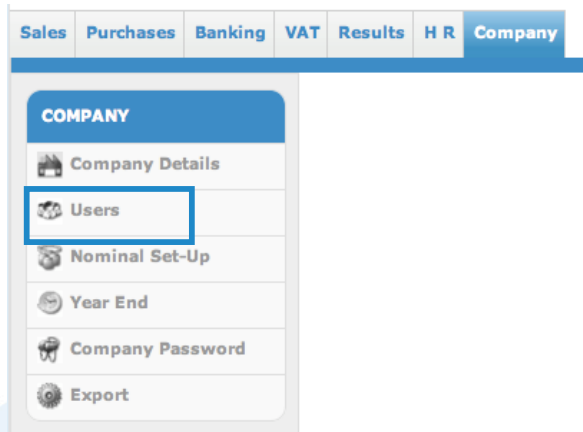


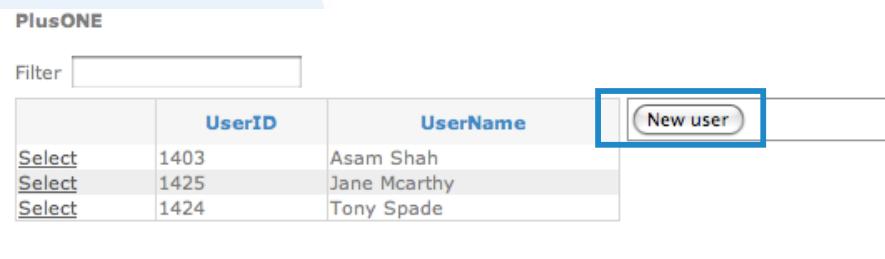
Add a User

Liquid Accounts comes with one user that is set up during the sign-up process. If you wish to add additional users, follow the instructions below.

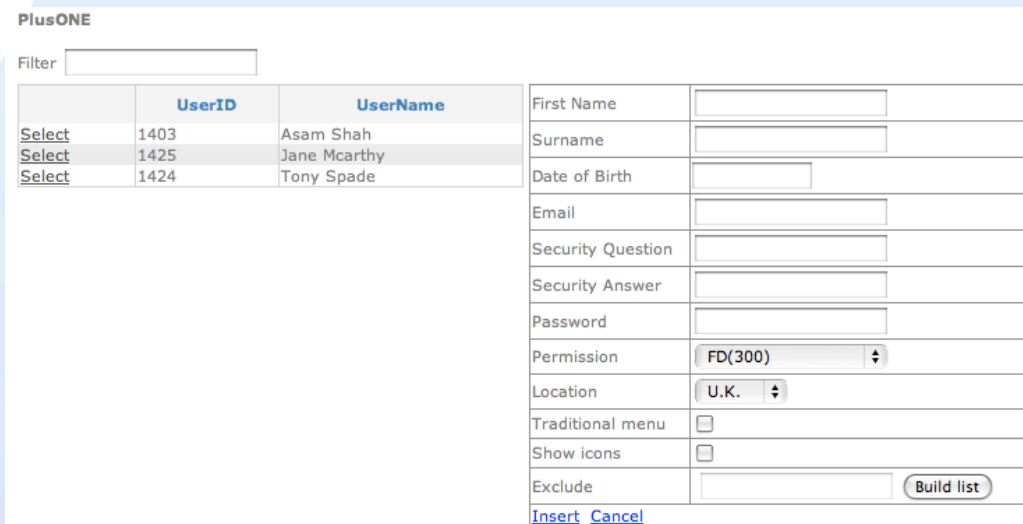
Select the **Company** menu tab at the top of the screen and then choose the **Users** menu option



On the right-hand side of the list of your existing users, press the **New User** button.



The form below will appear on the right-hand side of the screen and you need to complete it. Guidance notes on each section are given below.



	UserID	UserName	
Select	1403	Asam Shah	First Name <input type="text"/> Surname <input type="text"/> Date of Birth <input type="text"/> Email <input type="text"/> Security Question <input type="text"/> Security Answer <input type="text"/> Password <input type="text"/> Permission <input type="text" value="FD(300)"/> Location <input type="text" value="U.K."/> Traditional menu <input type="checkbox"/> Show icons <input type="checkbox"/> Exclude <input type="text"/> <input type="button" value="Build list"/> Insert Cancel
Select	1425	Jane MCarthy	
Select	1424	Tony Spade	

Notes on completing the form:

First Name – This is the first name of the new user.

Surname – This is the surname of the new user.

Date of Birth – The date of birth of the new user.

Email – The email address of the new user.

Security Question – This is a question that may be asked to identify the user. It can be any question that the user will know the answer to.

Security Answer – Answer to question above.

Password – A password for the individual user.

Permission – This is the permission level for the new user. Depending upon the role and how much of the accounts you wish your new user to see will depend upon what level their permission should be set to. See the table below for a detailed breakdown of what each level excludes.

Location – Select the location.

Traditional Menu – Tick this if you would prefer the new user to have traditional accounting terminology - for example, 'aged debt'. If you leave this box unticked, their menus will be displayed in plain English - for example, 'money owed'.

Show Icons – This will display pictorial icons against the menu buttons.

Exclude – This will allow you to exclude certain functions for this user. So for example, at the permission level you have chosen there may still be aspects of Liquid Accounts that you do not want the user to see. Simply press the **build list** button and a separate window will appear. Pick the functions you wish to exclude. When you have finished, press the **update** button. It will then take you back to the user form. The items you have chosen to exclude will be listed in the exclude window and will not be shown when the user logs in.

Once you have completed the form, press **Insert** at the bottom and your user will be created. The new user will appear on your user list on the left-hand side of this page. Do not forget that in order to log in, they will need the company code, company password, first name, surname and password. The last three of which you have just created for them in this form.

The following table shows what each permission level has access to:

	Sales	Purchases	Banking	VAT	Results	HR	Company
50/100	NO	NO	NO	NO	NO	NO	NO
150	YES	YES	NO	NO	NO	NO	NO
200	YES	YES	NO	NO	YES	NO	NO
250	YES	YES	YES	NO	YES	NO	NO
255/ 300	YES	YES	YES	YES	YES	YES	YES