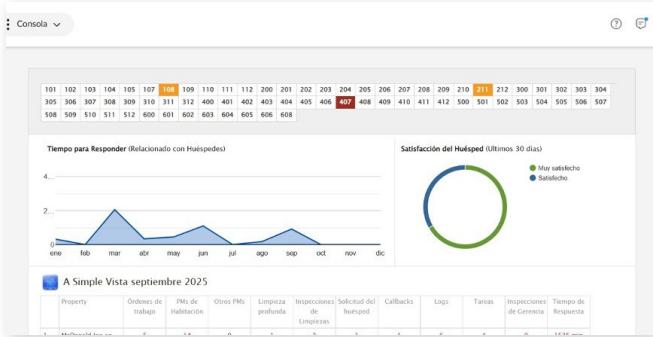


Creando un Nuevo Usuario

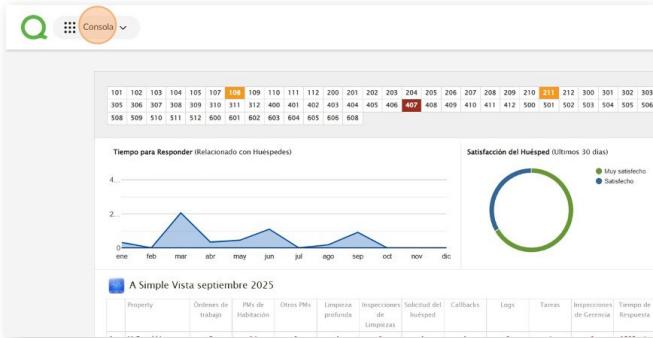
Aprenda a crear un nuevo usuario en Quore desde su escritorio. Los usuarios corporativos, gerentes generales, subgerentes y gerentes de operaciones pueden agregar usuarios a todos los departamentos. Los jefes de departamento pueden agregar usuarios dentro de su propio departamento.

1. Inicie sesión en **Quore** en el escritorio.



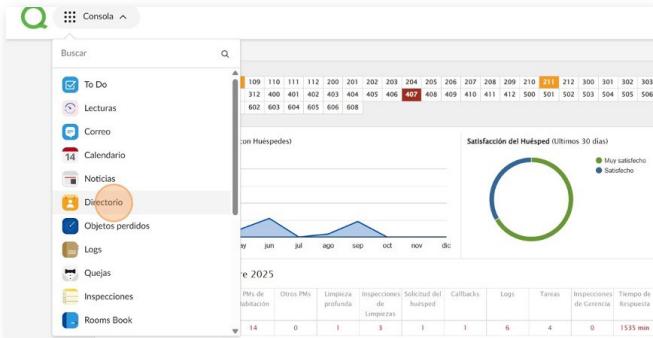
The screenshot shows the Quore desktop application interface. At the top, there is a navigation bar with a search bar and a dropdown menu labeled 'Consola'. Below the navigation bar is a grid of numerical data. To the right of the grid are two charts: 'Tiempo para Responder (Relacionado con Huéspedes)' (Time to Respond) and 'Satisfacción del Huésped (Últimos 30 días)' (Guest Satisfaction). Below these charts is a section titled 'A Simple Vista septiembre 2025' with a table of metrics. The table includes columns for Property, Órdenes de trabajo, PMs de Habitación, Otros PMs, Limpieza profunda, Inspecciones de Limpieza, Solicitud del huésped, Callbacks, Logs, Tareas, Inspecciones de Gerencia, and Tiempo de Respuesta.

2. Haga clic en el **Selector de Aplicaciones**.



The screenshot shows the Quore application selector interface. At the top, there is a navigation bar with a search bar and a dropdown menu labeled 'Consola'. Below the navigation bar is a list of applications: To Do, Lecturas, Correo, Calendario, Noticias, Directorio (which is highlighted with a red circle), Objetos perdidos, Logs, Quejas, Inspecciones, and Rooms Book. To the right of the application list is a dashboard with the same metrics and charts as the desktop interface.

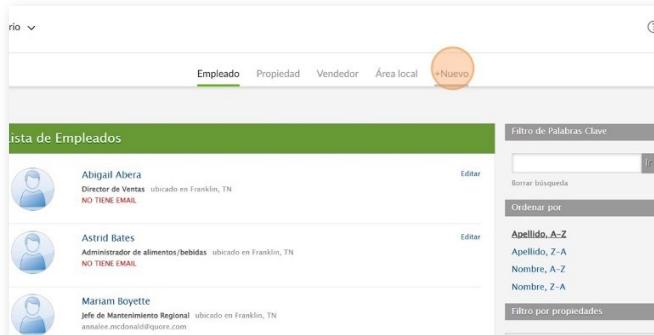
3. Haga clic en la **aplicación Directorio**.



