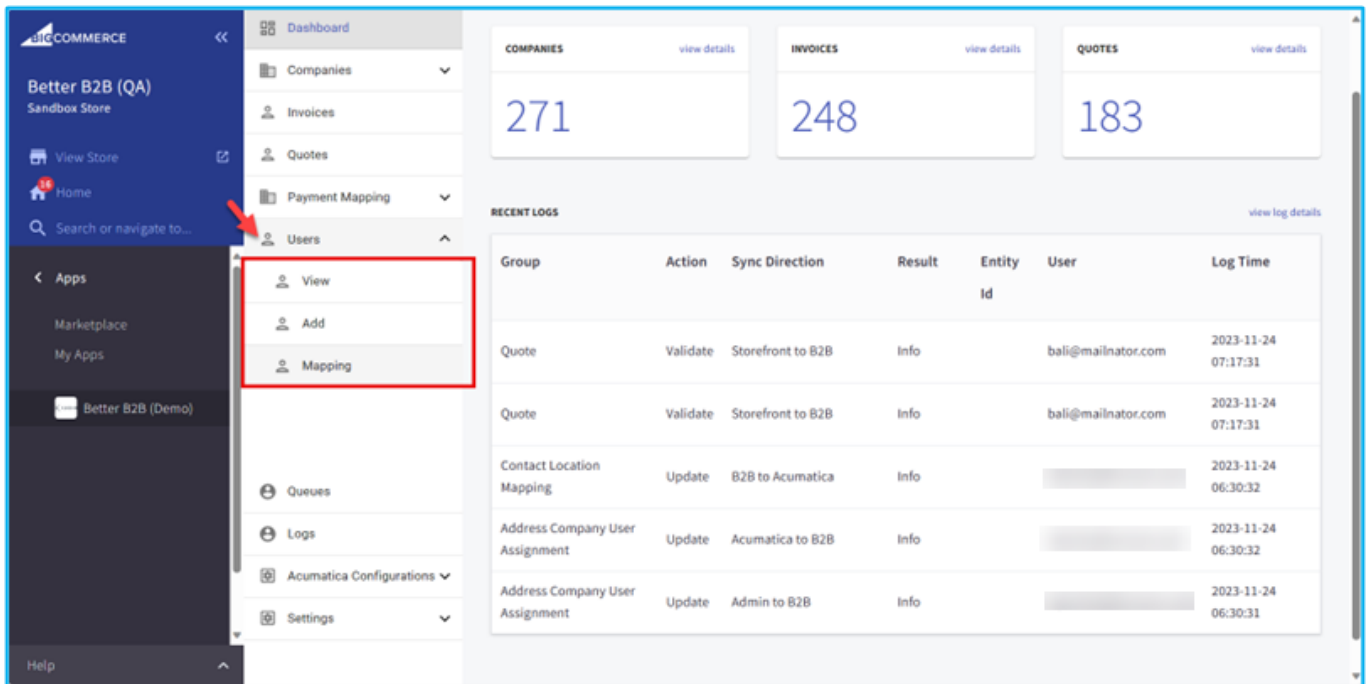


Creating Users in Better B2B

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

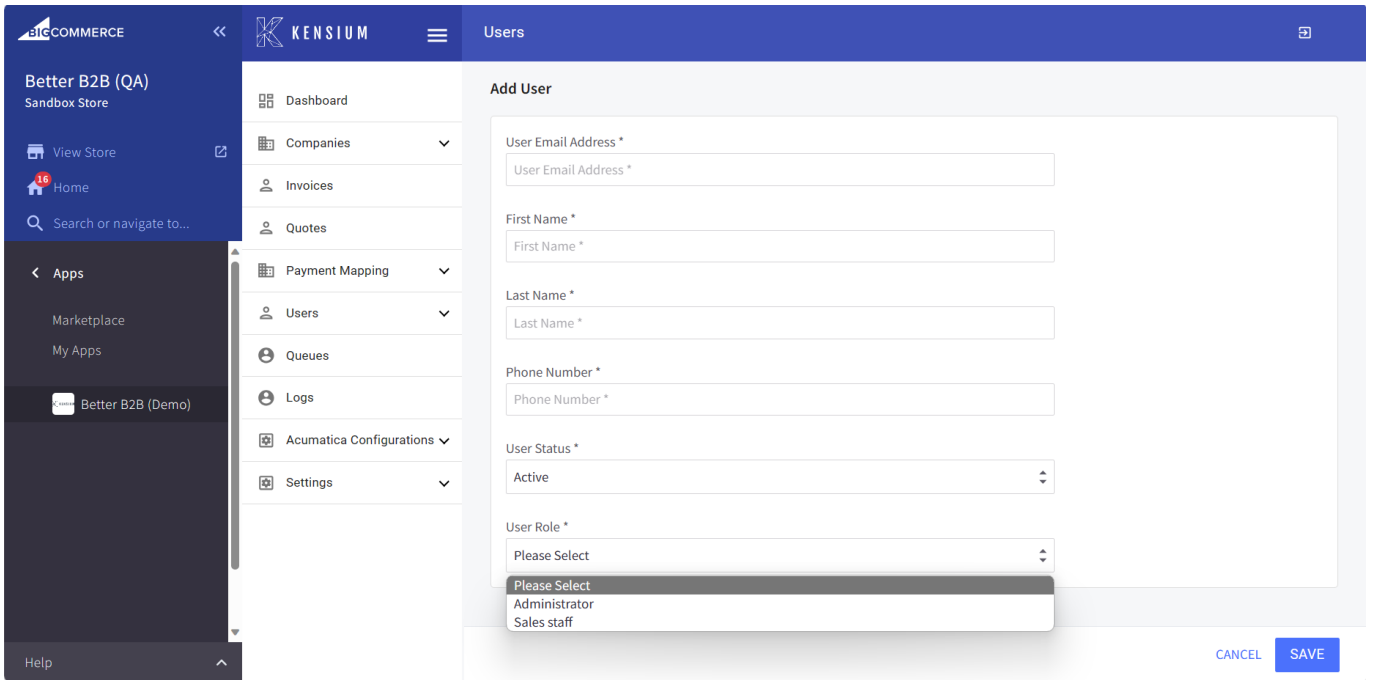


Option to Add User

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 shows the 'Add User' form in the KENSIUM interface. The form is titled 'Add User' and is located in the 'Users' section. The form includes the following fields:

- 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 shows a sidebar with navigation options: Dashboard, Companies, Invoices, Quotes, Payment Mapping, Users, Queues, Logs, Acumatica Configurations, and Settings. The 'Users' option is currently selected.

Adding User Fields