From the Dashboard, click the gear icon to access the Admin Tasks Menu

If you do not see the gear icon, you do not have administrative rights.

Click "User Management"

Click "Add New User"

Add Details for the new User and save it

NOTES: Default Initiating party groups users into categories. (I.E. General Contractors, Architects, Owner, etc.) This also controls the dot shape/color in the FinishLine Pro App. To allow a user to create/complete punches and run reports, add them to the "Punch User" group. Portal Users are generally sub-contractors. The Welcome Email sends a user project login details and their username and password.

Once you have added the new user to the system it will need to be loaded onto the device.

Method 1: Login as an existing user. New user credentials will be downloaded when the device syncs.

Method 2: You try to login in and get "Login Details not Recognized".

Click on the "Refresh User List" button to download your new user's credentials to the device.