**Creating A User Profile**

* **To access in to the company profile, each and every person who use the system needs a user profile to work on this system. Here are the guide lines to create a user profile.**

 

**Guidelines to create a user profile**

1. Type a user Id given column. (Ex: Normally select your name) Please have a mind of the second column along with the first column. It is going to use later when you logging again.
2. Type a User Name
3. Select the Company and tick the box according to the company.
4. After finishing the process press the save button.
5. Then Log out from the system.

 **Second Process**

1. Log in again using **user id** given by the user.
2. System automatically will give a password to log in to the system. (0000 is the temporary password for every new user)
3. Create a new password with maximum eight characters, one each with uppercase letter and lowercase letter and a number.
4. Then the new user can log in with the system with new password.

