

## Creating a new Mainsaver account

Make a help desk ticket. A Windows administrator will then add the user to the Mainsaver 12.6 group on aocdca.

Next a Mainsaver admin will need to log into Mainsaver (possibly on aocmsa) and click on "Personnel"

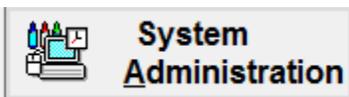


In the windows that opens click "New" then fill in the required fields at a minimum. More information rather than less is preferable.

The required fields include: employee ID, job title, email address (the email address field can be found in the detail tab), first and last name. Then the status should be set to ACT.

Other helpful information to fill in includes Craft, Work Area, Work Group and Supervisor ID.

Then open up the system administration tab



Go to "Settings" -> "Employees - User Profiles". Find and add the new employee to the appropriate group(s).

### Misc stuff in the System Administration window:

- Settings -> Application Security is used to set permissions for groups in Mainsaver
- the "Reference" menu items get set up when Mainsaver gets set up.