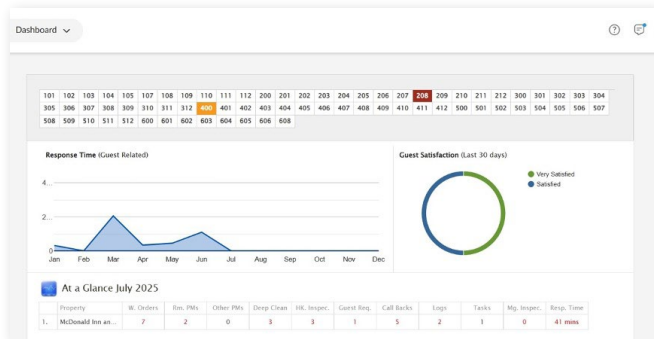


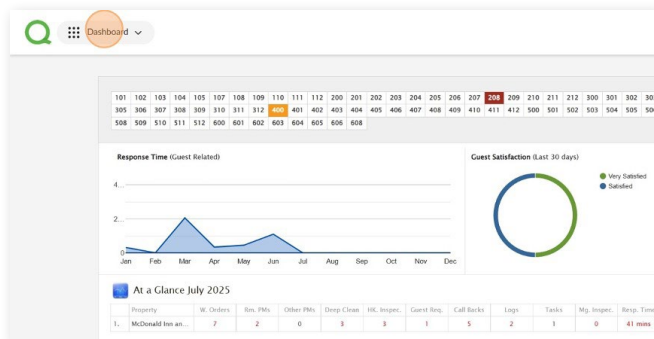
Creating a New User

Learn how to create a new user in Quore on the desktop. Corporate users, general managers, assistant managers, and operations managers can add users to all departments. Department heads can add users within their own department.

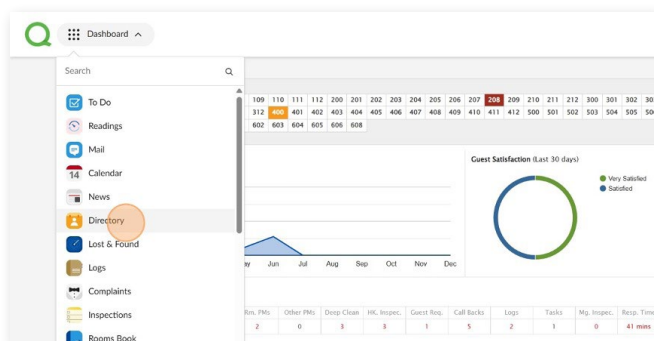
1. Log in to **Quore** on the desktop.



2. Click on the **App Switcher**.

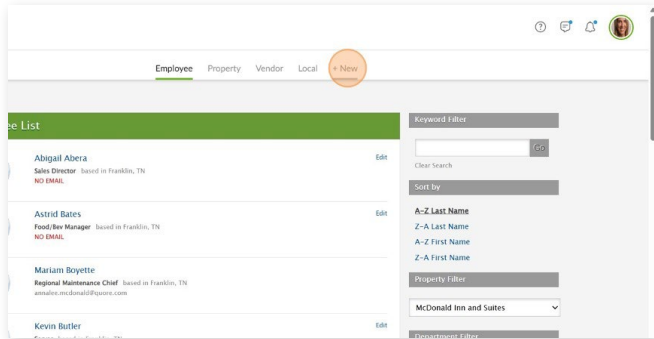


3. Click on the **Directory** app.

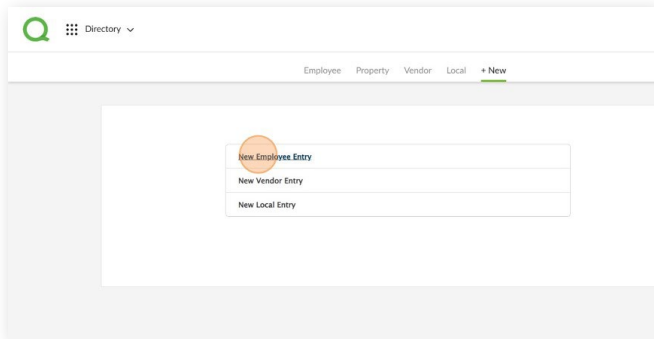


Creating a New User Continued

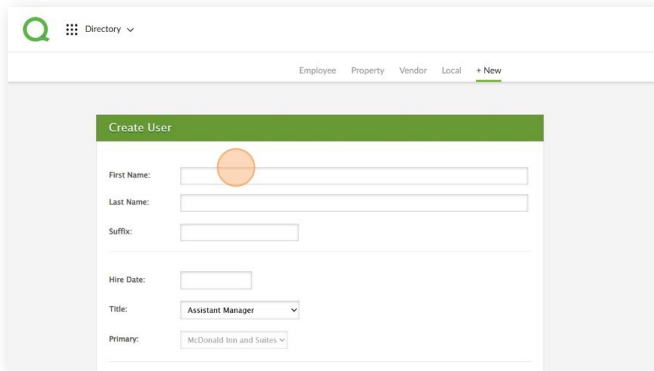
4. Click **+ New**.



5. Click **New Employee Entry**.

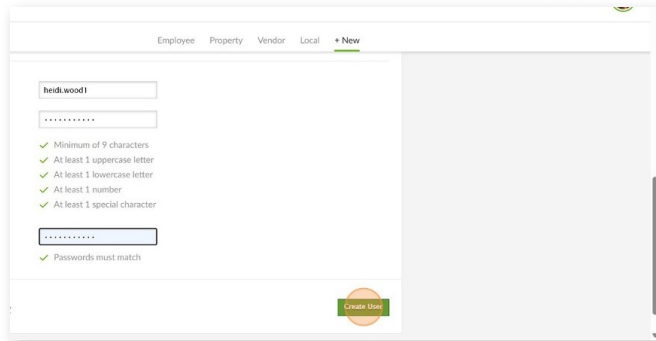


6. Fill in the fields on the **Create User** page.



Creating a New User Continued

7. When finished, click the green **Create User** button.



The screenshot shows a web application interface for creating a new user. At the top, there is a navigation bar with tabs: 'Employee', 'Property', 'Vendor', 'Local', and '+ New'. The '+ New' tab is selected. Below the navigation bar, there is a form with two input fields. The first field contains the text 'heid.wood1'. The second field is empty. Below the input fields, there are four green checkmarks indicating that the password requirements are met: 'Minimum of 9 characters', 'At least 1 uppercase letter', 'At least 1 lowercase letter', and 'At least 1 number'. Below these checkmarks, there is a third input field for a second password, which is also empty. Below this field, there is a green checkmark indicating that 'Passwords must match'. At the bottom right of the form, there is a green button labeled 'Create User'.