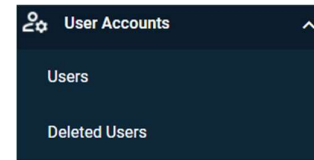
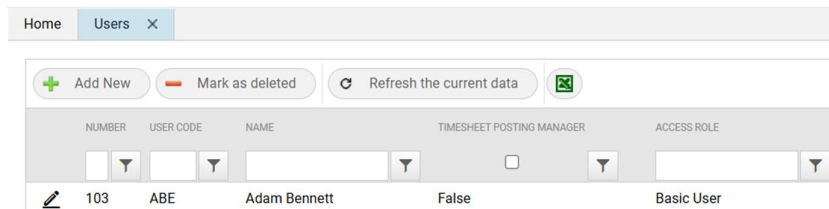


1 Who are Users

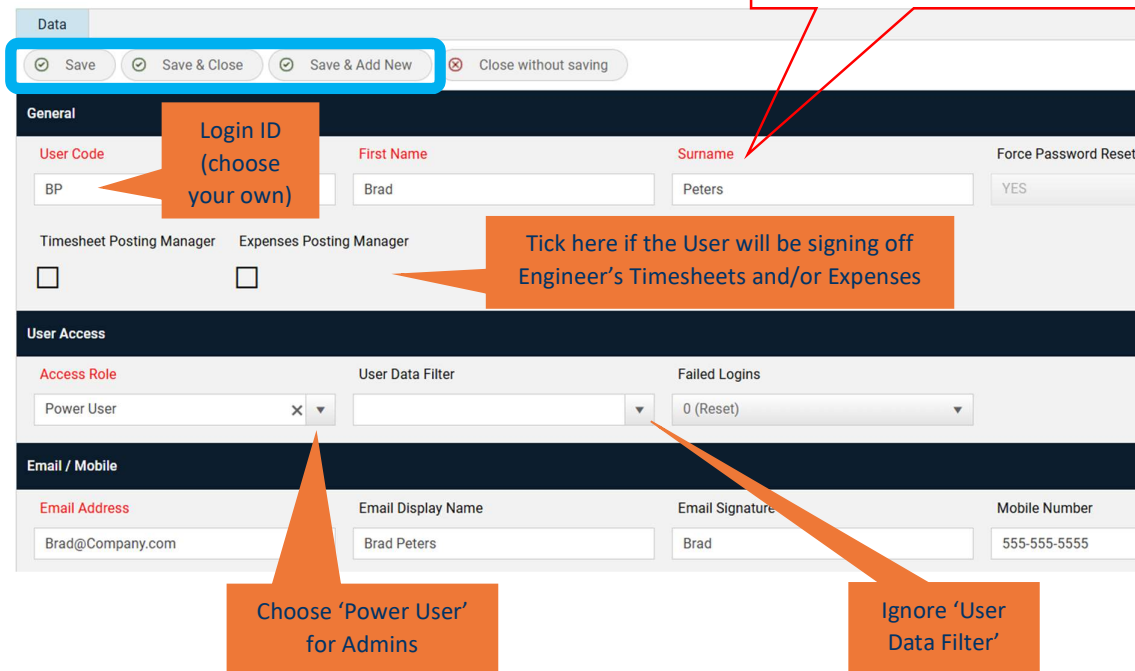
USERS are the people who will be administering the Jobs, Quotes, Schedules and Accounts.
ENGINEERS are the people who carry out the work and are entered elsewhere.

2 How to add Users

- Log in with the Admin ID you have been provided with
- Go to the 'User Accounts' menu and select 'Users'
- You will be given a list of Users
- Choose the 'Add New' button

- You will be asked to add the details for your User:



Annotations:

- Save buttons:** Save, Save & Close, Save & Add New, Close without saving
- General Section:**
 - User Code:** BP (Annotation: Login ID (choose your own))
 - First Name:** Brad
 - Surname:** Peters (Annotation: You MUST enter the information if the title of the box is red)
 - Force Password Reset:** YES
 - Timesheet Posting Manager:** ☐
 - Expenses Posting Manager:** ☐ (Annotation: Tick here if the User will be signing off Engineer's Timesheets and/or Expenses)
- User Access Section:**
 - Access Role:** Power User (Annotation: Choose 'Power User' for Admins)
 - User Data Filter:** (Annotation: Ignore 'User Data Filter')
 - Failed Logins:** 0 (Reset)
- Email / Mobile Section:**
 - Email Address:** Brad@Company.com
 - Email Display Name:** Brad Peters
 - Email Signature:** Brad
 - Mobile Number:** 555-555-5555

- Then press 'Save', 'Save & Close' or 'Save & Add New'