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## 2.2 Hands-On: Producers

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# 01 – Create a New User

*Let's Start:*

### **Create a new User:**

1. Open your Web browser and enter the URL of the Management area:

[http://\[rosettatest.com\]:1801/mng/](http://[rosettatest.com]:1801/mng/)

2. Log in using **XXX\*** user and password **YYY\***  
be sure to select the Training institution.
3. Go to **Data Management > Manage Users**
  - Choose Type of User **staff** and click **Add User**
  - Fill in all the mandatory fields and click **Save**
  - **Add the following roles:**
    - Approver – Full
    - Arranger – Full
    - Assessor – Full
    - Data Manager – Full
    - Deposit Manager – Full
    - Editor – Full
    - Negotiator – Full
    - TA – Full
- **Some Roles need to be edited and manually activated**

*\* Use a Training user with role user management created by your Rosetta Project Manager.*

## 02 – Managing Producers and Producer Agents

Motivation: Getting familiar with the Producer and the assigned Producer Agents.

### *Scenario 1: Creating a Producer*

The Negotiator adds a Producer, and assigns two Producer Agents who can deposit on behalf of this Producer.

1. [Logout and Login with your new user](#)
2. Go to **Deposits > Producers**
3. Click **Add Producer**
4. Choose Group.
5. Fill in the Producer's details mandatory fields.
6. Click Next
7. Skip the Add Contact section
8. Click **Add Producer Agent** (Producer Agent is the user that will deposit on behalf of the newly created Producer)
9. Select at list of names (It is best if you include your user) and finish the procedure (select **Add > Done**). The Producer now appear(s) in the Producer List.
10. Click on **Producer Agent** to see the list of Producer Agents for this Producer (Currently only the one(s) you have added).

*Logout and enter the URL of the Deposit area:*

[http://\[rosettatest.com\]:1801/deposit/](http://[rosettatest.com]:1801/deposit/)

11. Log in using the credentials of one of the Producer Agents you selected. Be sure to select the Training institution.
12. See that you select the Producer you added

