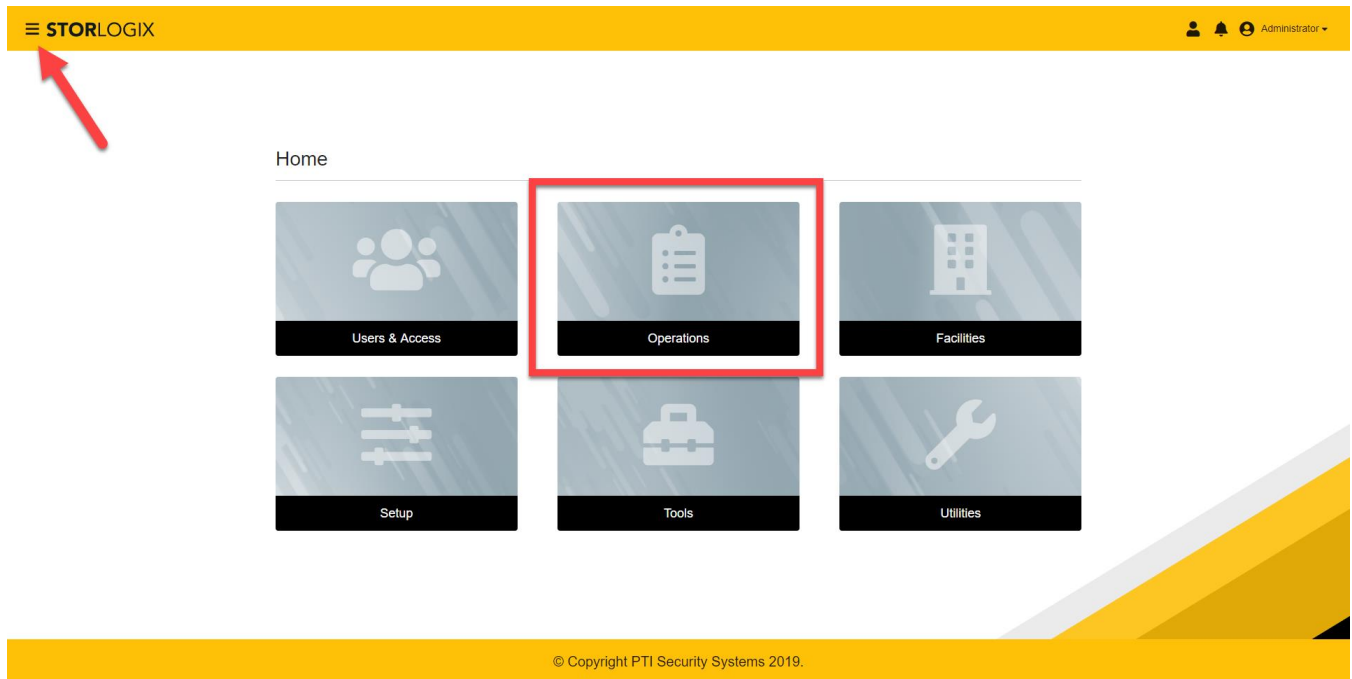# How to Add Operators in StorLogix

Adding Operators

To add an operator in StorLogix:

1. Click on your **Operations** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)

2. You will be directed to a page with a fill out form for your company information. On the top tab, click on **Operators**. This will change screens to a list of operators by their authority level.

3. You will be directed to a website with a list of names, their login ID and level of authority. Click on the yellow button that says **Add Operator** on the top right.

