

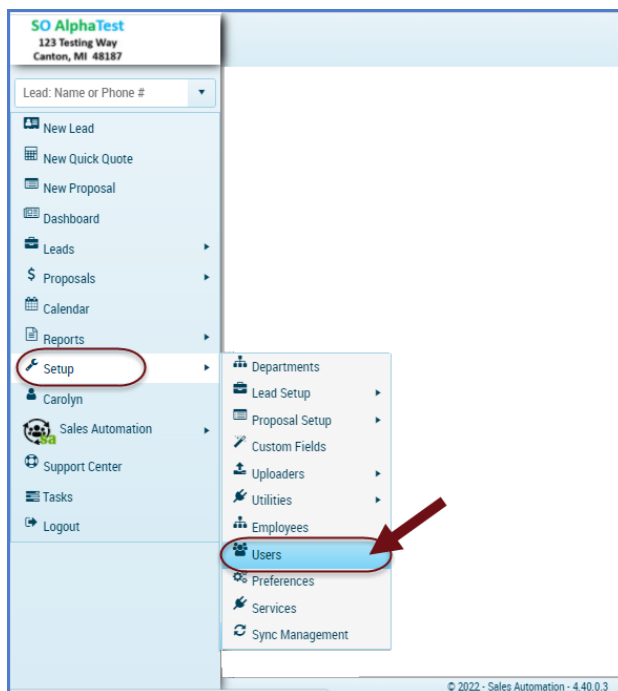
# Users

Last Modified on 07/27/2023 9:14 am EDT

## Users

Menu path: Setup > Users

Set up users who need to access SalesAutomation. Also, set up those users needing access to Time & Attendance, eForms, or Sedona-X Mobile (or any combination thereof). Technicians who will not be accessing SalesAutomation do not need to be setup as user, just as an employee.



**New User**

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**Username:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Phone:**

**Email:**

**User Role:**

**Products:**  Time & Attendance  eForms  Sales Automation  
 Sedona-X Mobile app

**Password:**

**Confirm:**

**Time Zone:**

**Default Login:**

**Site Theme:**

**Inactive:**

**Notes:**

100 characters remaining

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**User Security Permissions:**

<b>Miscellaneous</b>		<input type="checkbox"/> <b>Hide Commission</b>	Hide commission information on Proposal
<input type="checkbox"/> <b>Company Setup</b>	Access to all company setup information.	<input type="checkbox"/> <b>Hide Cost</b>	Hide cost information on Proposal
<input type="checkbox"/> <b>Export</b>	Ability to export data to excel using the 'Export to Excel' button on various grids.	<input type="checkbox"/> <b>Rate Edit Restriction</b>	Restrict the ability to edit the rate for items and parts on proposals
<input type="checkbox"/> <b>Prevent Tag Creation</b>	Prevent the User to Create Tags.	<input checked="" type="checkbox"/> <b>View</b>	
<input type="checkbox"/> <b>User Administration</b>	Manage all users and user roles.	<b>Sales Automations</b>	
		<input type="checkbox"/> <b>Sales Dept Manager</b>	
<b>Reports</b>		<input checked="" type="checkbox"/> <b>Setup Items On Fly</b>	Can enter new selection items on the fly.
<input type="checkbox"/> <b>Financials</b>		<b>Sites</b>	
<input checked="" type="checkbox"/> <b>Generals</b>		<input checked="" type="checkbox"/> <b>Add</b>	
<b>Proposals</b>		<input checked="" type="checkbox"/> <b>Edit</b>	
<input type="checkbox"/> <b>Add</b>		<b>Systems</b>	
<input type="checkbox"/> <b>Delete</b>		<input checked="" type="checkbox"/> <b>Add</b>	
<input checked="" type="checkbox"/> <b>Edit</b>		<input checked="" type="checkbox"/> <b>Edit</b>	