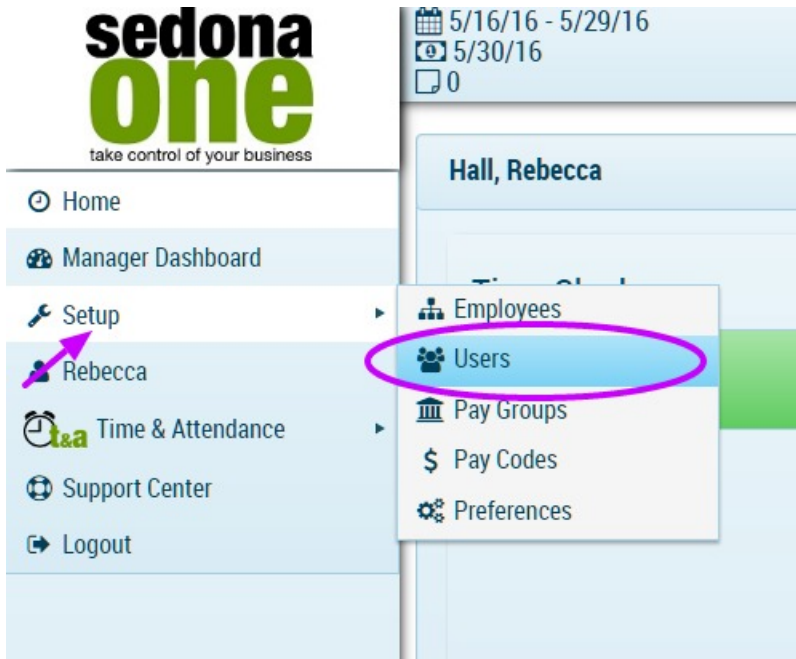


# User Setup

Last Modified on 11/07/2016 1:10 pm EST

## Select Setup - Users



To create a new user select + Add User



The following screen will show.

**New User** Cancel Save

**Username:**  **Time Zone:** (UTC-05:00) Eastern Time (US & Canada) ▼  
**First Name:**  **Default Login:** Select Product: ▼  
**Middle Initial:**  **Site Theme:** Blue Opal ▼  
**Last Name:**  **Inactive:**  Inactive Date   
**Phone:**  Phone #  ext.  **Notes:**   
**Email:**   
**User Role:** Please Select... ▼  
**Products:**  AlarmBiller  Time & Attendance  eForms  
**Password:**  ?  
**Confirm:**  ?

Permissions Services  
**User Security Permissions:**  
**Time Attendances**  
 Employee Shift Edit Allows an employee to edit their own shifts.  Pay Roll Export  
 Pay Group Manager

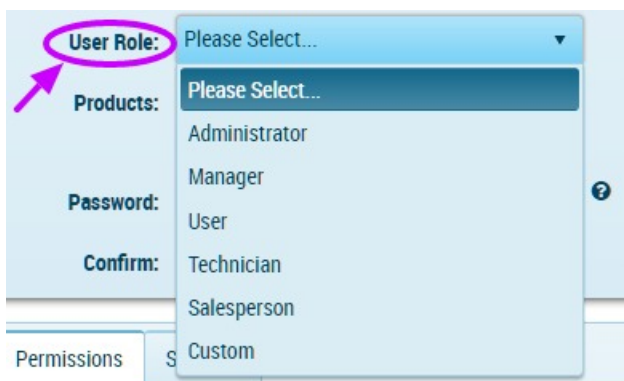
Enter the information for each field.

## Username

The name used for the User to login to Time & Attendance.

## User Role

Select the drop down arrow to the right of User Role to see a list of User Roles.



Administrator

Manager

User

Technician

Salesperson

Custom

## Products

Select the products that the User has permission to use.

Products:  AlarmBiller  Time & Attendance  
 eForms

## Password

The password the user will use to login to the system. The first time that the User logs into the system they will be prompted to change the password. The password must be 8 characters long and contain at least one each of a capital letter, number and character.

## Default Login

The product that sedonaone will first open up to when a User logs in.