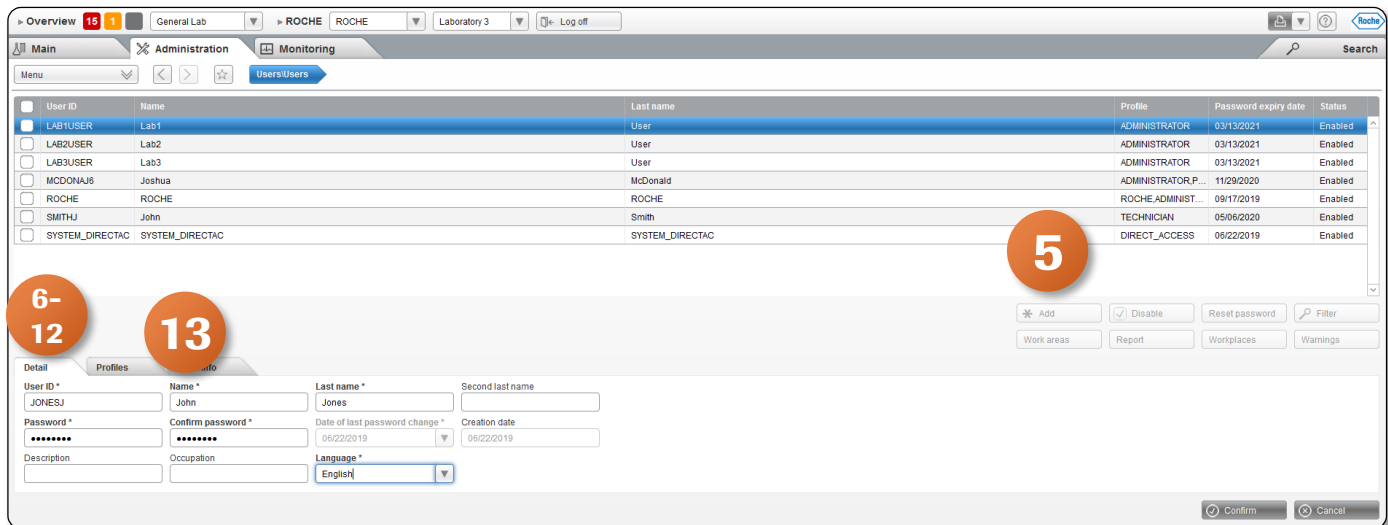
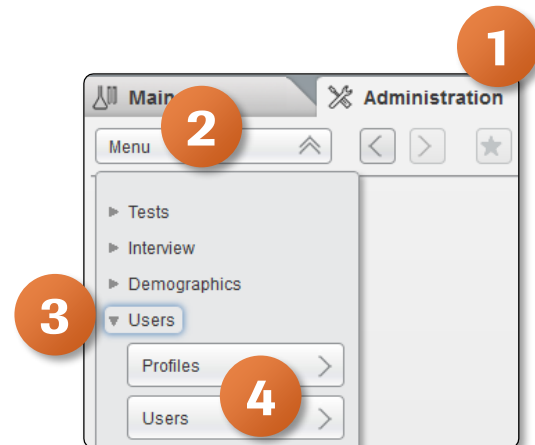


# Create a User Account; Assign a Profile and Location


## Creating a New User

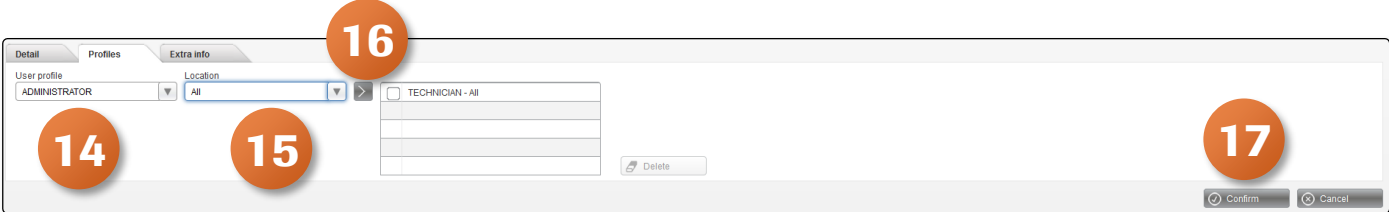
In this example the assumption is the profile is already configured.

