

Getting Started with Add New User

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User Guide › Add New User

The screenshot shows the 'Add New User' form in the PAMS V2 application. The form is titled 'Accounts' and includes the following fields and controls:

- Display name:** A text input field with a placeholder 'Display name'.
- Full Name:** A text input field with a placeholder 'Full name'.
- Market Segment:** A text input field with a placeholder 'Enter'.
- Account Type:** A dropdown menu with a placeholder 'Enter'.
- VAT ID Number:** A text input field with a placeholder 'Enter'.
- Account Manager:** A dropdown menu with a placeholder 'Enter'.
- Main Address:** A text input field with a placeholder 'Main Address'.
- Shipping Address:** A text input field with a placeholder 'Shipping Address'.
- Billing Address:** A text input field with a placeholder 'Billing Address'.
- Destination Title:** A text input field with a placeholder 'Destination Title'.
- Country:** A dropdown menu with a placeholder 'Country'.
- State:** A dropdown menu with a placeholder 'State'.
- City:** A text input field with a placeholder 'City'.
- Street:** A text input field with a placeholder 'Street'.
- Zip-code:** A text input field with a placeholder 'Zip-code'.
- Zip Code:** A text input field with a placeholder 'Zip Code'.
- Client:** A checkbox.
- Principals:** A checkbox.
- Active:** A checkbox.
- Sup-supplier:** A checkbox.
- Buttons:** 'Save', 'Save and Close', and a close button (X).

Accounts — Add new › Accounts › Accounts

This screenshot shows the bottom section of the 'Add New User' form, featuring three buttons: 'Save', 'Save and Close', and a close button (X). Above the buttons is a header bar with icons for adding a new record, refreshing, notifications (8), a castle icon, a grid icon, and a user profile icon (RO).

Create and save a user record by entering the user's identifying and work details.

What you can do

- Use **Accounts** to access account-related records.
- Use **Save** to save the user details you have entered.
- Use **Save and Close** to save the record and close it.

Add a new user

1. Open **Accounts**.
2. Open the Contact record for the user.
3. Enter the user's **Display name** and **Full name**.
4. Complete the available details, including **Country**, **Title**, **Name**, **Position**, and **Destination Title**, as required.
5. Select **Save and Close**.

Result

The user details are saved, and the Contact record closes.

Next steps

Return to **Accounts** to continue working with account records. You can also use Call, Meeting, Task, or Visit to record related activities.

Related pages

- [Add New User — Overview](#)
- [Call](#)
- **Add New User — Learning Path**
- [Configure Accounts](#)
- [Configure Contacts](#)
- [Tasks](#)
- [Payments](#)
- [Projects](#)
- [Direct Order](#)
- [RFQ](#)
- [Direct Order](#)
- [Process](#)

