

New User

The New User screen creates a **single local account** from the panel. Use it when opening an account for a staff member, a long-stay guest or a particular visitor.

“ How do I open this screen? From the left menu, go to **Guests → New User**.

USEROAM

Menü

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Kullanıcı Bilgileri

Kullanıcı Adı

İsim

Soyisim

E-Posta

Telefon

Departman

Grup

Şifre

Kaydet

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Yardım | Şartlar | Gizlilik

User details

- **Username:** what the guest types at Wi-Fi login. Keep it short and easy to type — it will be entered on a phone keyboard.
- **First Name** and **Last Name:** the account holder's name, so you can tell people apart in reports.
- **E-Mail:** the user's email address.
- **Phone:** the user's phone number.

- **Department:** the unit the user belongs to — used in corporate deployments to break reports down by department.
- **Group:** the group that defines the account's access rules. **Duration, quota and speed limit all come from here**, which makes it the most important field. Groups are managed on the **Guests → Groups** page.
- **Password:** the user's login password.

Press **Save** to create the account. It then appears in the **Guests → Local Users** list.

“ If you need many accounts, use **Guests → Bulk Users** instead of creating them one at a time — the system generates the usernames and passwords for you.

“ **Related pages:** **Guests → Local Users**, **Guests → Groups**, **Analytics and Reports → Local User Report**.

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