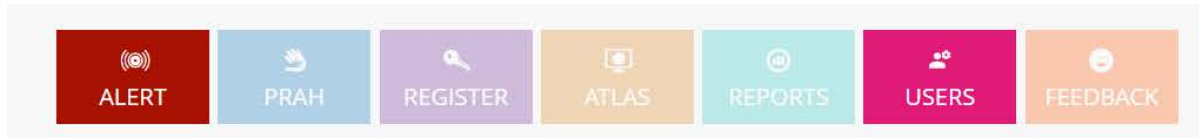


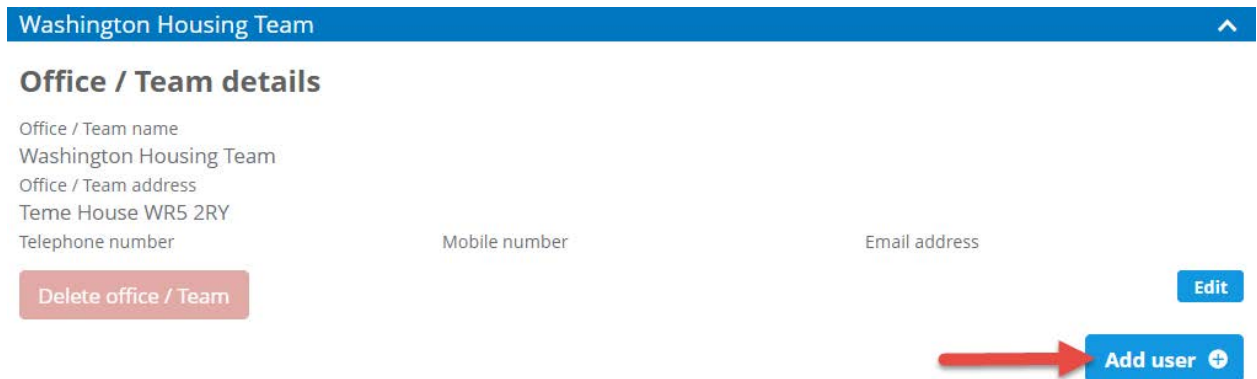


## Quick Guide 3 – How to add a user

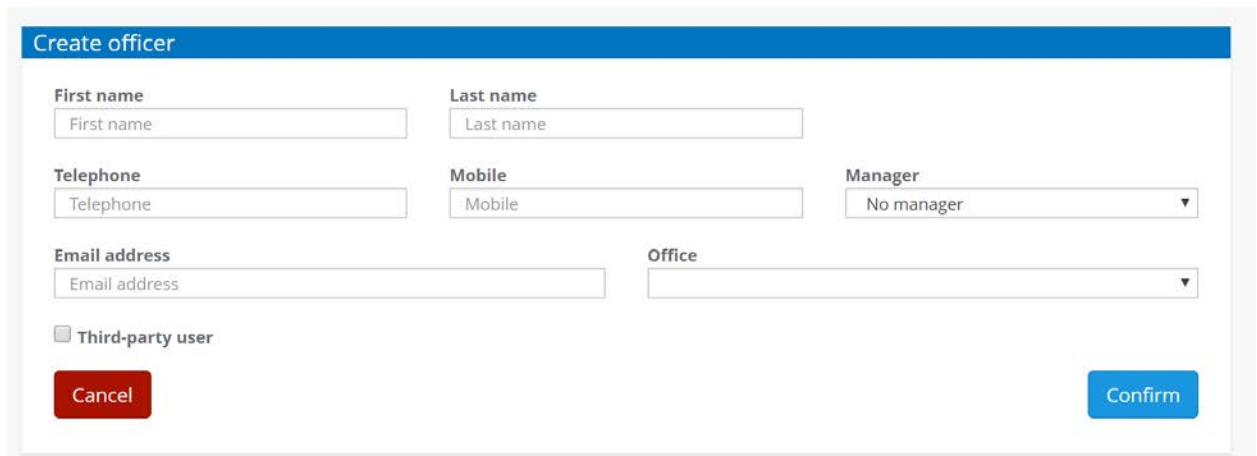
Once logged in, click “Users” from the menu at the top of the screen:



1. Click “Add User” underneath your organisation details:



2. Now enter the details for the new user on this screen:



3. Click “Confirm”