

# How to create new User

by [OSOE Project](#).

This tutorial teaches how to create new users in ERP5. The difference between Person and User is that a Person in ERP5 holds information related to an individual which is relevant to your organisation (for example a prospect, client supplier or employee) while a User has access to your ERP5 instance. The permissions, a user has in ERP5 are defined by assignments.

During this tutorial, you will create two Users:

- Cédric de Saint Martin: Information Systems Manager of your company and
- Yingjie XU: Support Agent of your company.

During this tutorial please replace "VIFIB" with your company name.

```
<span metal:use-macro="container/Zuite_viewTestMacroLibrary/macros/init_test_environment">init</span>
```

```
openAndWait                                ${base_url}/Zuite_setUpPersonTest
```

```
verifyTextPresent                          Init Ok
```

```
<span metal:use-macro="container/Zuite_viewTestMacroLibrary/macros/wait_for_activities"> Wait for activities</span>
```

```
<span metal:use-macro="container/Zuite_viewTestMacroLibrary/macros/login_as_functional_test_user">Login Functional Test User</span>
```

## Agenda

- Create a Person
- Start the Assignment
- Create a new User Account
- New User log in
- Created Second User

The process of creating a new User has three steps: Firstly, create and **validate** a Person who is the future User of your ERP5 instance. Secondly, **add Assignment** to this new User by using the Action item list. Finally, **create User Account** for this Person by using the Action item list. Then this new User can access to your ERP5 instance using the login and password you have set during the creation.

## Create a Person



After reading the tutorial ["How to create Persons"](#), you can now try to create a new Person account for a

staff of your company. In our case, we create an account for a VIFIB manager Cédric de Saint Martin, as shown in the screenshot.

## Validate the Person



Validate the Person you just created before going to next step.

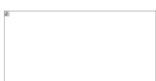
## Action: Add Assignment



Without the assignment, even you has added a user account to the person document, the person still won't be able to access your ERP5 instance. To start an assignment, **open the Action item list and click on "Add Assignment"** .

type	//input[@name="field_my_first_name"]	John
type	//input[@name="field_my_last_name"]	Doh
type	//input[@name="field_my_career_subordination_title"]	Z Company
select	//select[@name="field_my_gender"]	Male
select	//select[@name="subfield_field_my_career_role_list_default:list"]	Client
select	//select[@name="field_my_career_function"]	Marketing/Marketing Manager
select	//select[@name="field_my_career_activity"]	Education
select	//select[@name="field_my_nationality"]	French
type	//input[@name="field_my_default_email_coordinate_text"]	jdoh@zcompany.com
type	//input[@name="field_default_telephone_my_default_telephone_coordinate_text"]	+33(0)6-218765/00
clickAndWait	//button[@name="Base_edit:method"]	

## Edit Assignment



Now you are located in the Assignment document. Fill in the fields and save the data.

Note: there two important fields to fill up. First, you must **select the Group for the Assignment, and the Group must be your company, otherwise the User won't be able to access your ERP5 instance** . Second, **fill carefully the Assignment Start Date and Stop Date. The Assignment is only valid in the defined interval** , which means the User can only login your ERP5 instance in the defined interval.

verifyText	//div[@id="information_area"]	Input data has errors. Please look at the error messages below.
verifyText	//span[@class="error"]	No such document was found.
select	//select[@name="subfield_field_my_career_subordination_title_relation"]	Add Organisation
clickAndWait	//button[@name="Base_edit:method"]	
verifyTextNotPresent		Input data has errors. Please look at the error messages below.

## Action: Start Assignment

After adding an Assignment to the new User, you have to start the Assignment, if not, the User account will not work. **Open Action item list and click on "Start Assignment"** .

clickAndWait link=Details

type //input[@name="field\_my\_middle\_name"] Scott

type //input[@name="field\_my\_child\_count"] 2

select //select[@name="field\_my\_marital\_status"] Married  
]

## Assignment "Started"

After the status changed to "Started", you can continue next step: Create User.

## Action: Create User

To create a User account for this Person, **go back to the Person and open Action item list and click on "Create User"**.

```
selectAndWait //select[@name="select_module"] Persons
```

```
selectAndWait //select[@name="select_action"] Add Person
```

## Set User Login and Password

Fill the dialog box with the User Login and the Password you set for this new User to access to your ERP5 instance. Then click on "Create User".

```
verifyText //div[@id="transition_message"] Object created.
```

```
verifyText //li[@class="selected"]/a/span View
```

## New User Login

Try to log in your ERP5 instance with the new User Login and Password.

Note: It is important to remember the three steps must be performed correctly. Don't forget to **Validate** the person you created and to **Start Assignment** . Otherwise it won't be possible to connect to ERP5 using the user created.

```
selectAndWait //select[@name="select_action"] Validate
```

## Create Second User

- First Name: Yingjie
- Last Name: XU
- Organisation: VIFIB
- Gender: Male
- Role: Internal
- Function: Company / Agent
- User Name: yingjie.xu

Now that you learned how to create a user, please create a second user "Yingjie Xu". This user will be required to do the following tutorials. Make sure that you create the Person, the Assignment, start the Assignment and create the user account just like you did it for Cédric but using the information presented in this slide.