

Setting up the new user email

Optionally, you can have the system send an email to the user immediately after you have created their record, informing them of the website address for the catalogue, and their username and password.

The following steps need to be taken in order to enable this:

- [ensure the function is enabled](#) in System Management
- [edit the wording](#) on the predefined email template

These are described below.

Enabling the function

To enable the new user email, select **System Management > System Configuration Maintenance**.

Near the bottom of the page is the following option:

Send credentials for the new user Yes No

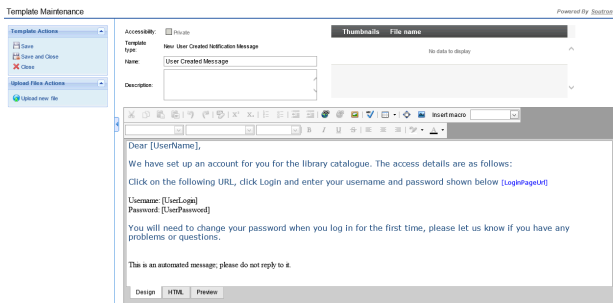
Ensure that this is set to Yes (which is the default).

Editing the notification email template

To access **Template Maintenance**, select **System Management > Task Centre > Template Maintenance**.

To edit the new user email template:

1. Select the "New User Created Notification Message" template by ticking the box next to it in the list of templates
2. Click on **Edit template** in the Actions box
3. You will be taken to the template edit screen:



4. Edit the template using the [Rich Text Editor](#)
5. Make the required changes, then when you have finished, click **Save** in the Actions menu, or **Save and close** to return to the list of defined templates.

These emails are sent automatically: you do not need to do anything in Task Maintenance.

Experiencing problems with managing user records? See the [Troubleshooting Guide](#).