## Adding Staff

| Adding Staff |  |  |  |  |  |  |
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| 1 Add a Staff Member |  |
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## Add a Staff Member

During installation the first staff member is created. To add additional staff members, follow the following steps:

- Visit [Settings] > [System] > Staff and click the "Add Staff" button.
   Fill out the following options and click the "Create Staff" button:

| Option                              | Details   |
|-------------------------------------|---|
| First<br>Name                       | The first name of the new staff person.   |
| Last<br>Name                        | The last name of the new staff person.  |
| Email                               | The email address of the new staff person. (Must be unique if used for the username in the next section.)   |
| Mobile<br>Number                    | The phone number of the new staff person.   |
| Username                            | The username may use the email address specified above, or something different may be specified.  |
| Password                            | Enter the password for this staff member.   |
| Confirm<br>Password                 | Enter the password again for this staff member.   |
| Two<br>Factor<br>Authentic<br>ation | Leave this as "None" unless you know what you are doing. Options supported are:  Mobile One Time Password (MOTP)  Time-based HMAC One Time Password (TOTP)  |
| Groups                              | To assign this staff member to one or more groups, select them from the right column labeled "Available Groups" and click to move them to the left column labeled "Member Groups". A staff member must be assigned to one or more groups to have access to anything, since the Access Control List (ACL) and company is determined by the group. Only one group from each company should be selected. |

| Add Staff  |              |
|--|--------------|
| Contact Info   |              |
| First Name   |              |
| Last Name  |              |
| E-mail   |              |
| Mobile Number  |              |
|  |              |
| Authentication   |              |
| Username  Use the email address as the username Enter a username  Password                                 |              |
| Confirm Password   |              |
| Two Factor Authentication  |              |
| None   |              |
| Groups   |              |
| Member Groups  Available Groups  Administrators - My Company Billing - My Company Support - My Company  >> |              |
|  | Create Staff |