

How to create a new user in SanerNow?

To create a new user in SanerNow, go to **Control Panel** in the visibility dashboard.

1. In **Control Panel** settings, click on **Users**. You will land on the Users page.

The screenshot shows the SanerNow interface. On the left is the 'Control Panel' sidebar with options like All Organizations, Users, Deployment, Discovery, Agents, and Network Scanner. The main area is titled 'Users' and contains a table of existing users. A 'New User' button is located in the top right corner of the main area.

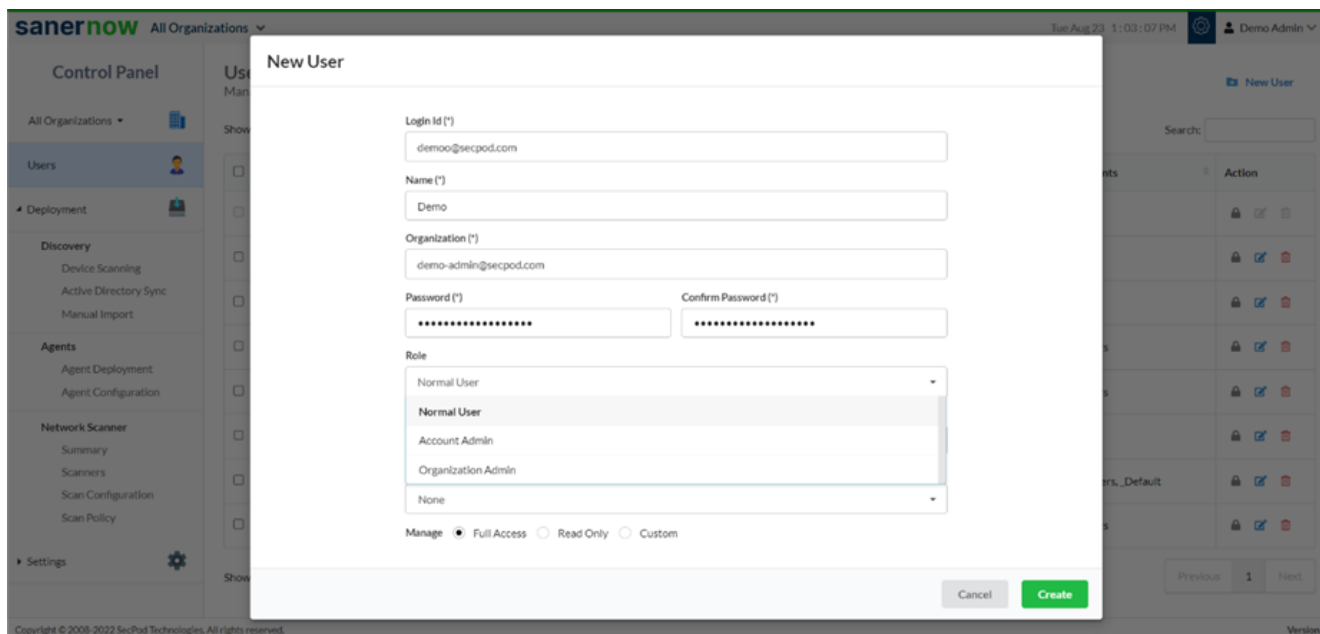
Login Id	Name	Role	Organization	Managing Organizations	Managing Accounts	Action
demo-admin@secpod.com	Demo Admin	Admin	Secpod Technologies	4 Organizations	6 Accounts	[Icons]
Maxver@secpod.com	maxver	Organization Admin	demo	Product Demo, Test	4 Accounts	[Icons]
mfa_user@secpod.com	mfa_user	Organization Admin	secpod			[Icons]
mxtest123@secpod.com	mxtest123	Normal User	test	Test	Demo, Computers	[Icons]
normal_user@secpod.com	normal_user	Normal User	secpod	Test	Demo, Computers	[Icons]
org-admin1@secpod.com	org-admin1	Organization Admin	myorg	4 Organizations	6 Accounts	[Icons]
ProductDemo-Admin@secpod.com	ProductDemo-Admin	Organization Admin	Product Demo	Product Demo	Domain Controllers, _Default	[Icons]
tpakash@secpod.com	tpakash	Organization Admin	secpod	Test	Demo, Computers	[Icons]

2. Click on **New User**. You will be displayed with New User Window.

This screenshot is identical to the previous one, showing the SanerNow Users page with the 'New User' button highlighted in the top right corner.