1. Once logged into the **cobas<sup>®</sup> infinity** software, select the **Administration** tab
  2. Click on **Menu**
  3. Navigate to **Users**
  4. Select **Users**
  5. To add a new user click on **Add**
  6. The bottom of the screen is now able to be edited
- All fields marked with an asterisk (\*) indicate required information
7. Type in the **User ID**. In this example we will use JonesJ
  8. Enter the user **Name**
  9. Enter the user **Last name**
  10. Enter a temporary **Password**. Password requirements are site specific. Be sure to adhere to security requirements configured in cobas infinity at your location
  11. Be sure to **Confirm password**
  12. Select **Language** from drop down menu
  13. Click on **Profiles** tab



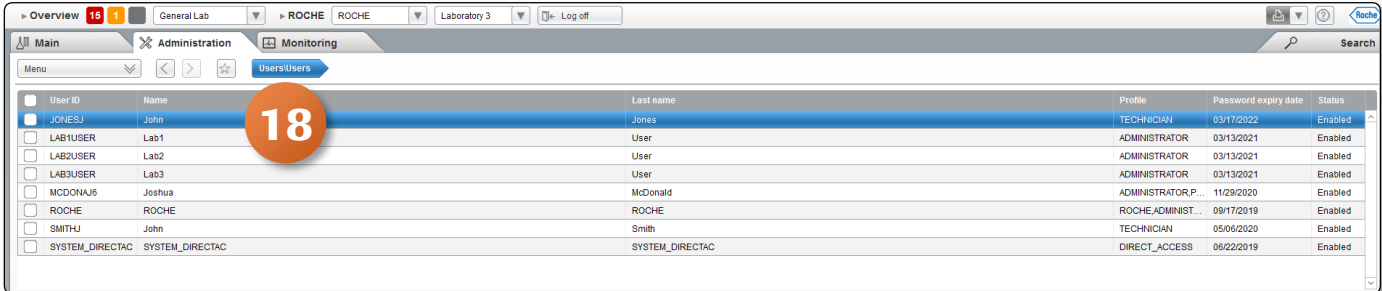
# Create a User Account; Assign a Profile and Location

14. Select the **User profile** from the drop down menu. You will see the profiles you have created along with some default profiles like Administrators
15. Select the **Location** from the drop down menu. Select All to assign to all locations or individually select lab location
16. Click  icon to add to profile. You have the option to add more than one profile to a user
17. Click on **Confirm**



14 15 16 17

18. The newly created user will now appear at the top of the screen



User ID	Name	Last name	Profile	Password expiry date	Status
JONESJ	John	Jones	TECHNICIAN	03/17/2022	Enabled
LAB1USER	Lab1	User	ADMINISTRATOR	03/13/2021	Enabled
LAB2USER	Lab2	User	ADMINISTRATOR	03/13/2021	Enabled
LAB3USER	Lab3	User	ADMINISTRATOR	03/13/2021	Enabled
MCDONAJ6	Joshua	McDonald	ADMINISTRATOR.P...	11/29/2020	Enabled
ROCHE	ROCHE	ROCHE	ROCHE_ADMINST...	09/17/2019	Enabled
SMITHJ	John	Smith	TECHNICIAN	05/06/2020	Enabled
SYSTEM_DIRECTAC	SYSTEM_DIRECTAC	SYSTEM_DIRECTAC	DIRECT_ACCESS	06/22/2019	Enabled

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