

Setting up a New User

Select Users under the Setup tab

Home	Setup
Account	Active U
Maintain Retail Prices	Active us
Maintain Curtain Details	Show full
Maintain Roman Blinds	Inactive
Maintain Other Fabrics	
Maintain Stock Fabrics	
Maintain Install Rates	
Maintain Proposal Fields	
Maintain Account Prefs	
Maintain Logistics	
Terms & Conditions	
Sales Manager Reports	
Users	

Select

The green cross



Enter Details

Type reference the level of Access the has

Admin (Access Setup tab)

Full access for setup reporting, item/ product updating and user maintenance

Consultant (No Access for setup tab)

User able to do proposals