Guidance for the website

Creating a new user.
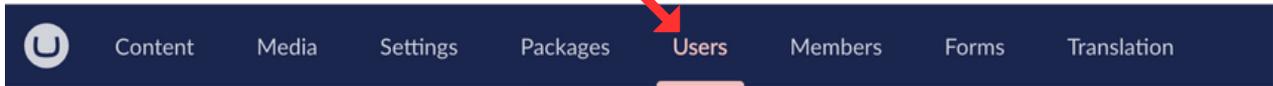
- Click on "Users" in the top bar.
- Click the arrow to the right of "Invite user," and the "Create user" field will appear - click on it.
- A new page will appear.

- Enter the name of the new user and their email address.
- Click on "User group" - Add.
- A new window will open.
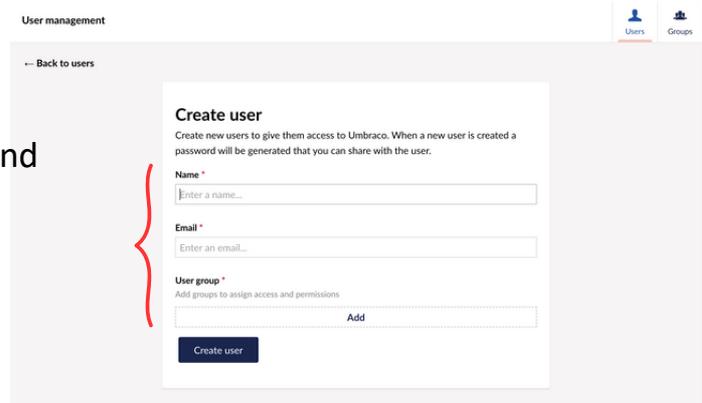
- Choose the permissions the new user should have. ☑
- Click "Submit."
- Click "Create user."
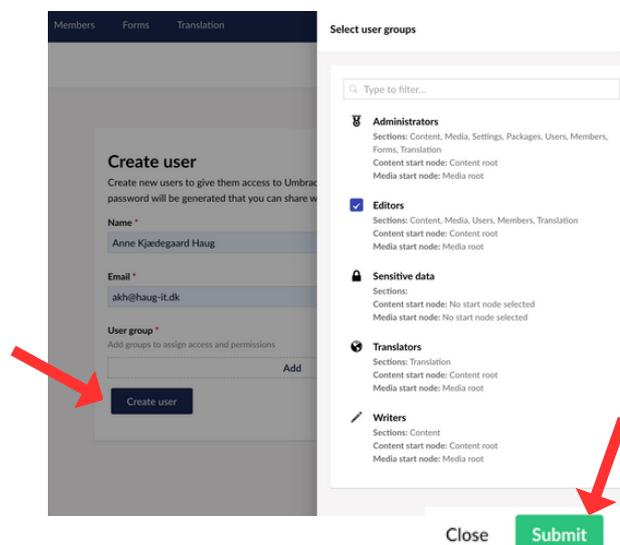
- A new user has now been created.
- Click on "Go to user profile."
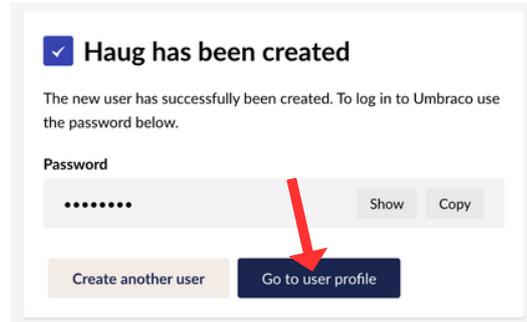
- You can change the language if needed.
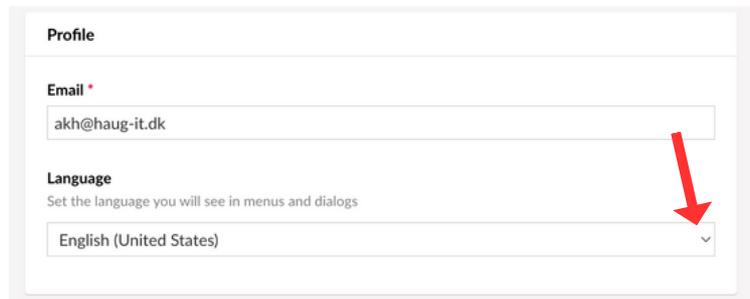
- Change the password, you can use the code 1234567890 if desired.
- This is also where the new user can change their password themselves.
- Finish by confirming it.
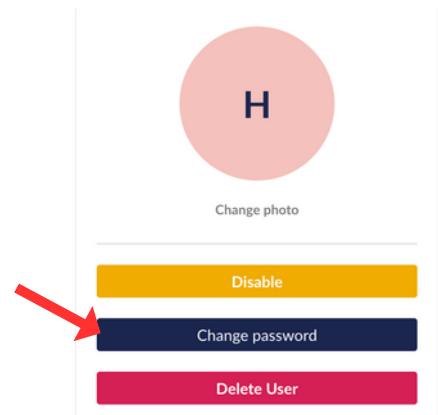
Then send the user their login information.