

Adding a New User

1. To add a new user to Muncicity, first enter the **Admin** section (fig. 1).
2. Click on **Users and Roles** (fig. 2) in the list on the left side of the screen to open a list of all of the users registered with Muncicity. All users are listed in groups under their assigned user roles (fig. 3).



fig. 1



fig. 2



fig. 3

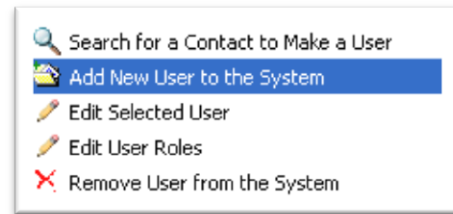


fig. 4

3. To add a new user, right-click anywhere in this list, and choose "Add a New User to the System (fig. 4)."

A User Editor window (identical to a standard contact editor) will appear. To make this contact a user:

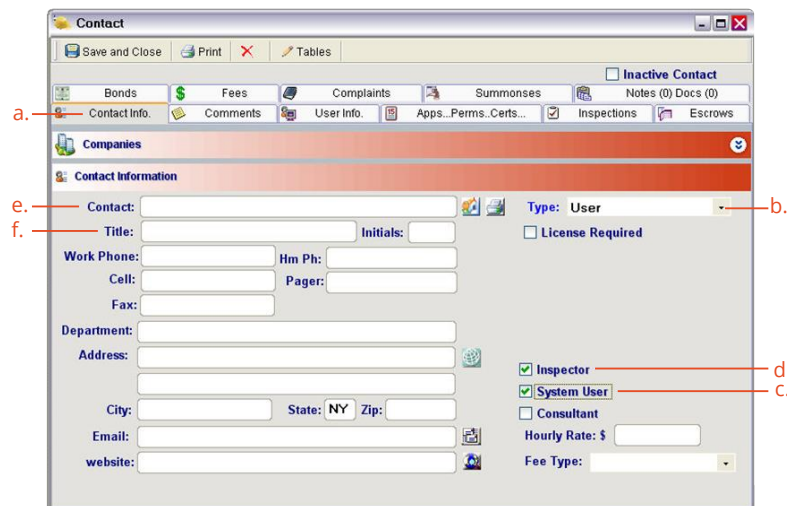
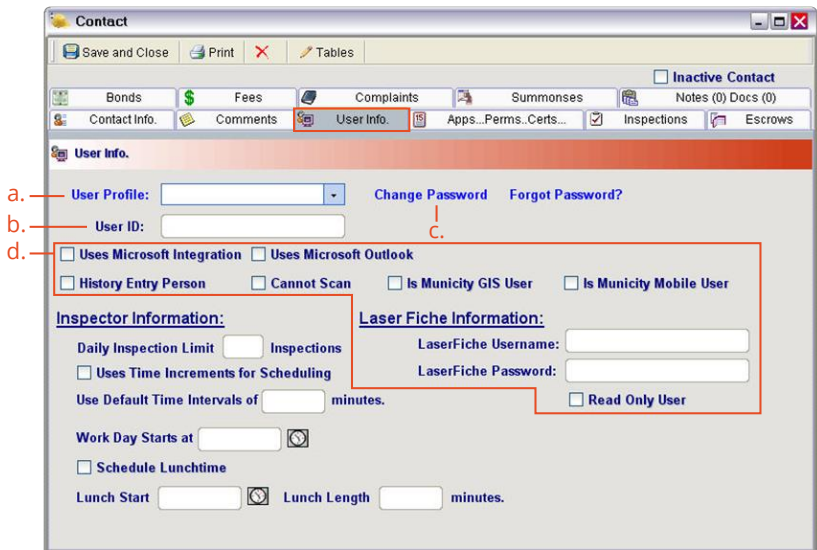
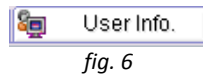
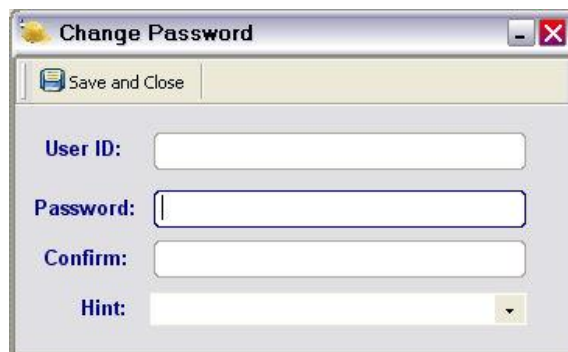


fig. 5

- a. Click on the Contact Info tab
 - b. Choose "User" as the contact type
 - c. Check the box labeled "System User"
 - d. (OPTIONAL) If the new user is an inspector, also check the "Inspector" checkbox.
 - e. Enter the user's name and title entered.
4. **! Important** A new **User Info.** tab (fig. 6) will appear after setting these options. Click on the tab and follow the next three steps illustrated below (fig. 7):



- a. Choose a user profile to assign to the new user. This will limit what access they have to Muncity, based on the rights given by the role.
- b. Assign a user ID. This can be anything you want, but most customers use a combination of first- or last-name and initials.
- c. Click on "Change Password" (fig. 8) to assign a password to the user. You will need to enter it twice, and both entries will need to match to proceed. You can also enter a password hint for users who may have trouble remembering their password.



There are additional options in the **User Info.** tab users may consider turning on (fig.7-d).

Use Microsoft Integration allows the user to launch Microsoft Word from within Muncity. Without this setting, the user will not be able to access any Mail Merge templates.

Uses Microsoft Outlook This allows a user's appointments to sync with their Outlook account, and allows them to import emails to attach to a Notes/Docs tab. If you select this option, you will need to enter their Outlook user name in the field that appears. Muncicity can figure this out for you if you click the icon to the field's right (*fig.9*).

A screenshot of a user configuration interface. On the left, there is a checkbox labeled 'Uses Microsoft Outlook' which is checked with a green checkmark. To its right is a label 'Windows User Name:' followed by an empty text input field. To the right of the input field is a small green icon of a person's head and shoulders.

fig. 9

Once you have filled in these options to your satisfaction, click the "Save and Close" button to save the user. When the user list reloads, you will see your newly added user listed under the appropriate user role.



If you want other users to be able to schedule your new user for inspections and appointments, you will need to check their names off under the roles that you want to be able to do this. See "Editing an Existing User Role" for more information on how to do this.

History Entry Person This option will make it so that the user's application/permit/certificate entries are not numbered according to the normal numbering system, but will instead be assigned a designation of "Historical."

Cannot Scan This option will deactivate a user's ability to scan documents into Muncicity.

Is Muncicity GIS User If your municipality is a Muncicity GIS customer, checking this box will allow the user to log in to GIS with their Muncicity credentials

Is Muncicity Mobile User If your municipality is a Muncicity Mobile customer, and you have a license available, checking this box will allow the user to log in to Muncicity Mobile with their Muncicity credentials.

Laserfiche Information If your municipality uses Laserfiche, and the user is also a Laserfiche user, you can enter their Laserfiche credentials here so that Muncicity will be able to interact with Laserfiche.