

Users

Adding a new user

1. Enter the person as an employee in the [Employees](#) form.
2. In the Users form select the company in the list filter, then open the new-user dialog with the  button.
3. On the ~ **BASIC** ~ tab enter the email address, first name and surname and save with **SAVE**.
4. On the ~ **PERMISSIONS** ~ tab assign the company, department and role, and on the ~ **PROGRAMS** ~ tab switch on the programs the user may use.
5. With **CHANGE PASSWORD** send the user a link for setting their password.



The same email address must be entered in the Users form and in the [Employees](#) form — Brix links the user to the employee by that address.

From:

<https://wiki.micro-process.hr/> - **Brix - MICRO PROCESS**

Permanent link:

https://wiki.micro-process.hr/brix/en/users/new_user

Last update: **29/09/2026 20:06**

