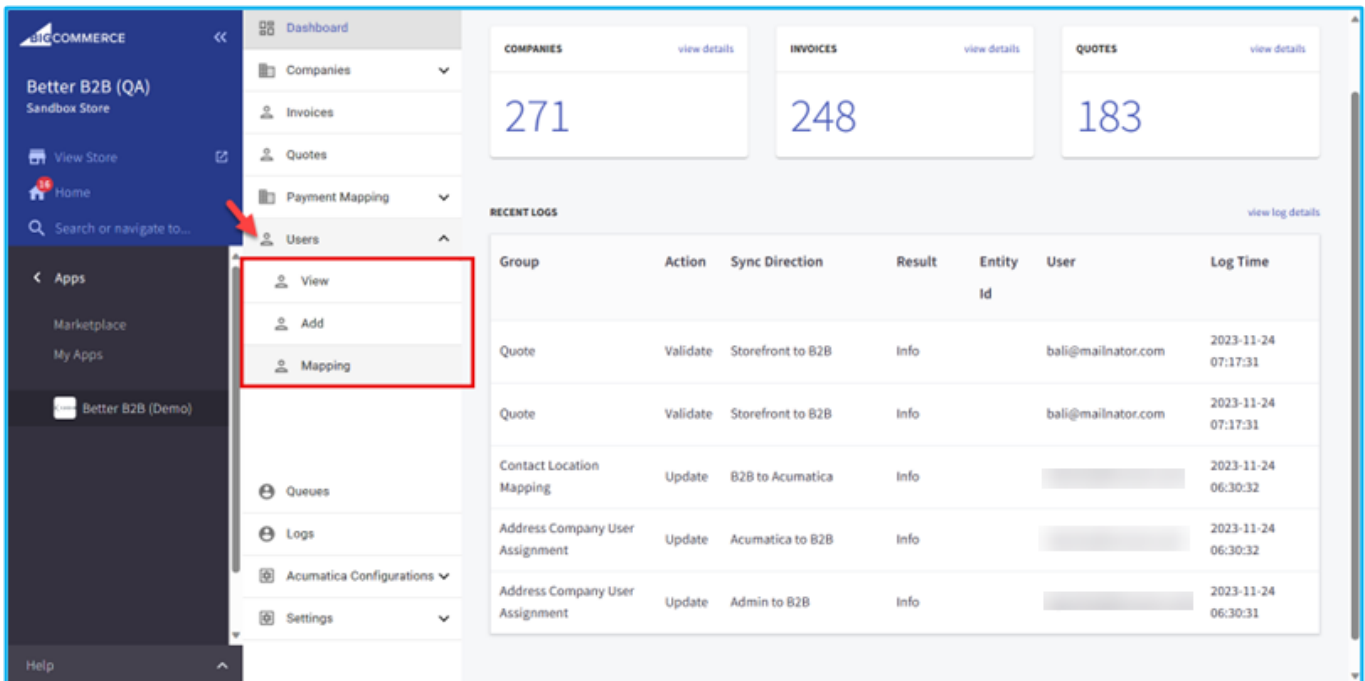


# Creating Users in Better B2B



To create a user in Better B2B go to the Users below the Payment Mapping. The application will provide 3 options in the **[Users]** section on the left panel.

