

SETUP A NEW USER

- Select the "My Company" button from the Home screen :



- Select the "Users" button :



- You are now presented with a summary of the Users associated to your account along with their roles assignment

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Apps			Cther bookma
			Welcome Simon My Account 💄 My Company 💼 Sign Out 🕞
Home > Users			
Users			Add New
NAME			
3 Users Found			
NAME	ROLES	PARENT BUSINESS LOCATION	STATUS
Simon Jones	Order User User Administrator	ESSAR TEST CUSTOMER LIMITED	Active
SOS Team	Order User	ESSAR TEST CUSTOMER LIMITED	Active
SOS Team	Copy Order Email User	ESSAR TEST CUSTOMER LIMITED	Active
NAME .			
	SITE NOT Coske Policy > Pinacy Policy > We Time Of Uile > Contact us > Contact us > EAD >	CEB DET IN TOOCH Barrow Marufacturing Compex, Elisioner Ant Oceana, Company	

- To add a new User, select the "Add New" button

Add New

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Apps	Cther bookmarks
ESSAR [‡]	Welcome Simon Sign Out G
Homa > Usars > Nau	
< New User	
TILE	FIRST NAME
PLEASE SELECT	
LAST NAME	EMAIL
PARENT BUSINESS LOCATION	
10002002_GB01_02_02 - ESSAR TEST CUSTOMER LIMITED	
Roles	
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	CANCEL SAVE
Unite Notices Private Private Title Torres Destinates Areas Areas	027/20004 Bortes Mandalman, Carlos Bortes Mandalman, Carlos Carlos Martinova Carlos Martino

- Complete the user details
 - o Title
 - First Name
 - o Last Name
 - o Email
- Parent Business Location
 - Should not be amended,
 - Entry should reflect your Sold To_GB01_02_02 Customer Name
- Assign a role by selecting the relevant checkbox
 - o User Administrator
 - o Order User
 - o Accounts User
 - o Copy Order Email User

SAVE