4. A pop-up will appear with forms to fill out. Click on **Submit** once you are finished
   a. Their Login Name will be their user ID to log in StorLogix
   b. Security level is the role in which they have within the company
      i. Note: You must have created a Security Level to assign an Operator to it.
   c. Their display name is what will appear in StorLogix next to their Login name
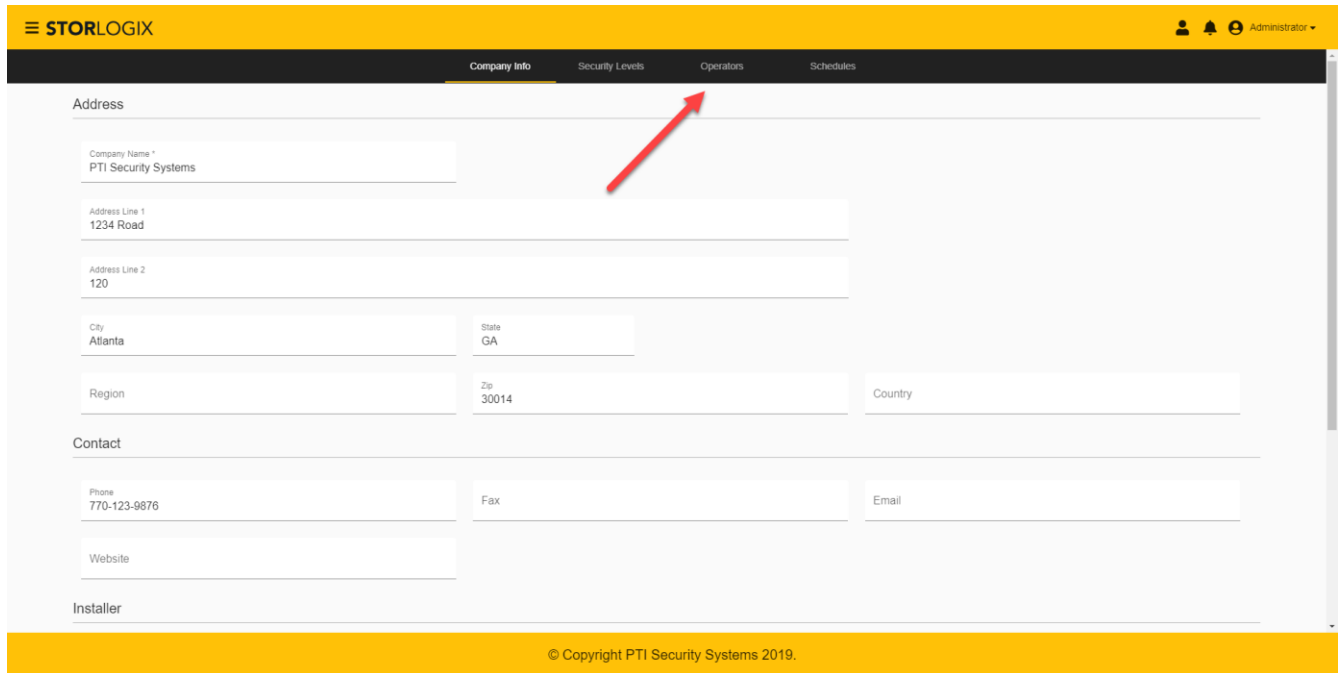
To edit an Operator in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)
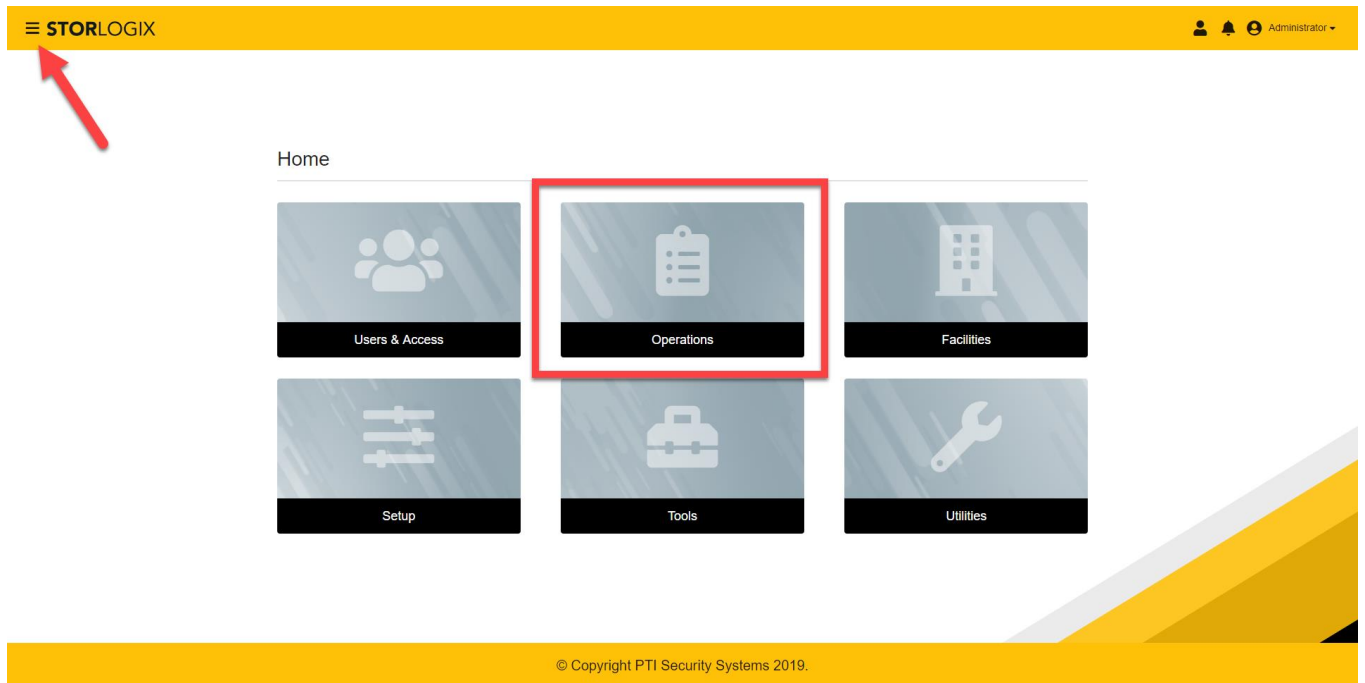
2. A navigation bar will appear, with options of Users, Cards, Units, Access Areas, and Access Levels. Click on **Units** to display the Unit names, where they're assigned, the status, and description.

3. Double click on the row that the Operator is on, this will open up a screen similar to the "Add Operator" window. Make your changes and hit **Submit** to finish.