How do I Add Users to my Account?

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- 1. Click "**Users**" on top left of screen to see a list of all users within your organization with Well accounts. (*see image above*)
- 2. Click "Add User" to create new Well accounts. (see image above)
- 3. Fill in **first name**, **last name**, **email address**, and **role.** (e.g., Admin (*a*) or User (*b*)).
 - a. Accounts with a role set as **Admin** can add/delete users and set permissions for what machines are visible to which account holder.
 - b. Accounts with a role set as **User** can access only Units Inventory.

Note: The search users feature allows you to easily search for specific user accounts to edit permissions or remove access.

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