Use the temporary password: `abc123`
   o The system will prompt them to set a new password.
   o Standard format: `[first name]svs` (all lowercase)
     Example: Kyle → `kylesvs`

Updating User Role for Forklift Drivers (Replenishments):

1. Go back to the same user creation/edit link.
2. Search for the user's username.
3. Click the pencil icon to edit.
4. Change **User Type** to Warehouse Admin.
5. Click **Save**.

Notes: - Always double-check spelling and capitalization. - Only assign Warehouse Admin role if the user is officially allowed to do replenishments (e.g., trained forklift driver or if needed in inwards).