# OneRail

Administration

Adding a New User Into a Location

Employees come and go. Adding a user authorization is based on administrative access. The preferred and most effective way of adding a user is by adding them directly into a location.
It is possible to add a new user and then add them into a location after, but this is less preferred as they will initially be in all locations the administrator entering the new user has.
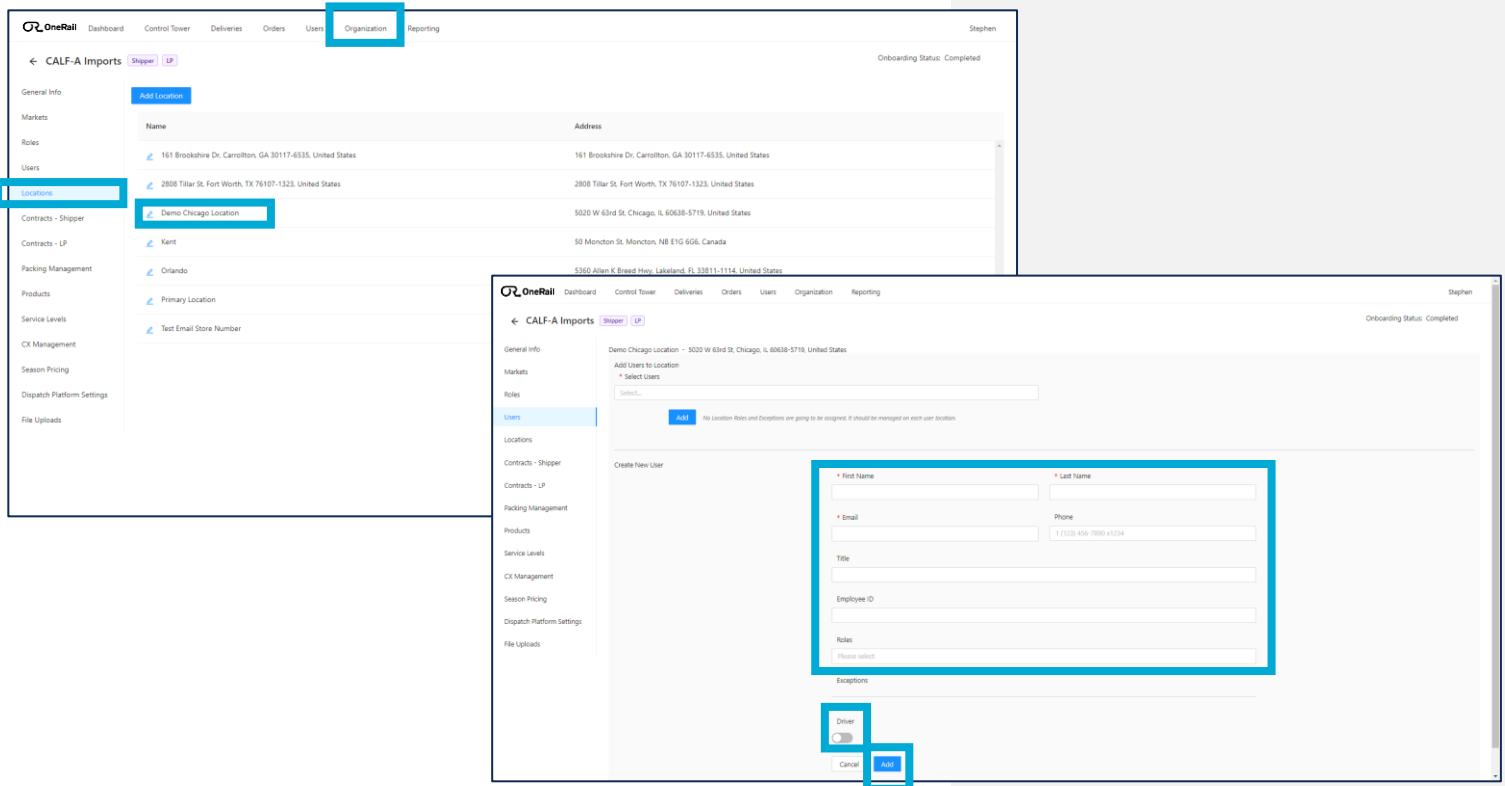
From the Organization page:
1. Select **Locations**.
2. Select the location the new user will be in.
3. Select **Add User**.
4. Enter the new user's information.
   • The new user will receive an email at the email entered to verify account and create a password.
5. Select **Driver** to assign the user as a delivery driver.
6. Select **Add**.