- View
- Add
- Mapping



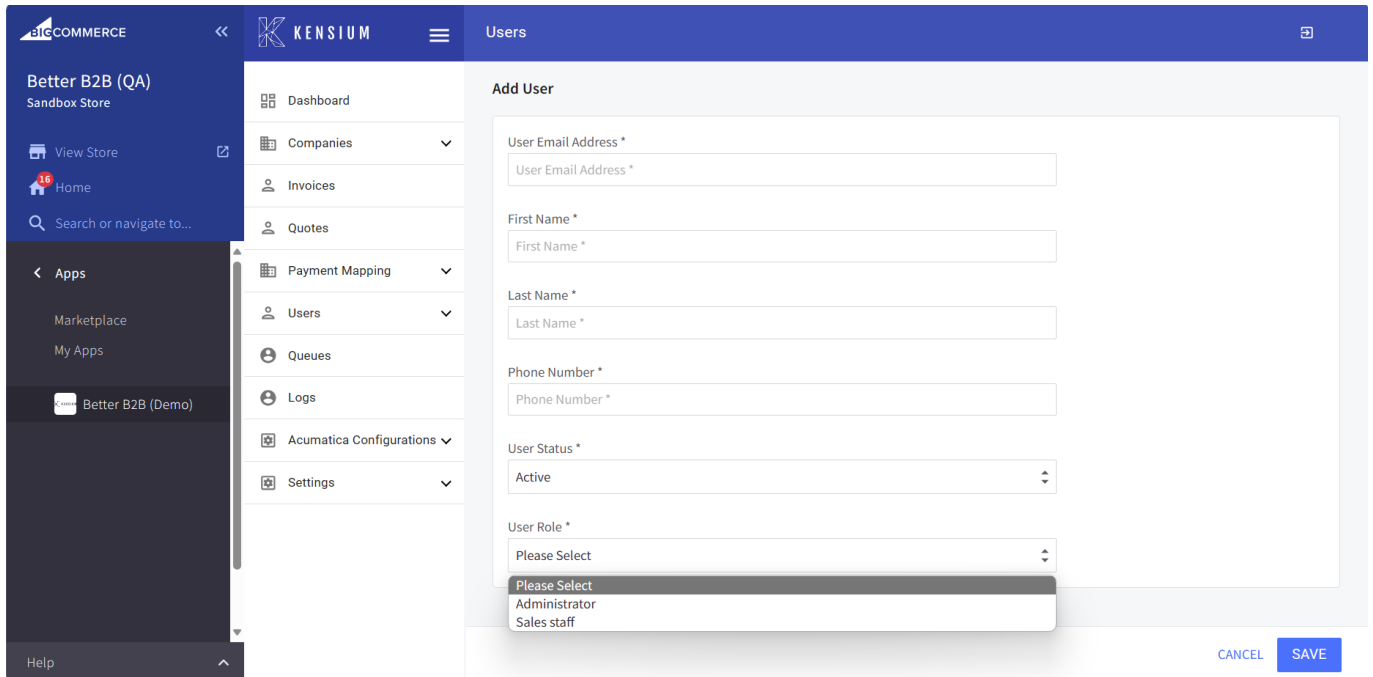
The screenshot shows the Better B2B (QA) dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Companies, Invoices, Quotes, Payment Mapping, Users, Queues, Logs, Acumatica Configurations, and Settings. The 'Users' section is highlighted with a red box, and a red arrow points to it. The 'Users' section is expanded, showing three options: View, Add, and Mapping. The main content area displays three summary cards: COMPANIES (271), INVOICES (248), and QUOTES (183). Below these cards is a 'RECENT LOGS' table with columns: Group, Action, Sync Direction, Result, Entity Id, User, and Log Time. The table contains several log entries, including 'Quote' validation and 'Contact Location Mapping' updates.

## Option to Add User

To add a user, you need to follow these steps and enter the relevant details. All the self-explanatory fields are mandatory. The fields are as follows.

1. User Email Address
2. First Name
3. Last Name
4. Phone Number
5. User Status: Select the status as Active.
6. User Role: You need to select the user role and save the records. You will have two options

Administrator or Sales Staff.



The screenshot displays the 'Add User' form within the Kensium BigCommerce B2B Connector application. The form is titled 'Add User' and is located in the 'Users' section. The form fields are as follows:

- User Email Address \*
- First Name \*
- Last Name \*
- Phone Number \*
- User Status \* (Active)
- User Role \* (Please Select)

The User Role dropdown menu is open, showing the following options:

- Please Select
- Administrator
- Sales staff

The interface also includes a sidebar with navigation options: Dashboard, Companies, Invoices, Quotes, Payment Mapping, Users, Queues, Logs, Acumatica Configurations, and Settings. The top navigation bar shows the 'Users' section.

## Adding User Fields