

# How to add a new user

## Context

The Nowa 360 system allows for more than 256 users and offers 4 simultaneous connections to the system.

By default, only two user accesses exist by default: User & User2

This procedure shows you how to configure additional users.

## How to add a new user

1. Open the mobile application
2. Tap the 3 white lines in the upper left corner
3. Press **"users"**
4. Press the **"+"** button in the upper right corner
5. Enter the user's first name in the **"first name"** field
6. Enter the user's name in the **"last name"** field or leave it blank
7. Enter the user's PIN (4 to 8 digits) in the **"PIN"** field
8. Select the desired language for the user
9. Select **"custom"** as the type of user
10. Configure the user type
  - a. Select **"always active"** for the schedule
  - b. Select which type the user will be in **"access"**
    - i. **"Simplified Water"** for general access to the Nowa 360 system
    - ii. **"Full Water"** for access to some general parameters as well as the home automation / security section
11. **"Safety + water"** for a system used as a safety system
12. **"installer"** for a user who must have access to all the configuration parameters of the system
13. Press return
14. Select the partition group (All sector is recommended)
15. Define the start and end dates of user access in permissions dates
16. Press **"Done"** in the upper left corner
17. The new user login details should be displayed to you.