The screenshot shows the Quore Directorio application interface. At the top, there is a navigation bar with a search bar and a dropdown menu labeled 'Consola'. On the left is a sidebar with a 'Buscar' field and a list of user management features: To Do, Lecturas, Correo, Calendario, Noticias, Directorio (which is highlighted with a red circle), Objetos perdidos, Logs, Quejas, Inspecciones, and Rooms Book. The main area of the screen displays a grid of numerical data, a 'Tiempo para Responder (Relacionado con Huéspedes)' chart, a 'Satisfacción del Huésped (Últimos 30 días)' chart, and a table of metrics for September 2025.

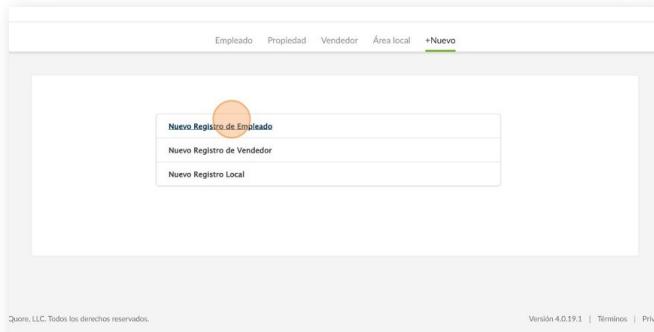
Creando un Nuevo Usuario Continuado

4. Click **+Nuevo**.



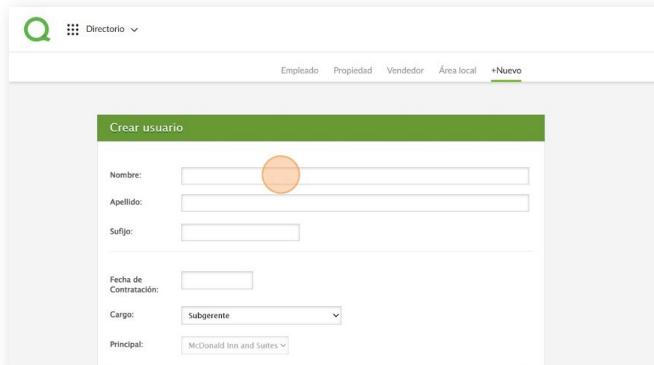
The screenshot shows a list of employees. At the top, there are tabs for 'Empleado', 'Propiedad', 'Vendedor', 'Área local', and '+Nuevo'. The '+Nuevo' button is highlighted with a red circle. On the left, there is a sidebar with a list of employees: Abigail Aberra, Astrid Bates, and Marian Boyette. Each employee has a profile picture, name, title, location, and an 'Editar' button. To the right of the list is a sidebar with filtering options: 'Filtro de Palabras Clave' (Search filter), 'Ordenar por' (Sort by), and dropdown menus for 'Apellido, A-Z', 'Apellido, Z-A', 'Nombre, A-Z', and 'Nombre, Z-A'. Below these are buttons for 'Filtro por propiedades' (Filter by properties) and 'Nuevo'.

5. Click Nuevo Registro de Empleado.



The screenshot shows a new employee registration form. At the top, there are tabs for 'Empleado', 'Propiedad', 'Vendedor', 'Área local', and '+Nuevo'. The '+Nuevo' button is highlighted with a red circle. Below the tabs, there are three buttons: 'Nuevo Registro de Empleado' (highlighted with a red circle), 'Nuevo Registro de Vendedor', and 'Nuevo Registro Local'. At the bottom of the page, there is a footer with the text 'Quore, LLC. Todos los derechos reservados.' and 'Versión 4.0.19.1 | Términos | Privacidad'.

6. Complete los campos en la página **Crear usuario**.



The screenshot shows a 'Crear usuario' (Create User) form. At the top, there are tabs for 'Empleado', 'Propiedad', 'Vendedor', 'Área local', and '+Nuevo'. The '+Nuevo' button is highlighted with a red circle. The form has fields for 'Nombre' (Name), 'Apellido' (Last Name), 'Sufijo' (Suffix), 'Fecha de Contratación' (Hire Date), 'Cargo' (Position), and 'Principal' (Primary). The 'Nombre' and 'Apellido' fields are highlighted with a red circle.

Creando un Nuevo Usuario Continuado

7. Haga clic en Crear usuario.

