

Add User

To create a new User, go to **Users** menu item.

There are two options to create a user

1. click the + button given in bottom right corner of the screen as shown in following figure.
2. Click on the add button on the top right corner beside "chat Now and Main dashboard" button

The screenshot shows the 'USERS' management interface. At the top, there is a navigation bar with the following items: Dashboard, All Chat History, Offline Messages, All Missed Chats, Callback Requests, Consultation Requests, Applicants, Inquiries, **Users**, Settings, Leads, and More. Below the navigation bar, there are buttons for '+ Add New', 'Main Dashboard', and 'Chat Now'. The main content area contains a table with the following data:

NAME	YOUR EMAIL	DEPARTMENT	LAST CHAT LOGIN	CURRENT TIME	ROLE	ALLOW TO CHAT	STATUS	ACTION
Care Manager	chris.engyj@gmail.com		Thursday, December 7, 2023	04:09:02 PM	Admin	Active	Online	[Calendar] [Pencil] [Lock]
Olivia Christian	olivia_christian213@gmail.com		Tuesday, March 8, 2022	04:09:02 PM	Admin	Active	Offline	[Pencil]
Trent	trentbob33@gmail.com		Saturday, October 28, 2023	04:09:02 PM	Admin	Active	Offline	[Pencil]
Emily Watson	emily_watson11@gmail.com		Wednesday, July 28, 2021	04:09:02 PM	Admin	Active	Offline	[Pencil]
Jack	jack001@gmail.com		Thursday, July 22, 2021	04:09:02 PM	Admin	Active	Offline	[Pencil]
Engyj Support	devteam@engyj.com		Wednesday, December 6, 2023	06:09:02 AM	Admin	Active	Online	[Pencil]

This will open a dialogue box where you can enter the required credentials and then click the submit button.

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