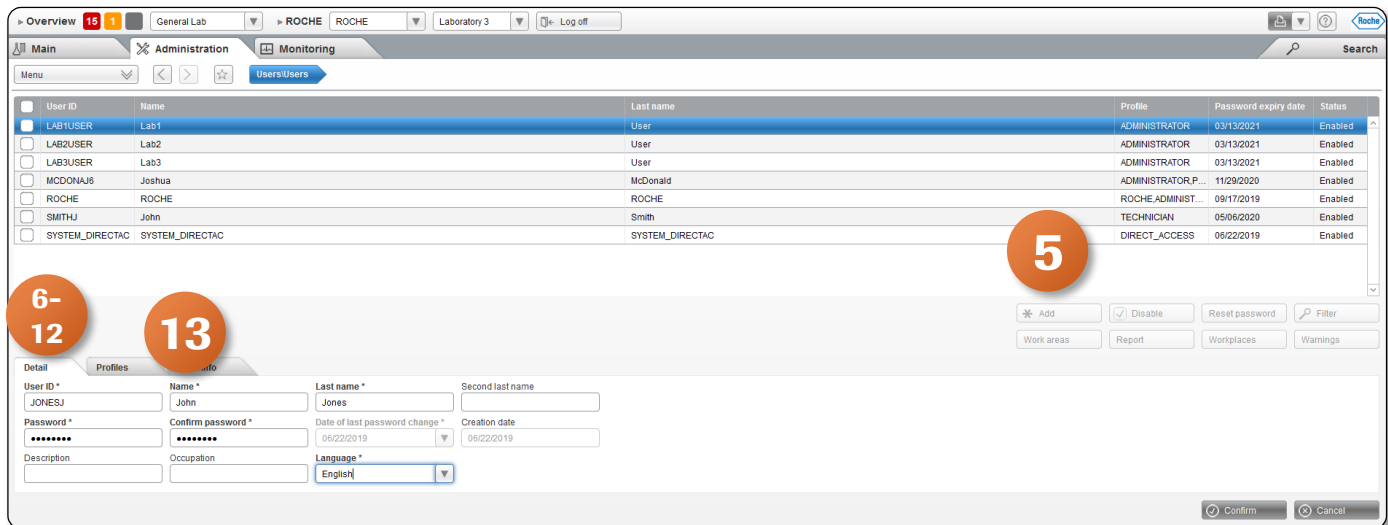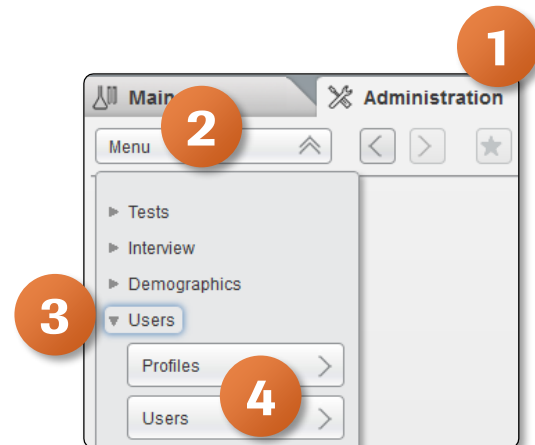# cobas® infinity laboratory solution

Create a User Account; Assign a Profile and Location
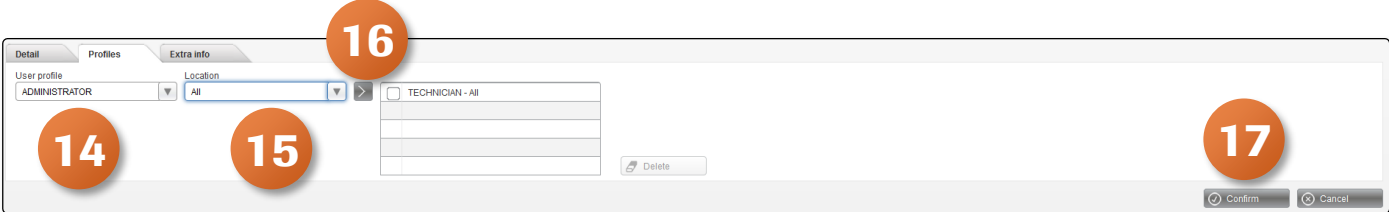
Creating a New User

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

1. Once logged into the **cobas® 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
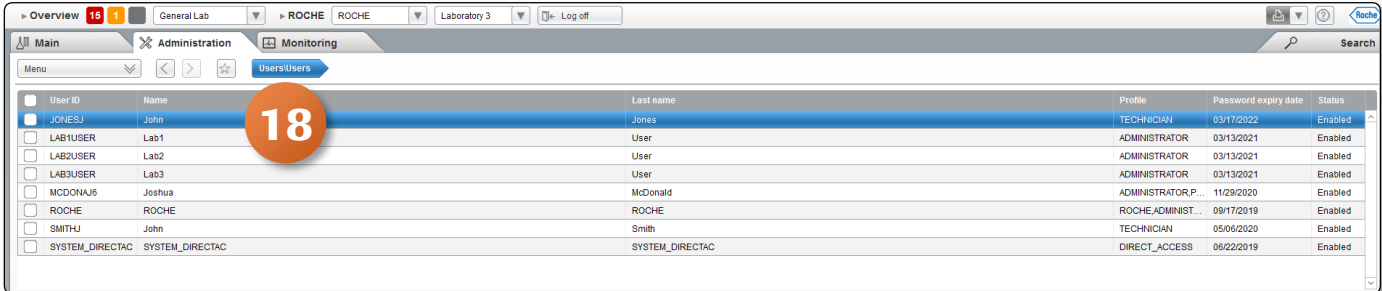13. Click on **Profiles** tab

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**

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