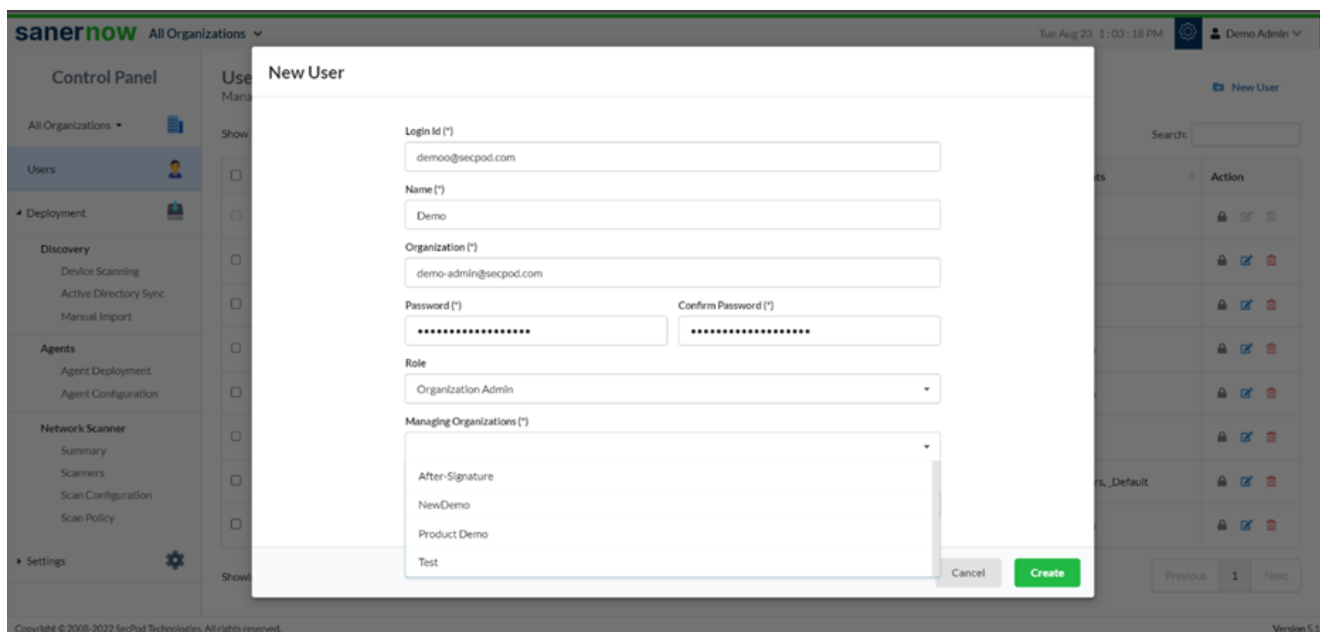
3. Please fill up all the details like **Login Id**, **Name**, **Organization** and set its password, **Role**, **Managing organization**, and **MFA Policy**.

4. To set the Role of the new user, you have two roles: **Normal user and Account Admin**.



The screenshot shows the 'New User' form in the SanerNow interface. The form fields are: Login Id (*) with value 'demoo@secpod.com', Name (*) with value 'Demo', Organization (*) with value 'demo-admin@secpod.com', Password (*) and Confirm Password (*) both masked with dots. The Role dropdown menu is open, showing options: Normal User (selected), Account Admin, Organization Admin, and None. Below the dropdown is a 'Manage' section with radio buttons for 'Full Access' (selected), 'Read Only', and 'Custom'. The form has 'Cancel' and 'Create' buttons at the bottom right.

5. You can assign the organization to manage the new user. SanerNow facilitates the dropdown options to select the organization.



The screenshot shows the 'New User' form in the SanerNow interface. The form fields are: Login Id (*) with value 'demoo@secpod.com', Name (*) with value 'Demo', Organization (*) with value 'demo-admin@secpod.com', Password (*) and Confirm Password (*) both masked with dots. The Role dropdown menu is set to 'Organization Admin'. The 'Managing Organizations (*)' dropdown menu is open, showing options: After-Signature, NewDemo, Product Demo, and Test. The form has 'Cancel' and 'Create' buttons at the bottom right.

6. Select the **MFA policy**. You can choose Google Authenticator or PingOne.

SanerNow All Organizations

Tue Aug 23 1:03:24 PM Demo Admin

Control Panel

All Organizations

Users

Deployment

Discovery

Agents

Network Scanner

Settings

New User

Login Id (*) demo@secpod.com

Name (*) Demo

Organization (*) demo-admin@secpod.com

Password (*) Confirm Password (*)

Role Organization Admin

Managing Organizations (*)

MFA Policy (*)

None

PingMfa_Policy

Google Authenticator

Cancel Create

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7. You can also give access to the new user:

- Give Full access
- Read Only
- Custom access in each Tools

SanerNow All Organizations

Tue Aug 23 1:05:22 PM Demo Admin

Control Panel

All Organizations

Users

Deployment

Discovery

Agents

Network Scanner

Settings

New User

Login Id (*) demo@secpod.com

Name (*) Demo

Organization (*) demo-admin@secpod.com

Password (*) Confirm Password (*)

Role Normal User

Managing Organizations (*) Product Demo

MFA Policy (*) PingMfa_Policy

PingOne Username

Manage Full Access Read Only Custom

Accounts

Select All

Product Demo

Default

Domain Controllers

Tools

VM	CM	PM	AE	EM	EQR	Device Management	Reports & Alerts	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Create

That's all. You created a new user in SanerNow.