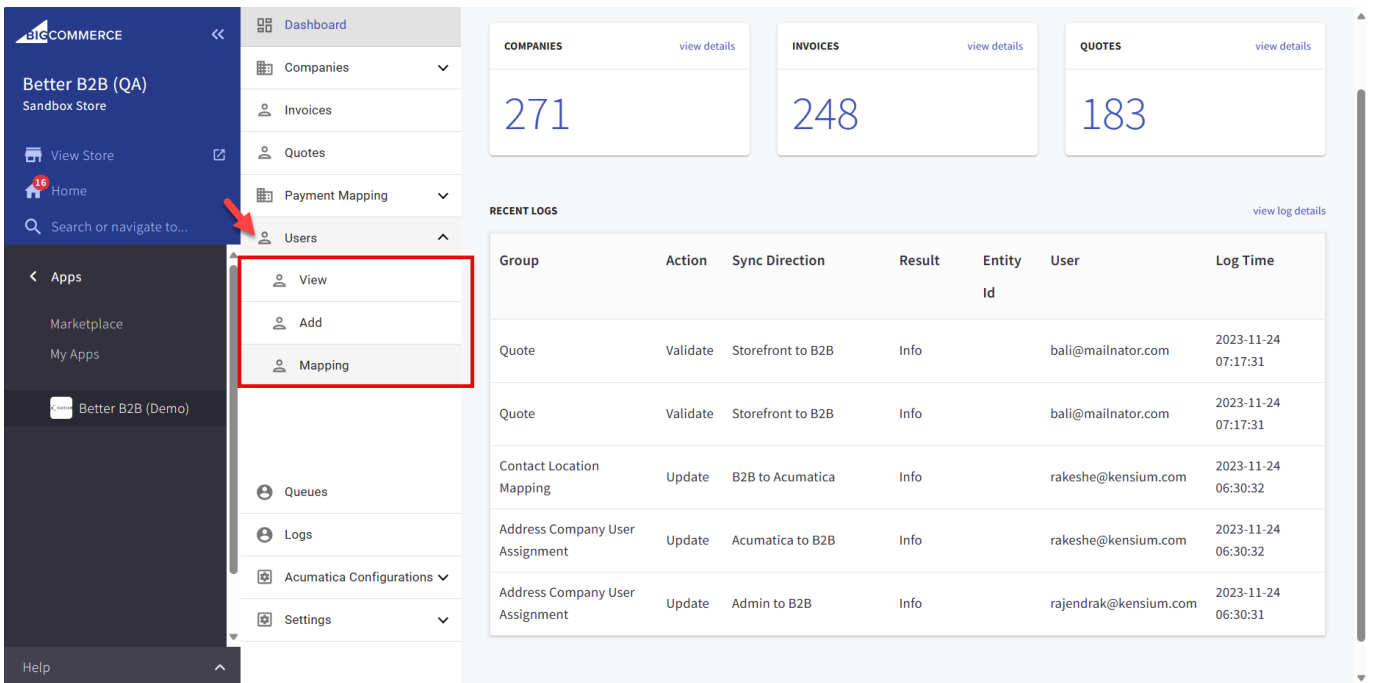


Creating Users in Better B2B

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

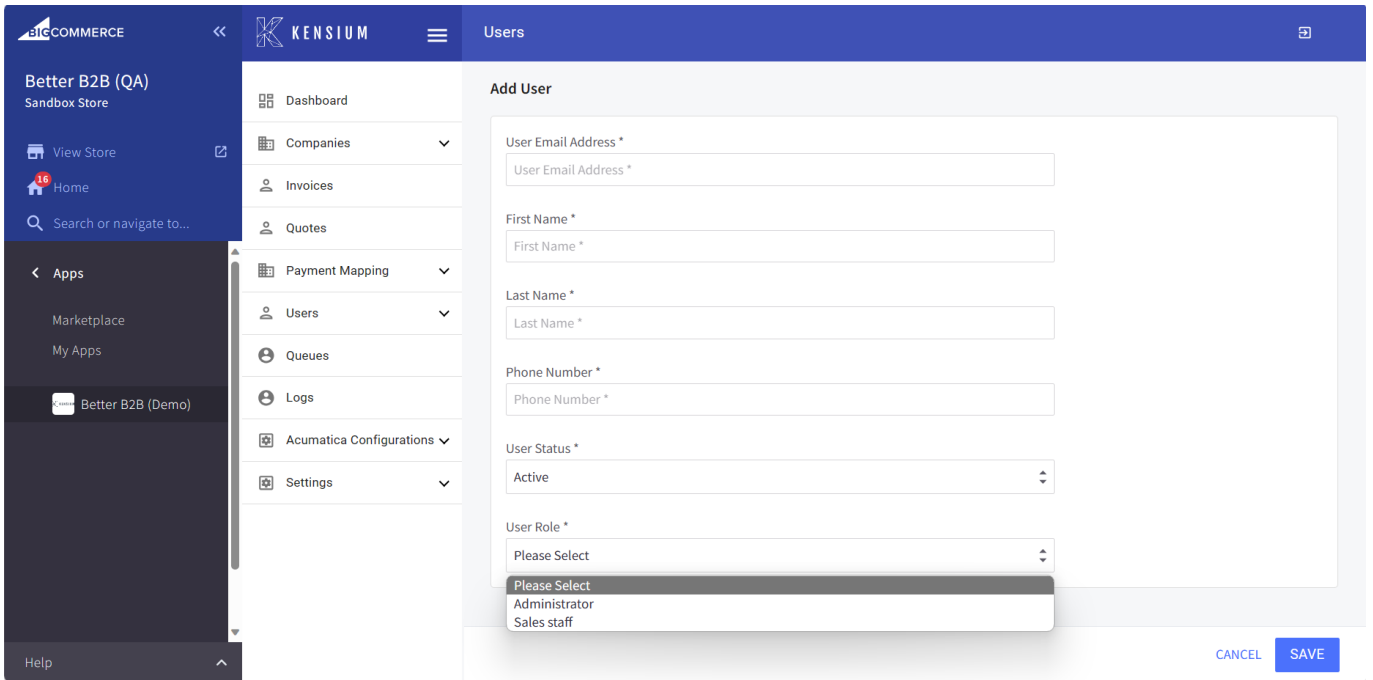


Option to Add User

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 displays the 'Add User' form within the KENSIUM application. The form is titled 'Add User' and is located in the 'Users' section. The form fields are as follows:

- User Email Address * (Text input)
- First Name * (Text input)
- Last Name * (Text input)
- Phone Number * (Text input)
- User Status * (Dropdown menu, currently set to 'Active')
- User Role * (Dropdown menu, currently set to 'Please Select', with a dropdown menu open showing 'Please Select', 'Administrator', and '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