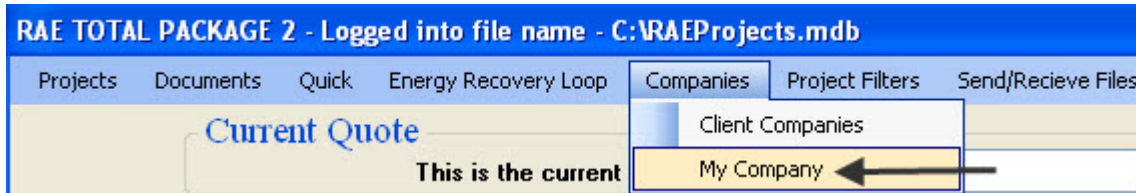


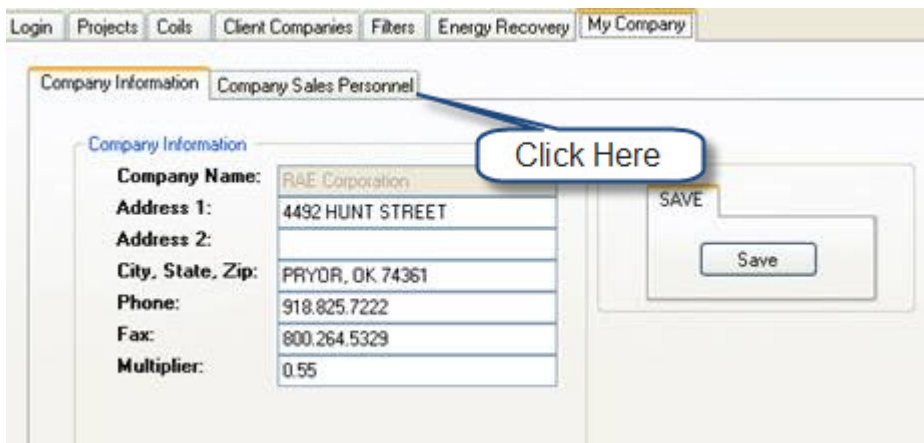
Setting up Users

You will need to login using the administrator UserID and Password to make changes to your Company Sales Personnel.

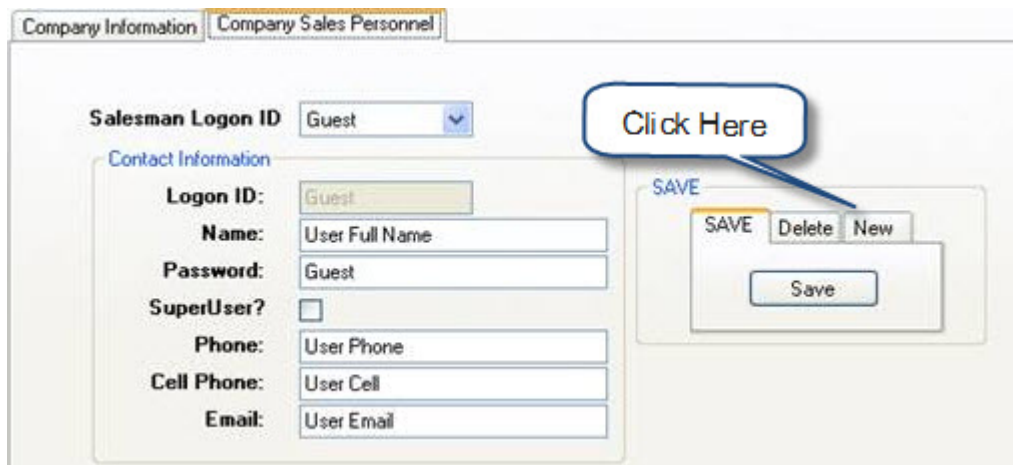
- Select 'My Company' from the Companies menu.



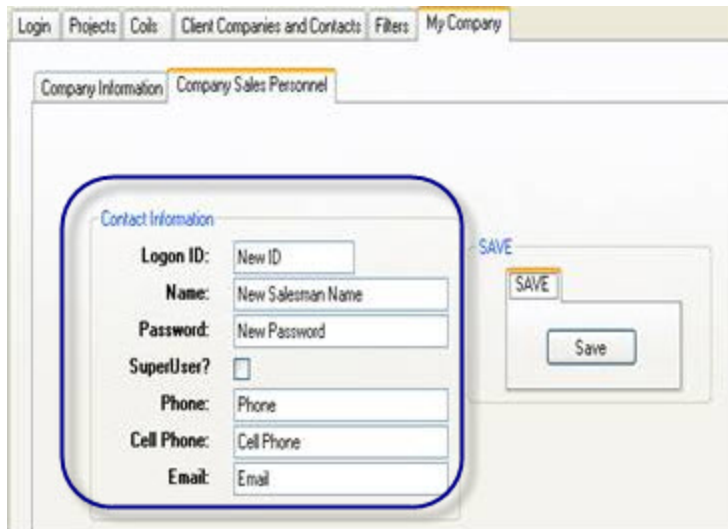
- Click on the 'Company Sales Personnel' tab.




- Add a new Sales Person.
 - Select the New Tab



- Click the button.
 - Enter the Sales Person (user) information.

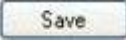


- What is a SuperUser?
 - A SuperUser has permission to see the projects generated by other users.
- Click the  button.

● **Change an Existing Sales Person(User)**

- Select an Existing Sales Person from the 'Salesman Login ID' dropdown list.



- Make the necessary changes.
- Click the  button.
- After the changes have been saved the following message will be displayed

